



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 LICENSE A DRIVING SCHOOL VEHICLE

FEE: \$353.00 (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.

“Driving School Vehicle” licence cannot be issued unless the Driving School Operator is licensed.

The following must be fully completed and submitted along with all required documents and the applicable fee.

APPLICANT:

NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

CORPORATE NUMBER: _____ Sole Proprietor: _____ Partnership: _____

DRIVING SCHOOL:

NAME: _____

BUSINESS OWNER: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

The following documents must be included with this application:

- 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 Police Vulnerable Sector Check (PVSC) issued by an accredited Canadian Police Service, no more than 30 days old at the time of the licence application.
- A valid Driver Instructor’s permit issued by the Province of Ontario for all drivers.
- Ontario Driver’s Abstract issued by the Ministry of Transportation, no more than 30 days old.
- A signed letter, on letterhead, from the owner of the licensed driving school for whom you will be driving
- Proof of ownership of the vehicle to be used as the driving school vehicle, and in the case of a leased vehicle, a copy of the lease agreement.
- A current Safety Standards Certificate.
- A copy of a current valid Ontario standard automobile insurance policy. (Vehicle Insurance Slips)
- Proof that the vehicle is no more than seven (7) years old calculated from July 31st of the original model year.

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

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ENFORCEMENT USE ONLY

Total Fees: _____ Receipt No.: _____ Licence: _____ Date Issued: _____

Ownership: _____ Insurance(s): _____ Instructors Permit: _____ Police Check: _____ Safety Certificate: _____ Plate No.: _____

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