



DRIVING SCHOOL VEHICLE OWNER AND/OR INSTRUCTOR MUNICIPAL LICENCE APPLICATION

THE APPLICATION PROCESS

This package contains the necessary application to apply for the **Driving school (vehicle) owner/ instructor, Driving school (vehicle) owner or Driving school instructor** 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 as per the Business Licensing 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., 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:

- 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.
- Mail** to “Attn: By-law and Compliance, Licensing and Permit Services Department”.
- 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”.
- 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 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.

Applicant	Persons who may: <ol style="list-style-type: none"> submit the application; and 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

THE APPLICATION

Section 1 – Licence type

Please check the appropriate box below to confirm which licence you are applying for. See the [Licensing By-law](#) for more information.

I am applying for the following licence:

- Driving school vehicle owner/ instructor** (for someone who owns a motor vehicle or vehicles used for driving instruction and teaches how to drive motor vehicles)
- Driving school vehicle owner** (for someone who owns a motor vehicle or vehicles used for driving instruction)
- Driving school instructor** (for someone who teaches how to drive motor vehicles)

Section 2 – Applicant information

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

Telephone number

Email address

Section 3 – Propane-powered vehicles

If you are applying for a Driving School Owner licence, please indicate whether your vehicle is powered by propane.

Is your vehicle powered by propane?

- Yes
 No

Section 4 – Authorized Agent

This section should be completed if the applicant would like to appoint an agent to act on behalf on a business licence or permit applicant(s) or licensee(s).

Name of authorized agent (first name, last name)

Business telephone number

Email address

What will the Authorized Agent do on behalf of the applicant?

Select all activities that apply.

- 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 – 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**Requirements for the following licences:**

- **Driving School Owner – Instructor**
- **Driving School Vehicle 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 (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"/> Ontario Driving Instructors' licence	Contact the Ministry of Transportation Ontario for more information; their website is https://drivetest.ca/licences/driving-instructor-licences/ .
<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 (for Driving School Owner-Instructors, not Owners who are not instructors)	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 (for Driving School Owner-Instructors, not Owners who are not instructors)	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 .
<input type="checkbox"/> Propane inspection certificate (if applicable)	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"/> 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 Driving School Instructor	
<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 https://www.ontario.ca/page/drivers-licence .
<input type="checkbox"/> Ontario Driving Instructors' licence	Contact the Ministry of Transportation Ontario for more information; their website is https://drivetest.ca/licences/driving-instructor-licences/ .
<input type="checkbox"/> Statement of Driver Record from the Province of Ontario	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"/> 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 6 – 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.

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)

Signature of the authorized agent (if applicable)

Name of authorized agent (if applicable)	Signature of agent	Date (dd/mm/yy)
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For office use only

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