



# PRIVATE PARKING ENFORCEMENT APPLICATION

## THE APPLICATION PROCESS

This package contains the necessary application to apply for a **Private Parking Enforcement Permit** 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](http://vaughan.ca/BusinessLicensing) as per the Fees and Charges 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., 1<sup>st</sup> floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: [bylaw.licensing@vaughan.ca](mailto:bylaw.licensing@vaughan.ca)

Website: [vaughan.ca/BusinessLicensing](http://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](http://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](mailto: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.

After the application is submitted to the City – training and parking area inspection

Each person who will be providing parking enforcement must pass a City of Vaughan training course.

The City will inspect each private parking area for the required signage, listed below.

### Who can submit the application and appoint an authorized agent

As per the table below, the following persons can submit an application. Note that 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](http://vaughan.ca/BusinessLicensing).

Applicant	Persons who may:
	1. submit the application; and 2. who have the authority to appoint an authorized agent through submission of this form or the Authorized Agent Form
Sole proprietorship	The sole proprietor
Partnership	A partner
Corporation	An officer or director

<b>Section 1 – Permit information</b>			
Please check the box below to confirm what you are applying for.			
<input type="checkbox"/>	I am applying for a Private Parking Enforcement Permit to provide parking enforcement on private property.		
<b>Section 2 – Applicant information</b>			
Please complete the information below.			
Registered Business Name (as per Articles of Incorporation or Master Business Licence)			Type of Business Check the type below.
			<input type="checkbox"/> Sole Proprietor
			<input type="checkbox"/> Partnership
			<input type="checkbox"/> Corporation
<b>Who is submitting the application?</b>			
<input type="checkbox"/>	Authorized Agent		
<input type="checkbox"/>	Applicant		
Street Address			Unit
City	Province	Postal Code	Country
<b>Mailing Address (if applicable)</b>			
Name		Company Name	
Street Address		Unit	
City	Province	Postal Code	Country
<b>Section 3 – Names of staff who will be providing parking enforcement</b>			
If there are more than 20 persons, please attach a list with your application.			
<b>Name 1</b>		<b>Name 11</b>	
<b>Name 2</b>		<b>Name 12</b>	
<b>Name 3</b>		<b>Name 13</b>	
<b>Name 4</b>		<b>Name 14</b>	
<b>Name 5</b>		<b>Name 15</b>	
<b>Name 6</b>		<b>Name 16</b>	
<b>Name 7</b>		<b>Name 17</b>	
<b>Name 8</b>		<b>Name 18</b>	
<b>Name 9</b>		<b>Name 19</b>	
<b>Name 10</b>		<b>Name 20</b>	

#### Section 4 – What each private parking area must have

Ensure that each parking area has the appropriate signage, listed below. Sign dimensions should be 12" by 18" or 18" by 24" following. See examples of text below. **Each property will be inspected and must be approved by the City prior to any ticketing.**

<b>Entranceway Signs:</b> Authorized Parking Only signs must be at each entranceway.	<b>Fire Route Signs:</b> Signs must be placed at no more than 30 meters apart.	<b>Customer, Tenant and/or Visitor Parking signs:</b> A sign must be placed every 7 to 10 spaces.
		
<b>Accessible Parking Signs:</b> One sign is required for each accessible space, placed in the front and centre of each space. One accessible parking space is required for every 10 to 1,000 spaces.	<b>Loading Zones:</b> A sign should be placed in each loading zone.	<b>Permanent signage:</b> All signs must be permanently affixed to the ground, so not moveable; below is one example.
		

<b>Section 5 – Locations where private parking enforcement will be done</b>		
Example: The Yummy Restaurant at 394 Pembroke Street		
<b>Location 1</b>		
<b>Location 2</b>		
<b>Location 3</b>		
<b>Location 4</b>		
<b>Location 5</b>		
<b>Location 6</b>		
<b>Location 7</b>		
<b>Location 8</b>		
<b>Location 9</b>		
<b>Location 10</b>		
<b>Section 6 – Required documents</b>		
The following documentation must be submitted with your application; check the left box to confirm that it is included.		
<b>Item</b>	<b>Description</b>	
<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"/>	Business Registration Documents	Business Registration Documents (e.g., Master Business Licence, Certificate of Registration, franchise agreement, partnership agreement, or articles of incorporation; if the business' legal and operating name are different, both the Master Business Licence and Articles of Incorporation are required)
<input type="checkbox"/>	Letter of permission from the property owner(s) to provide parking enforcement	For every property upon which the applicant would like to provide parking enforcement, a letter from the property owner advising they have permission to do so.
<input type="checkbox"/>	Proof of Insurance	Proof of insurance of at on the City's standard <a href="#">Certificate of Insurance</a> , linked to <a href="http://vaughan.ca/BusinessLicensing">vaughan.ca/BusinessLicensing</a> .
<input type="checkbox"/>	Criminal Records Check	Criminal Records Checks 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, sole proprietors, and for each person providing parking enforcement,

	Security Licence	A copy of the security licence for each person who will be providing private property parking enforcement, if approved.
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### 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.
- 5) The applicant agrees that the City shall not be responsible or liable for any damages or legal action arising against the Applicant or Permit Holder resulting from the refusal, suspension or revocation of a Special Event licence.
- 6) I understand that, if the Special Events permit is approved, it will be the applicant's responsibility to be compliant with all applicable by-laws and regulations, such as from the City of Vaughan, the Regional Municipality of York, and the Alcohol and Gaming Commission of Ontario.

### Signature of at least one of the applicant(s), such as the sole proprietor, partners, officers or directors

Note that only those applicants whose names and signatures are submitted below, will be authorized to manage the licence. If there are more than two applicants to be listed, you can include their names, signatures and the date of signatures on the back of this document.

Name of applicant 1	Signature of applicant 1	Date (dd/mm/yy)
Name of applicant 2	Signature of applicant 2	Date (dd/mm/yy)
<b>Signature of the authorized agent (if applicable)</b>		
Name of authorized agent	Signature of authorized agent	Date (dd/mm/yy)

### For office use only

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