



THE CORPORATION OF THE TOWN OF OAKVILLE
1225 Trafalgar Road
Oakville Ontario, L6H 0H3
Telephone: 905-845-6601 Fax: 905-815-6607

2020 APPLICATION TO LICENCE A DRIVING SCHOOL OPERATOR

FEE: \$188.00 (non-refundable, non-transferable, not pro-rated) Renewal Date: December 31 every year

License applications are processed by appointment. To book your appointment contact Municipal Enforcement Services by email enforcement@oakville.ca Appointments are accepted Monday to Friday between 9:00 a.m. until 3:30pm. The following must be fully completed and submitted along with all required documents and the applicable fee.

BUSINESS:

NAME:
BUSINESS OWNER:
ADDRESS: UNIT: CITY/TOWN:
POSTAL CODE: TELEPHONE:
EMAIL ADDRESS:
CORPORATE NUMBER: Sole Proprietor: Partnership:

APPLICANT:

NAME:
ADDRESS: UNIT: CITY/TOWN:
POSTAL CODE: TELEPHONE:
EMAIL ADDRESS:

The following documents must be included with this application.

- If a corporation, provide a copy of the incorporating documents and corporate number.
If partnership, provide list of names, date of birth and address of each partner.
A Zoning Occupancy Certificate (if located in Oakville) obtained from Building Services. Contact zoningrequests@oakville.ca
Certificate of Public Liability Insurance in the amount of two million dollars (\$2,000,000). The Town of Oakville and address must appear on the certificate as either 'Additional Insured' or 'Certificate Holder' in order to provide the Town at least ten days' notice in writing prior to cancellation, expiration or change of policy.
An original Criminal Record Check issued by an accredited Canadian Police Service, no more than 30 days old at the time of the licence application.
A valid Driving School permit issued by the Province of Ontario.
A separate list of all instructors employed by the driving school with a copy of their Driver's License(s), original Criminal Record Check and Ontario Driver's Record(s) issued by the Ministry of Transportation, no more than 30 days old.
List of vehicles used to provide driving instruction, including Make, Model, VIN and Ontario Licence Plate.
A valid Driver Instructor's permit issued by the Province of Ontario for all drivers.

Please be advised:

- Incomplete applications will not be accepted and will be returned.
It is an offence to operate a business without a licence and charges may be laid without additional notice.

I hereby declare that I will comply with the provisions of all by-laws pertaining to the licence for which I am applying.

Signature

Date

ENFORCEMENT USE ONLY:

Total Fees: Receipt No.: Licence No. Date issued:
Corp Doc: Insurance: List & Docs: Instructors Permit: Zoning:

Note: Personal information on this form is collected under the authority of the Municipal Act and the Town of Oakville Licensing By-law and will be used for business licensing and regulating. Questions about this collection should be directed to Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone, 905-845-6601.