



# LIMOUSINE OWNER OR DRIVER MUNICIPAL LICENCE APPLICATION

## THE APPLICATION PROCESS

This package contains the necessary application to apply for the **Limousine Owner or Driver licence** in the City of Vaughan (the City). To apply, persons must submit a completed application, pay the applicable fee as listed at [www.vaughan.ca/businesslicensing](http://www.vaughan.ca/businesslicensing) as per [Licensing By-law 315-2005](#), as amended 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: [www.vaughan.ca/businesslicensing](http://www.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.

### 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: <ol style="list-style-type: none"> <li>1. submit the application; and</li> <li>2. who have the authority to appoint an authorized agent through submission of this form or the Authorized Agent Form</li> </ol>
Sole proprietorship	The sole proprietor
Partnership	A partner

Corporation	An officer or director
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## THE APPLICATION

### Section 1 – Licence type

There are three types of limousine licences required in the City, offered as:

1. Limousine owner who drives the limousine(s)
2. Limousine owner who doesn't drive the limousine(s)
3. Limousine driver

See the [Licensing By-law](#) for more information. Please indicate which licence(s) you are applying for.

I am applying for the following licence:

- Limousine owner who drives the limousine(s)  
 Limousine owner who doesn't drive the limousine(s)  
 Limousine driver

### Section 2 – Applicant information

Please complete this mandatory section. Note that a Limousine Owner may be an individual (i.e., sole proprietor), a partnership or corporation, however a Limousine Driver may be an individual (i.e., sole proprietor).

Registered business name (as per Articles of Incorporation or Master Business Licence)	Type of applicant <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
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Operating business name (if different than registered business name)

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
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Municipality	Province
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Country	Postal code/ zip code
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Email address	Telephone number
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**Section 3 – Licences from other cities**

An Applicant for a Limousine Driver or Limousine Owner licence who is has a comparable licence from another municipality may be considered licensed by the City of Vaughan and may operate within the City’s boundaries, subject to conditions of the City Licensing By-law. Below, list any comparable licences you hold with other municipalities, which will be reviewed by staff who will confirm whether you will be considered licensed in Vaughan.

Municipality	Licence name	Licence no.
Municipality	Licence name	Licence no.

**Section 6 – Required information and documents**

The following information and documentation must be submitted with your application.

<b>Item</b>	<b>Description</b>
Check the box below to indicate you have included the item.	The description is based on the Licensing By-law, as amended, as listed at <a href="http://www.vaughan.ca/bylaw">www.vaughan.ca/bylaw</a> in the By-law Library.

**Required for a Limousine Owner**

<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"/> Ontario “G” class driver’s licence (If the owner intends to drive the limousine)	For more information about how to obtain a driver’s licence from the Province of Ontario, visit <a href="https://www.ontario.ca/page/drivers-licence">https://www.ontario.ca/page/drivers-licence</a> .
<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 <a href="https://www.ontario.ca/page/get-driving-record">https://www.ontario.ca/page/get-driving-record</a> .
<input type="checkbox"/> Ontario Safety Standards Certificate	A certificate obtained no more than 90 days prior to the submission of this application for every motor vehicle to be licensed. For more information about how to obtain this certificate from the Province of Ontario, visit <a href="https://www.ontario.ca/page/safety-standards-certificate">https://www.ontario.ca/page/safety-standards-certificate</a> .
<input type="checkbox"/> Ontario Motor Vehicle Permit	For more information about how to obtain this permit from the Province of Ontario, visit <a href="https://www.ontario.ca/page/register-vehicle-permit-licence-plate-and-sticker">https://www.ontario.ca/page/register-vehicle-permit-licence-plate-and-sticker</a> .
<input type="checkbox"/> Propane inspection certificate	If the refreshment vehicle is powered by propane, then a certificate must be provided from an authorized propane inspection station which advises of sufficient mechanical fitness.

<input type="checkbox"/> Proof of insurance	Proof of insurance in the amount of \$2,000,000 or more on the City's standard <a href="#">Certificate of Insurance</a> , linked to <a href="http://vaughan.ca/BusinessLicensing">vaughan.ca/BusinessLicensing</a> . The insurance must be comprehensive against loss or damage resulting from any one accident, for each Limousine licensed or Motor Vehicle to be licensed and such policy shall provide for passenger hazard and be endorsed to the effect that the City will be given at least ten (10) days notice in writing of any cancellations, expiry or variation in the amount of the policy.
<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.
<b>Required Limousine Driver</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 may be one or several pieces of identification.
<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 <a href="https://www.ontario.ca/page/drivers-licence">https://www.ontario.ca/page/drivers-licence</a> .
<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 <a href="https://www.ontario.ca/page/get-driving-record">https://www.ontario.ca/page/get-driving-record</a> .
<input type="checkbox"/> Police clearance	Police clearances must be provided for the applicant, which include each officer of a corporation, each partner in a partnership, or proprietor in a sole proprietorship, obtained no more than 90 days prior to submission of this application.
<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.
<b>Section 7 – Declarations</b>	
By signing below, the applicant (or the applicant through the authorized agent) certifies that:	
<ol style="list-style-type: none"> <li>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.</li> <li>2) The person submitting this application has the authority to bind the applicant.</li> <li>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.</li> <li>4) The applicant further agrees that any false information may result in refusal to issue, suspend, revoke or place of conditions on any licence.</li> </ol>	
<b>Signature of <u>at least one</u> of the applicant(s), such as the sole proprietor, partners, officers or directors</b> 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 (if applicable)	Signature of agent	Date (dd/mm/yy)

<b>For office use only</b>	
Reviewed by the following staff:	Date of review (dd/mm/yy)
Notes	