



TAXICAB OWNER OR DRIVER MUNICIPAL LICENCE APPLICATION

THE APPLICATION PROCESS

This package contains the necessary application to apply for the **Taxicab Owner or Driver licence** in the City of Vaughan (the City). (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](#), 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., 1st floor, Vaughan, ON, L6A 1T1

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

Website: 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. 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?

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

THE APPLICATION

Section 1 – Licence type

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

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

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

I am applying for the following licences:

- Taxicab owner who drives the taxicab(s)
- Taxicab owner who doesn't drive the taxicab(s)
- Taxicab driver
- Accessible taxicab owner
- Accessible taxicab driver

Section 2 – Applicant information

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

Registered business name

(as per Articles of Incorporation or Master Business Licence)

Type of applicant

- Sole proprietor
- Partnership
- Corporation

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

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 the applicant.

Name of authorized agent (first name, last name)	
Email address	Telephone number
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 – Accessible taxicab drivers	
To apply for an Accessible Taxicab Driver Licence, you must have completed the following training. If you are applying for an Accessible taxicab licence, check the box below to confirm you have completed this training and attach proof with this application.	
<input type="checkbox"/> I confirm I have completed an Accredited Securement Training Course for taxicab drivers.	
Section 5 – Accessible taxicab owners	
To apply for an Accessible Taxicab Owner licence, you must have been licensed for at least five years immediately preceding this application by the City of Vaughan. If you are applying for an Accessible taxicab licence, check the box below to confirm you have this experience and attach proof with this application.	
<input type="checkbox"/> I confirm I have been a licensed Accessible Taxicab Driver with the City of Vaughan for at least five years prior to this application.	
Section 6 – Propane-powered vehicles	
If you are applying for a Taxicab Owner or Accessible Taxicab Owner’s licence, please indicate whether your vehicle is powered by propane.	
Is your vehicle powered by propane?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section 7 – Required information and documents	
The following information and documentation must be submitted with your application.	
Item Check the box below to indicate you have included the item.	Description The description is based on the Licensing By-law, as amended, as listed at www.vaughan.ca/bylaw in the By-law Library.

Required for a Taxicab Owner and Accessible Taxicab Owner application	
<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 taken by yourself. If the applicant is: <ul style="list-style-type: none"> • a sole proprietor, the photo must be of that person; • a corporation, the photo(s) must be of at least one director; or • a partnership, the photo(s) must be of at least one partner.
<input type="checkbox"/> Business Registration Documents (if the owner is a partnership or corporation)	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"/> 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"/> Ontario "G" class driver's licence (if the owner intends to drive the Taxicab)	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"/> Statement of Driver Record (three-year) from the Province of Ontario (If the owner intends to drive the Taxicab)	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"/> 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 https://www.ontario.ca/page/safety-standards-certificate .
<input type="checkbox"/> Ontario Motor Vehicle Permit	For more information about how to obtain this permit from the Province of Ontario, visit https://www.ontario.ca/page/register-vehicle-permit-licence-plate-and-sticker .
<input type="checkbox"/> Proof of Insurance	Proof of insurance in the amount of \$2,000,000 or more on the City's standard Certificate of Insurance , linked to vaughan.ca/BusinessLicensing . The insurance must be comprehensive against loss or damage resulting from any one accident, for each Taxicab 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"/> Propane inspection certificate	If the 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"/> 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.
Required for a Taxicab Driver and Accessible Taxicab Driver application	
<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"/> 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"/> 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"/> Criminal Records Check	Criminal Records Check for the applicant issued from an Ontario Police Service within the previous 90 days.
<input type="checkbox"/> Certificate for completion for an Accredited Securement Training Course (for an Accessible Taxicab Driver application)	Completion of a course which teaches how best to provide taxicab service to persons with disabilities. Contact Client Services at (905) 832-2281 or bylaw@vaughan.ca for more information.
<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 8 – Declarations	
<p>By signing below, the applicant (or the applicant through the authorized agent) certifies that:</p> <ol style="list-style-type: none"> 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. 	

Signature(s) of the Taxicab Owner(s) and Taxicab Driver

If the Taxicab Owner is a partnership or corporation, then at least one of the applicant(s), i.e., a partner, officer or director, must sign. 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)
Signature of the authorized agent (if applicable)		
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)
Notes	