

# TOW TRUCK OWNER OR DRIVER MUNICIPAL LICENCE APPLICATION

## THE APPLICATION PROCESS

This package contains the necessary application to apply for the **Tow Truck Owner or Driver licence** 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](http://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., 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?

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](http://vaughan.ca/BusinessLicensing).

## THE APPLICATION

### Section 1 – Licence type

Please indicate which licence you are applying for.

I am applying for the following licences:

- Tow truck owner-driver (who drives a tow truck)
- Tow truck owner (who does not drive a tow truck)
- Tow truck driver (who drives, however does not own a tow truck)

**Section 2 – Applicant information**

Please complete this mandatory section.

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

- 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 4 – Public Garages and Yards**

Tow Truck Owners and Drivers are required to declare any direct or indirect interests they may have in any motor vehicle pounds, yards, buildings used for the storage or impounding of motor vehicles, motor vehicle body shops, other kinds of public garage, or any other yards, shops, buildings or places used for the storage, repair or servicing of motor vehicles. If more room is needed, attach a list with this application.

**Facility 1**

Nature of Interest (e.g., I own, I have an agreement in which, etc...)

Type of Facility

Business Name (if applicable)

Address (street no, street name)

Unit

Municipality

Province

Postal code

**Facility 2**

Nature of Interest (e.g., I own, I have an agreement in which, etc...)

Type of Facility

Business Name (if applicable)

Address (street no, street name)

Unit

Municipality

Province

Postal code

**Section 5 – Tow truck information**

**Tow Truck Provincial Licence Plate**

**Vehicle Identification Number (V.I.N.)**

**Brokerages that the tow truck will operate with**

**Gross Vehicle Weight Rating (GVWR)**

|   |   |
|---|---|
| <b>Tow Truck Type</b>   |   |
| <input type="checkbox"/> Wrecker<br><input type="checkbox"/> Flatbed<br><input type="checkbox"/> Other, please specify: |   |
| Is your vehicle powered by propane?   |   |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |   |
| <b>Section 6 – Required information and documents</b>   |   |
| 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.   |   |
| <b>Required for a Tow Truck Owner</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 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"> <li>• a sole proprietor, the photo must be of that person;</li> <li>• a corporation, the photo(s) must be of at least one director; or</li> <li>• a partnership, the photo(s) must be of at least one partner.</li> </ul>    |
| <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"/> Agreement with Tow Truck Brokerage   | Any agreements between the Tow Truck Owner and Brokerage.   |
| <input type="checkbox"/> Ontario Motor Vehicle Permit for each tow truck  | 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"/> Ontario Safety Standards Certificate for each tow truck  | 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"/> <a href="#">Proof of insurance</a>   | Proof of General Liability Insurance of at least \$2,000,000 and cargo liability insurance in the minimum amount of \$100,000 on the City's standard Certificate of Insurance, linked to <a href="http://vaughan.ca/BusinessLicensing">vaughan.ca/BusinessLicensing</a> . The cargo liability insurance must indemnify the licensee against loss by reason of its legal liability for |

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|  | direct physical loss or damage to vehicles and goods accepted by the licensee for towing or conveyance.   |
| <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"/> Statement of Driver Record from the Province of Ontario (if the owner intends to drive a Tow truck) | 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 "G" class driver's licence (if the owner intends to drive a Tow truck)                      | 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"/> Commercial vehicle operator's registration (CVOR)   | For more information about how to obtain a Commercial vehicle operator's registration from the Province of Ontario, visit <a href="http://www.mto.gov.on.ca/english/trucks/commercial-vehicle-operators-registration.shtml">http://www.mto.gov.on.ca/english/trucks/commercial-vehicle-operators-registration.shtml</a> . |
| <input type="checkbox"/> Additional facilities owned or in which there are interests   | Any ownership or direct or indirect interests held in any additional public garages, yard shops, buildings or place used for the storage, repair or servicing of motor vehicles, not listed above.  |
| <input type="checkbox"/> Rates and fees  | Complete the last page of this application with a complete listing of all rates and other fees that may be charged customers; note that all rates and fees must be in line with the provisions of Licensing By-law, as amended, as posted in the <a href="#">By-law Library</a> .   |
| <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.  |
| <b>Required for a Tow Truck 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"/> Photo of the 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 <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"/> Criminal Records Check  | Criminal Records Check for the applicant issued from an Ontario Police Service within the previous 90 days.   |

|  |  |
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| <input type="checkbox"/> Additional facilities owned or in which there are interests | Any ownership or direct or indirect interests held in any additional public garages, yard shops, buildings or place used for the storage, repair or servicing of motor vehicles, not listed above.   |
| <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 7 – Declarations**

By signing below, the applicant (or the applicant through the authorized agent) certifies that:

- 1) The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant's knowledge.
- 2) The person authorized agent 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, suspension, revocation or placement of conditions on any licence.

**Signature(s) of the Tow Truck Owner(s) and Tow Truck Driver**

If the Tow Truck 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 five 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                                 | Signature of authorized agent | Date (dd/mm/yy) |

**For office use only**

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

**Company name:**

## Tow truck fees and rates

All rates and fees that may be charged, in line with the Vaughan Licensing By-law at [www.vaughan.ca/bylaw](http://www.vaughan.ca/bylaw).

| <b>Services for tow trucks <u>not exceeding 2,271 kg</u></b>  | <b>Maximum fee or rate allowed by the by-law</b>                                 | <b>This company's fee</b> |
|---|--|---------------------------|
| Towing (a flat-rate fee)                                      | \$280  |                           |
| Off-road recovery   | \$100  |                           |
| Use of dollies  | \$45   |                           |
| Use of a second truck   | \$150  |                           |
| Winching  | \$45 per ¼ hour  |                           |
| Tarping   | \$20   |                           |
| Provision of a bag of absorbent material (oil dry)            | \$10   |                           |
| Towing outside of City  | \$3.58/km  |                           |
| Waiting at a Collision Reporting Centre                       | \$68 for the first hour or part thereof, and \$17 for each 15 minutes thereafter |                           |
| Storage inside  | \$60 per day   |                           |
| Storage outside   | \$55 per day   |                           |
| <b>Services for tow trucks between 2,271 kg and 11,794 kg</b> | <b>Maximum fee or rate allowed by the by-law</b>                                 | <b>This company's fee</b> |
| Towing (a flat-rate fee)                                      | \$373  |                           |
| Off-road recovery   | \$100  |                           |
| Driveshaft pulling  | \$75   |                           |
| Use of second Truck   | \$250  |                           |
| Winching  | \$75 per ¼ hour  |                           |
| Tarping   | \$20   |                           |
| Provision of a bag of absorbent material (oil dry)            | \$10   |                           |
| Towing outside of the City                                    | \$3.58/km  |                           |
| Waiting at a Collision Reporting Centre                       | \$68 for the first hour or part thereof, and \$17 for each additional 15 minutes |                           |
| Storage inside  | \$60 per day   |                           |
| Storage outside   | \$55 per day   |                           |
| <b>Additional services</b>                                    |  | <b>This company's fee</b> |
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| <b>Services for tow trucks between exceeding 11, 794 kg</b> | <b>Maximum fee or rate allowed by the by-law</b>                                 | <b>This company's fee</b> |
|---|--|---------------------------|
| Towing (a flat-rate fee)                                    | -  |                           |
| Off-road recovery   | -  |                           |
| Driveshaft pulling  | -  |                           |
| Use of second Truck   | -  |                           |
| Winching  | -  |                           |
| Tarping   | -  |                           |
| Provision of a bag of absorbent material (oil dry)          | -  |                           |
| Towing outside of the City                                  | -  |                           |
| Waiting at a Collision Reporting Centre                     | \$68 for the first hour or part thereof, and \$17 for each additional 15 minutes |                           |
| Storage inside  | \$60 per day   |                           |
| Storage outside   | \$55 per day   |                           |
| <b>Additional services</b>                                  |  | <b>This company's fee</b> |
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