



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

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 name and last name)

Telephone number

Email address

Section 2 – Business Information (if applicable)

If you have a business on behalf of which the agent will act, please provide the 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 <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		Your role in your company <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partner in the partnership <input type="checkbox"/> Officer or Director in the corporation	
Section 3 – Authorized Agent (required) Please provide information about the authorized agent.			
Name of authorized agent (first name, last name)			
Telephone number		Email address	
Section 4 – What the Authorized Agent will be allowed to do your behalf Select all activities that apply.			
<input type="checkbox"/> Dispute a ticket(s) or penalty notice(s) <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 5 – Identification requirement In addition to this form being submitted, the authorized agent must submit the following.			
Requirement		Details	
Identification		One piece of Canadian government photo identification demonstrating that the Authorized Agent is at least 18 years old.	
Section 6 – Declarations By signing below, the applicant and authorized agent certify that:			
1) The information contained in this form and other attached documentation is true and accurate to the best of the knowledge of the applicant/licensee and agent.			
2) 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.			
3) The applicant further agrees that any false information may result in refusal to appoint someone as an agent.			
Signature of the person who is appointing an agent			Date (dd/mm/yy)
Signature of Authorized Agent			Date (dd/mm/yy)