

AGENT AUTHORIZATION FORM

WHEN IS THIS FORM NEEDED?

Complete this form when you would like to appoint someone to act on your behalf, such as to:

- 1. dispute a penalty notice or ticket, such as for parking or another by-law infraction; or
- 2. submit an application for, or manage, a licence or permit.

The agent must submit this completed form to the City of Vaughan in order to act on your behalf. For more information, contact Client Services or visit our website:

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@vaughan.ca | Website: vaughan.ca/BusinessLicensing@vaughan.ca | Website: <a href="mailto:vaughan.ca/BusinessLicensing@vaughan.c

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

INFORMATION ABOUT YOU AND YOUR AUTHORIZED AGENT

Section 1 – Person who is appointing the authorized agent to act on his or her behalf (required)				
Please provide your information.				
Name of person authorizing the agent (first n	ame and	last name)		
Telephone number		Email address		
Section 2 – Business Information (if applicab	le)			
If you have a business on behalf of which the	agent wil	I act, please provide th	e information below.	
Registered business name		Operating business name		
Municipal licence category (if already licensed)		Municipal licence number (if already licensed)		
Business address (street no, street name)			Unit	
Municipality	Province		Postal code	
Business telephone number		Email address		

Type of company	Your role in your company			
☐ Sole proprietorship	☐ Sole proprietor			
☐ Partnership	☐ Partner in the partnership			
□ Corporation	☐ Officer or Director in the corporation			
Section 3 – Authorized Agent (required)				
Please provide information about the authorized ager	t.			
Name of authorized agent (first name, last name)				
Telephone number	Email address			
Section 4 – What the Authorized Agent will be allowed Select all activities that apply.	ed to do your behalf			
☐ Dispute a ticket(s) or penalty notice(s)				
□ Apply for a business licence or permit, including payment				
Renew a business licence or permit, including payment				
☐ Make and respond to inquiries with respect to the licence, permit or application				
☐ Update information with respect to the licence, permit or application				
☐ Cancel the licence, permit or application				
☐ Other, as described here:				
Section 5 – Identification requirement In addition to this form being submitted, the authorized agent must submit the following.				
•	ed agent must submit the following.			
•	ed agent must submit the following.			
In addition to this form being submitted, the authorize Requirement Details	ed agent must submit the following. anadian government photo identification			
In addition to this form being submitted, the authorized Requirement Details Identification One piece of Company of Comp				
In addition to this form being submitted, the authorized Requirement Details Identification One piece of Condemonstrating Section 6 – Declarations	anadian government photo identification that the Authorized Agent is at least 18 years old.			
In addition to this form being submitted, the authorized Requirement Identification Section 6 – Declarations By signing below, the applicant and authorized agent of the submitted, the authorized agent of the submitted, the authorized agent of the submitted, the authorized agent of the submitted	anadian government photo identification that the Authorized Agent is at least 18 years old.			
In addition to this form being submitted, the authorized Requirement Identification One piece of Condemonstrating Section 6 – Declarations By signing below, the applicant and authorized agent of the information contained in this form and other states.	anadian government photo identification that the Authorized Agent is at least 18 years old. Certify that: her attached documentation is true and accurate to			
In addition to this form being submitted, the authorized Requirement Identification One piece of Condemonstrating Section 6 – Declarations By signing below, the applicant and authorized agent of the information contained in this form and other the best of the knowledge of the applicant/lices	anadian government photo identification that the Authorized Agent is at least 18 years old. certify that: her attached documentation is true and accurate to ensee and agent.			
In addition to this form being submitted, the authorized Requirement Identification Section 6 – Declarations By signing below, the applicant and authorized agent of the best of the knowledge of the applicant/lices The application may contain "personal information contains the best of the knowledge of the applicant information contains the applicant informatio	enadian government photo identification that the Authorized Agent is at least 18 years old. Certify that: her attached documentation is true and accurate to ensee and agent. Action" as defined under the Municipal Freedom of			
In addition to this form being submitted, the authorized Requirement Identification Section 6 – Declarations By signing below, the applicant and authorized agent of the information contained in this form and other the best of the knowledge of the applicant/lices The application may contain "personal information and Protection of Privacy Act. This	enadian government photo identification that the Authorized Agent is at least 18 years old. Certify that: ner attached documentation is true and accurate to ensee and agent. Intion" as defined under the Municipal Freedom of information is required pursuant to the provisions of			
In addition to this form being submitted, the authorized Requirement Identification Section 6 – Declarations By signing below, the applicant and authorized agent of the information contained in this form and other the best of the knowledge of the applicant/lices. The application may contain "personal information and Protection of Privacy Act. This the Municipal Act. It will be used by the City of	certify that: ner attached documentation is true and accurate to ensee and agent. attion" as defined under the Municipal Freedom of information is required pursuant to the provisions of Vaughan to process this application, for			
In addition to this form being submitted, the authorized Requirement Identification Section 6 – Declarations By signing below, the applicant and authorized agent of the information contained in this form and other the best of the knowledge of the applicant/lice 2) The application may contain "personal information and Protection of Privacy Act. This the Municipal Act. It will be used by the City of administration of this licence and to ensure contains."	enadian government photo identification that the Authorized Agent is at least 18 years old. Certify that: ner attached documentation is true and accurate to ensee and agent. Intion" as defined under the Municipal Freedom of information is required pursuant to the provisions of Vaughan to process this application, for empliance with all applicable statutes, regulations and			
In addition to this form being submitted, the authorized Requirement Identification Section 6 – Declarations By signing below, the applicant and authorized agent of the information contained in this form and other the best of the knowledge of the applicant/lice (2) The application may contain "personal information and Protection of Privacy Act. This the Municipal Act. It will be used by the City of administration of this licence and to ensure contains about this collection should be contained in the supplicant (1) and (1) are the privacy Act. This is the Municipal Act. It will be used by the City of administration of this licence and to ensure contained in the supplicant (1) are the privacy Act. This is the Municipal Act. It will be used by the City of administration of this licence and to ensure contained in this collection should be contained in the privacy Act. This is the following the following the privacy Act. This is the following the following the following the privacy Act. This is the following	certify that: ner attached documentation is true and accurate to ensee and agent. attion" as defined under the Municipal Freedom of information is required pursuant to the provisions of Vaughan to process this application, for			
In addition to this form being submitted, the authorized Requirement Identification Section 6 – Declarations By signing below, the applicant and authorized agent of the information contained in this form and other the best of the knowledge of the applicant/lice (2) The application may contain "personal information and Protection of Privacy Act. This the Municipal Act. It will be used by the City of administration of this licence and to ensure contains about this collection should be contained in the supplicant (1) and (1) are the privacy Act. This is the Municipal Act. It will be used by the City of administration of this licence and to ensure contained in the supplicant (1) are the privacy Act. This is the Municipal Act. It will be used by the City of administration of this licence and to ensure contained in this collection should be contained in the privacy Act. This is the following the following the privacy Act. This is the following the following the following the privacy Act. This is the following	anadian government photo identification that the Authorized Agent is at least 18 years old. Certify that: ner attached documentation is true and accurate to ensee and agent. Intion" as defined under the Municipal Freedom of information is required pursuant to the provisions of Vaughan to process this application, for mpliance with all applicable statutes, regulations and I be directed to the Chief Licensing Officer, By-law, City of Vaughan, 2141 Major Mackenzie Drive West,			
Requirement Identification Section 6 – Declarations By signing below, the applicant and authorized agent of the best of the knowledge of the applicant/lice The application may contain "personal information and Protection of Privacy Act. This the Municipal Act. It will be used by the City of administration of this licence and to ensure coby-laws. Questions about this collection should and Compliance, Licensing and Permit Services Vaughan, Ontario L6A 1T1, telephone number	anadian government photo identification that the Authorized Agent is at least 18 years old. Certify that: ner attached documentation is true and accurate to ensee and agent. Intion" as defined under the Municipal Freedom of information is required pursuant to the provisions of Vaughan to process this application, for mpliance with all applicable statutes, regulations and I be directed to the Chief Licensing Officer, By-law, City of Vaughan, 2141 Major Mackenzie Drive West,			
In addition to this form being submitted, the authorized Requirement Identification Section 6 – Declarations By signing below, the applicant and authorized agent of the information contained in this form and othe the best of the knowledge of the applicant/lice (2) The application may contain "personal information and Protection of Privacy Act. This the Municipal Act. It will be used by the City of administration of this licence and to ensure contain by-laws. Questions about this collection should and Compliance, Licensing and Permit Services (2) Vaughan, Ontario L6A 1T1, telephone number (3) The applicant further agrees that any false information agent.	anadian government photo identification that the Authorized Agent is at least 18 years old. Certify that: ner attached documentation is true and accurate to ensee and agent. Intion" as defined under the Municipal Freedom of information is required pursuant to the provisions of Vaughan to process this application, for impliance with all applicable statutes, regulations and is be directed to the Chief Licensing Officer, By-law, City of Vaughan, 2141 Major Mackenzie Drive West, (905) 832-2281.			
In addition to this form being submitted, the authorized Requirement Identification Section 6 – Declarations By signing below, the applicant and authorized agent of the information contained in this form and other the best of the knowledge of the applicant/lice (1) The application may contain "personal information and Protection of Privacy Act. This the Municipal Act. It will be used by the City of administration of this licence and to ensure compliance, Licensing and Permit Services (1) Vaughan, Ontario L6A 1T1, telephone number (2) The applicant further agrees that any false information and formation and Permit Services (2)	anadian government photo identification that the Authorized Agent is at least 18 years old. Certify that: ner attached documentation is true and accurate to ensee and agent. Intion" as defined under the Municipal Freedom of information is required pursuant to the provisions of Vaughan to process this application, for mpliance with all applicable statutes, regulations and I be directed to the Chief Licensing Officer, By-law, City of Vaughan, 2141 Major Mackenzie Drive West, (905) 832-2281.			
In addition to this form being submitted, the authorized Requirement Identification Section 6 – Declarations By signing below, the applicant and authorized agent of the information contained in this form and othe the best of the knowledge of the applicant/lice (2) The application may contain "personal information and Protection of Privacy Act. This the Municipal Act. It will be used by the City of administration of this licence and to ensure contain by-laws. Questions about this collection should and Compliance, Licensing and Permit Services (2) Vaughan, Ontario L6A 1T1, telephone number (3) The applicant further agrees that any false information agent.	anadian government photo identification that the Authorized Agent is at least 18 years old. Certify that: ner attached documentation is true and accurate to ensee and agent. Intion" as defined under the Municipal Freedom of information is required pursuant to the provisions of Vaughan to process this application, for impliance with all applicable statutes, regulations and is be directed to the Chief Licensing Officer, By-law, City of Vaughan, 2141 Major Mackenzie Drive West, (905) 832-2281.			
In addition to this form being submitted, the authorized Requirement Identification Section 6 – Declarations By signing below, the applicant and authorized agent of the information contained in this form and other the best of the knowledge of the applicant/lice of the application may contain "personal information and Protection of Privacy Act. This the Municipal Act. It will be used by the City of administration of this licence and to ensure contained by laws. Questions about this collection should and Compliance, Licensing and Permit Services Vaughan, Ontario L6A 1T1, telephone number the applicant further agrees that any false information and permit services and agent. Signature of the person who is appointing an agent	anadian government photo identification that the Authorized Agent is at least 18 years old. Certify that: Deer attached documentation is true and accurate to ensee and agent. Determinentation is required pursuant to the provisions of vaughan to process this application, for mpliance with all applicable statutes, regulations and displayed be directed to the Chief Licensing Officer, By-law (1905) 832-2281. Determinentation may result in refusal to appoint someone as Date (dd/mm/yy)			
In addition to this form being submitted, the authorized Requirement Identification Section 6 – Declarations By signing below, the applicant and authorized agent of the information contained in this form and othe the best of the knowledge of the applicant/lice (2) The application may contain "personal information and Protection of Privacy Act. This the Municipal Act. It will be used by the City of administration of this licence and to ensure contain by-laws. Questions about this collection should and Compliance, Licensing and Permit Services (2) Vaughan, Ontario L6A 1T1, telephone number (3) The applicant further agrees that any false information agent.	anadian government photo identification that the Authorized Agent is at least 18 years old. Certify that: ner attached documentation is true and accurate to ensee and agent. Intion" as defined under the Municipal Freedom of information is required pursuant to the provisions of Vaughan to process this application, for impliance with all applicable statutes, regulations and is be directed to the Chief Licensing Officer, By-law, City of Vaughan, 2141 Major Mackenzie Drive West, (905) 832-2281.			