



PRIVATE TRANSPORTATION COMPANY DRIVER MUNICIPAL LICENCE APPLICATION

THE APPLICATION PROCESS

This package contains the necessary application to apply for the **Private Transportation Company (PTC) Driver business licence** in the City of Vaughan (the City). To apply, persons must submit a completed application and pay the applicable fee as listed at vaughan.ca/BusinessLicensing as per the Business Licensing By-law posted in the [By-law Library](#). For more information, contact us:

By-law and Compliance, Licensing and Permit Services Department, City of Vaughan

Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: bylaw.licensing@vaughan.ca

Website: vaughan.ca/BusinessLicensing

Hours: Monday to Friday, 8:30 am to 4:30 pm, except for statutory holidays

How to apply

Applicants and licensees have four options for submitting new or renewal licence applications:

1. **Licensing Portal** where you can apply online for and renew many licences, posted at vaughan.ca/BusinessLicensing. Note, you will not be required to complete this form if you apply using the portal.
2. **Mail** to the By-law and Compliance, Licensing and Permit Services Department.
3. **Drop off** to drop-boxes located at the entrances of Vaughan City Hall, with the enveloped marked, "Attn: By-law and Compliance, Licensing and Permit Services".
4. **By e-mail** to bylaw.licensing@vaughan.ca, along with scanned copies of required documentation, and an e-mail indicating a contact phone number for staff to collect payment.

Who can submit the application and appoint an authorized agent

The person applying for this business licence or their "authorized agent" may submit this application; an "authorized agent" may submit the application, provided that the person is given authorization through this application or [separate submission](#) of the Authorized Agent Form at vaughan.ca/BusinessLicensing.

THE APPLICATION

Section 1 – Licence type

Please check the box below to confirm the licence(s) you are applying for.

- I am applying for a Private Transportation Company Driver for the City.

Section 2 – Applicant information	
Please complete this mandatory section.	
Name (first and last name of the sole proprietor in a sole proprietorship, a partner in a partnership or a duly authorized director or officer in a corporation)	
Address (street no, street name)	Unit
Municipality	Province
Country	Postal code/ zip code
Email address	Telephone number
Section 3 – Authorized Agent	
This section should be completed if the applicant would like to appoint an agent to act on behalf on a business licence or permit applicant(s) or licensee(s).	
Name of authorized agent (first name, last name)	
Business telephone number	Email address
What will the Authorized Agent do on behalf of the applicant?	
Select all activities that apply.	
<input type="checkbox"/> Apply for a business licence or permit, including payment <input type="checkbox"/> Renew a business licence or permit, including payment <input type="checkbox"/> Make and respond to inquiries with respect to the licence, permit or application <input type="checkbox"/> Update information with respect to the licence, permit or application <input type="checkbox"/> Cancel the licence, permit or application <input type="checkbox"/> Other, as described here:	
Section 4 – Licensing in Other Municipalities	
Any Private Transportation Company Driver who is satisfactorily licensed by another municipality as a Private Transportation Company Driver (or equivalent licence type) shall be considered licensed by the City and may operate within the City’s boundaries. If you are licensed in another municipality and would like to verify whether your licence deems you licensed in the City, please list the other municipalities below; if this is the case, you would not be required to pay a City licensing fee.	

Municipality	Licence number	Expiry date (if applicable)
Municipality	Licence number	Expiry date (if applicable)

Section 5 – Required documents

The following documentation must be submitted with your application.

Item	Description
Check the box below if you have included the item.	The description is based on the Licensing By-law, as amended, as listed at www.vaughan.ca/bylaw in the By-law Library.
<input type="checkbox"/> Canadian Government-Issued Identification	Canadian government-issued identification which demonstrates the applicant is at least 18 years of age and eligible to work in Canada; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors. This may be one or several pieces of identification.
<input type="checkbox"/> Photo of applicant	A digital or printed photo of the applicant, which may be a passport photo or one taken by yourself.
<input type="checkbox"/> Ontario “G” class driver’s licence	For more information about how to obtain a driver’s licence from the Province of Ontario, visit https://www.ontario.ca/page/drivers-licence .
<input type="checkbox"/> Private Transportation Company licences from other municipalities	Private Transportation Company (or equivalent) licences from other municipalities.
<input type="checkbox"/> Criminal Records Check	Criminal Records Check for the applicant issued from an Ontario Police Service within the previous 90 days; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors.
<input type="checkbox"/> Statement of Driver Record from the Province of Ontario	The Driver Record must have been issued within the previous 90 days. For more information about how to obtain a record from the Province of Ontario, visit https://www.ontario.ca/page/get-driving-record .
<input type="checkbox"/> Authorized Agent Identification (if applicable)	If the applicant would like to appoint an Authorized Agent, Section 3 must be completed and one piece of Canadian government-issued photo identification for the Authorized Agent must be submitted which demonstrates the agent is at least 18 years old.

Section 7 – Declarations

By signing below, the applicant (or the applicant through the authorized agent) certifies that:

- 1) The information contained in this application, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant’s knowledge.
- 2) The person submitting this application has the authority to bind the applicant.
- 3) The applicant acknowledges that the application may contain “personal information” as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all

applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281.

4) The applicant further agrees that any false information may result in refusal to issue, suspend, revoke or place of conditions on any licence.

Name of applicant	Signature of applicant	Date (dd/mm/yy)
Name of authorized agent (if applicable)	Signature of authorized agent	Date (dd/mm/yy)

For office use only

Reviewed by the following staff:	Date of review (dd/mm/yy)
Notes	