



THE CORPORATION OF THE TOWN OF OAKVILLE
1225 Trafalgar Road
Oakville Ontario, L6H 0H3
Telephone: 905-845-6601 Fax: 905-815-6077

2020 APPLICATION TO LICENCE HEAVY TOW TRUCKS

FEES: \$264 for each tow truck to be operated in Oakville (not pro-rated and non-refundable)

Renewal Date: June 30 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.

Number of plate(s) applied for: _____ x \$264.00 = _____

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

Business Information: (P.O Box number will not be accepted)

NAME: _____

BUSINESS OWNER: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

CORPORATE NUMBER: _____ Sole Proprietor: _____ Partnership: _____

Business Owner Information: (P.O Box number will not be accepted)

NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

Motor Vehicle Pound, Yard, Public Garage, Etc.:

Does the Heavy Tow Truck owner have an interest, either directly or indirectly, in any motor vehicle pound, yard, public garage or any other type of premises used for the storage, impounding, repair or servicing of motor vehicles?

Yes

No

If yes, complete the following: **(P.O. Box number will not be accepted)**

AFFILIATE BUSINESS NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

SIZE OF THE PREMISES: _____

KIND AND EXTENT OF THE INTEREST:

OWNER

PART OWNER

INVESTOR

OTHER

IF OTHER, PLEASE EXPLAIN:

AFFILIATE BUSINESS NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

SIZE OF THE PREMISES: _____

KIND AND EXTENT OF THE INTEREST:

OWNER

PART OWNER

INVESTOR

OTHER

IF OTHER, PLEASE EXPLAIN:

AFFILIATE BUSINESS NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

SIZE OF THE PREMISES: _____

KIND AND EXTENT OF THE INTEREST:

OWNER

PART OWNER

INVESTOR

OTHER

IF OTHER, PLEASE EXPLAIN:

AFFILIATE BUSINESS NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

SIZE OF THE PREMISES: _____

KIND AND EXTENT OF THE INTEREST:

OWNER

PART OWNER

INVESTOR

OTHER

IF OTHER, PLEASE EXPLAIN:

AFFILIATE BUSINESS NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

SIZE OF THE PREMISES: _____

KIND AND EXTENT OF THE INTEREST:

OWNER

PART OWNER

INVESTOR

OTHER

IF OTHER, PLEASE EXPLAIN:

FULL PARTICULARS OF ANY CONTRACT, ARRANGEMENT, AGREEMENT, OR UNDERSTANDING GIVING THE HEAVY TOW TRUCK OWNER THE INTEREST: (COPY OF AGREEMENT WILL BE ACCEPTED): _____

Municipal Licenses Issued to Heavy Tow Truck Owner:

DOES THE HEAVY TOW TRUCK OWNER RESIDE OR HAVE HIS/HER HEAD OFFICE OR BUSINESS OFFICE OUTSIDE OF OAKVILLE OR HAVE AN INTEREST AS DESCRIBED ABOVE?

YES

NO

IF YES, PLEASE COMPLETE THE INFORMATION BELOW FOR ANY LICENSES ISSUED TO THE OWNER BY A MUNICIPALITY OTHER THAN THE TOWN OF OAKVILLE: (USE A SEPARATE SHEET IF NECESSARY)

MUNICIPALITY: _____

TYPE OF LICENSE ISSUED: _____

NUMBER OF LICENSES ISSUED: _____

MUNICIPALITY: _____

TYPE OF LICENSE ISSUED: _____

NUMBER OF LICENSES ISSUED: _____

MUNICIPALITY: _____

TYPE OF LICENSE ISSUED: _____

NUMBER OF LICENSES ISSUED: _____

MUNICIPALITY: _____

TYPE OF LICENSE ISSUED: _____

NUMBER OF LICENSES ISSUED: _____

MUNICIPALITY: _____

TYPE OF LICENSE ISSUED: _____

NUMBER OF LICENSES ISSUED: _____

MUNICIPALITY: _____

TYPE OF LICENSE ISSUED: _____

NUMBER OF LICENSES ISSUED: _____

MUNICIPALITY: _____

TYPE OF LICENSE ISSUED: _____

NUMBER OF LICENSES ISSUED: _____

MUNICIPALITY: _____

TYPE OF LICENSE ISSUED: _____

NUMBER OF LICENSES ISSUED: _____

RE-PRINT THIS PAGE IF YOU REQUIRE AN ADDITIONAL PAGE!

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 for each partner. Copy of driver's license(s) will be accepted.
- Certificate of Comprehensive General Liability Insurance in the amount of two million dollars (\$2,000,000.00) 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.
 - Current valid Ontario automobile liability insurance to the limit of at least two million dollars (\$2,000,000.00) exclusive of interest and costs, against liability resulting from bodily injury to or the death of one (1) or more persons and loss of or damage to property
 - Insurance certificate in the amount of at least one-hundred thousand dollars (\$100,000.00) against legal liability for damage to customers' motor vehicles while in the care, custody or control of the licensee, caused by collision, theft or all perils damage.
 - In respect of any one claim, cargo liability insurance certificate in the amount of at least fifty thousand dollars (\$50,000.00) to indemnify the licensee against loss by reason of their legal liability for direct physical loss or damage to motor vehicles and other items of property accepted by the licensee for towing or conveyance.
 - Provide Schedule 1 to certificate naming tow truck drivers who are insured
- List of details for all heavy tow trucks owned by the tow truck owner – see page 5
- List of details for all heavy tow truck drivers, employed by the tow truck owner – see page 6
- List of heavy towing services.
- Statement of rates for heavy towing services, including towing from a private parking lot.
- Sworn declaration completed upon submission of completed license application. The declaration may be witnessed at the Town of Oakville, Enforcement Services, at no additional charge.

Please be advised:

- Incomplete applications will not be processed.
- It is an offence to operate a business without a licence and charges may be laid without additional notice.
- Business name and address will be published on-line.

Once your application is completed, please send the full package by email to service@oakville.ca. An email with payment instructions will be sent upon receipt of a complete application by Enforcement Services.

Completed applications with payment by cheque will also continue to be accepted by mail to: Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3

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

OFFICE USE ONLY:

Total Fees: _____ Receipt _____ Licence No. _____ AMANDA No. _____
 Corp Docs _____ Insurance _____ List of Trucks _____ List of Drivers _____
 Statement of Rates _____ Sworn Declaration: _____ Date Issued: _____

Note: Personal information on this form is collected under the authority of the *Municipal Act* and the Town of Oakville Tow Truck By-law and will be used for tow truck 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.

**TOW TRUCKS OPERATED BY THE TOW TRUCK OWNER AND
TOW TRUCK DRIVERS EMPLOYED BY THE TOW TRUCK OWNER**

Complete the following for all Tow Trucks Operated by the Tow Truck Owner:

MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____	MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____
MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____	MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____
MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____	MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____
MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____	MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____
MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____	MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____
MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____	MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____
MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____	MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____
MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____	MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____
MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____	MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____
MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____	MAKE: _____ MILEAGE _____ MODEL: _____ TYPE OF TRUCK _____ ONTARIO LICENSE PLATE: _____

**TOW TRUCKS DRIVERS WHO OPERATE TOW TRUCKS
ON BEHALF OF THE TOW TRUCK OWNERS**

Complete the following for all Tow Truck Drivers who operate Tow Trucks on behalf of the Tow Truck Owner: Copy of valid Ontario Driver's license(s) will be accepted, including date(s) of employment.

FIRST & LAST NAME: _____

ADDRESS: _____ CITY/TOWN: _____

TELEPHONE NUMBER: _____ DATE OF BIRTH: _____

DATE(S) OF EMPLOYMENT: _____

FIRST & LAST NAME: _____

ADDRESS: _____ CITY/TOWN: _____

TELEPHONE NUMBER: _____ DATE OF BIRTH: _____

DATE(S) OF EMPLOYMENT: _____

FIRST & LAST NAME: _____

ADDRESS: _____ CITY/TOWN: _____

TELEPHONE NUMBER: _____ DATE OF BIRTH: _____

DATE(S) OF EMPLOYMENT: _____

FIRST & LAST NAME: _____

ADDRESS: _____ CITY/TOWN: _____

TELEPHONE NUMBER: _____ DATE OF BIRTH: _____

DATE(S) OF EMPLOYMENT: _____

FIRST & LAST NAME: _____

ADDRESS: _____ CITY/TOWN: _____

TELEPHONE NUMBER: _____ DATE OF BIRTH: _____

DATE(S) OF EMPLOYMENT: _____

FIRST & LAST NAME: _____

ADDRESS: _____ CITY/TOWN: _____

TELEPHONE NUMBER: _____ DATE OF BIRTH: _____

DATE(S) OF EMPLOYMENT: _____

FIRST & LAST NAME: _____

ADDRESS: _____ CITY/TOWN: _____

TELEPHONE NUMBER: _____ DATE OF BIRTH: _____

DATE(S) OF EMPLOYMENT: _____

I, _____ hereby
(heavy tow truck owner)

declare that:

1. Each tow truck driver operating a heavy tow truck on my behalf has provided me with:
 - (i) a police records check current within one (1) year of June 30, 2020. Said police records check confirms that there are no charges or warrants pending before any courts, or any record of offence for which a records suspension has not been granted that is less than three (3) years and relevant to the nature of the services of a tow truck driver, or any record of offence for which a records suspension has not been granted that directly affects the tow truck driver's ability to competently and responsibly carry on the services of a tow truck driver, including but not limited to: an offence under the *Criminal Code of Canada*, the *Controlled Drugs and Substances Act*, the *Narcotic Control Act* or the *Food and Drug Act*;
 - (ii) confirmation of a current and valid Class A, B, C, D, E, F or G driver's licence issued by the Province of Ontario; and
 - (iii) a driver's abstract current within one (1) year of June 30, 2020.
2. I have obtained a police records check for myself current to within one (1) year of June 30, 2020;
3. I acknowledge that, should a licence be issued, it is my responsibility to:
 - (i) notify the Licensing Commissioner within seven (7) days of any change in any of the particulars required to be filed with the Licensing Section or any change to the documents required by Schedule 1 of the Tow Truck By-law
 - (ii) report any suspension of my Provincial driver's licence to the Licensing Commissioner immediately upon the suspension;
 - (iii) immediately notify the Licensing Commissioner in writing when I give possession and control of a heavy tow truck licensed by the Town of Oakville to another person or permit the use of the heavy tow truck by another person;

- (iv) immediately notify the Licensing Commissioner if a heavy tow truck's Ontario motor vehicle permit is revoked or suspended;
- (v) keep copy of the statement of rates for heavy towing services as provided to the Licensing Commissioner in each heavy tow truck licensed by the Town of Oakville and show the statement to the hirer upon request.
- (vi) provide and maintain the equipment required by Tow Truck By-law 2019-060, as amended on or in all tow trucks operated in Oakville.

I make this Sworn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at the _____)
of _____ in the _____)
Region of _____)
this _____ day of _____, 20____)

Signature of Heavy Tow Truck Owner

Printed Name of Heavy Tow Truck
Owner

A Commissioner, etc.

The following are some basic rights regarding towing and vehicle storage services in Oakville:



TOWING CONSUMERS' BILL OF RIGHTS	
Rates (As of January 1, 2020)	
Towing Rates from Private Parking Lots (maximum): A fee for either towing or lifting can be charged, but not both. No fee can be charged for wait time. Drop fees cannot be charged.	\$150 per vehicle \$75 lifting fee
Vehicle Storage (maximum) – based on each 24 hour period the vehicle has been held in storage or any part thereof. Charges commence 24 hours from the time the vehicle enters the storage yard.	\$70 for outside storage \$100 for inside storage \$60 call-in fee, by appointment only
Payment of Fees - Towing, lifting and storage yard fees may be paid by credit card, cash or debit.	

Towing with Motorist’s Consent

- Tow trucks operating in Oakville must have a business licence. Check the back of the tow truck for a Town of Oakville licence plate and current sticker.
- The vehicle must be promptly towed by the most direct route to the destination requested by the motorist, unless the motorist specifies otherwise.
- Motorists have the right to decide who can tow their vehicle and to what location, unless otherwise directed by the police.
- A tow truck driver must show motorists the schedule of rates provided to the Town, upon request.
- The tow truck driver must provide the motorist with an itemized invoice before receiving payment. The final bill cannot be more than 10% above the quoted price.
- A Permission to Tow a Motor Vehicle form must be signed by the motorist and the tow truck driver before towing starts. The permission is for towing only and is in no way approval to initiate repairs to the vehicle. Automobile associations are exempt from this requirement.
- Tow truck drivers/owners must disclose if they are receiving a financial incentive for towing vehicles to a specific repair shop or storage facility before towing starts.

Towing from Private Parking Lots without Motorist’s Consent

- The entrance and exit to parking lots that use towing to enforce parking must have signage that states that parking is restricted to customers, clients, visitors, and guests and if the vehicle operator leaves the property, the vehicle may be towed 24/7 at the operator’s expense.
- Vehicles towed from private parking lots must be towed to a motor vehicle storage yard within the boundaries of the town of Oakville.
- Tow truck drivers must advise the Halton Regional Police Service prior to towing a vehicle from a private parking lot.
- The tow truck driver must release the vehicle once it has been lifted if the motorist returns to the parking lot before the vehicle is towed. The lifting fee applies.

Storage Yards

- Owners can access their vehicles to remove belongings during business hours while the vehicle is stored at a motor vehicle storage yard.

Complaints about towing? Contact the Town of Oakville at 905-845-6601 or service@oakville.ca.

Permission to Tow a Motor Vehicle Form (Must be in Duplicate)

The owner/driver/agent of the motor vehicle to be towed **AND** the tow truck driver must **BOTH** sign this form **BEFORE** the commencement of the tow. **This permission is for towing services ONLY and is in no way approval to initiate repairs to the motor vehicle.**

1. To be Completed by the Motor Vehicle Owner/Driver/Agent

I, _____ have authorized the said named tow truck driver to tow my motor vehicle bearing Ontario Permit number _____ to the location of _____ at the towing rate _____ (shown to me) as provided to the Town's Licensing Commissioner.

I hereby acknowledge that I have been provided with a copy of the Towing Consumers' Bill of Rights prior to the commencement of towing.

2. To be Completed by the Tow Truck Driver

Date: _____

Driver's Name: _____

Town of Oakville Plate #: _____

Tow Company Name: _____

Collision/Call Out Location: _____

3. Permission to Tow the Motor Vehicle

Signature (motor vehicle owner/driver/agent) Signature (tow truck driver)

4. If the Hirer is Unable to Sign - Verified By:

Signature (Police Officer/Badge # or Member of Fire/EMS) Date

*Distribution: White Copy – Tow Truck Driver Yellow Copy – motor vehicle owner/driver/agent

The personal information on this form is collected under the authority of Section 150 of the *Municipal Act, 2001* S.O. 2001, c. 25 and the Town of Oakville Tow Truck By-law and will be used in connection with the towing of motor vehicles. Questions about the collection of the personal information only should be direct to the Town of Oakville's Municipal Enforcement Services Department, Supervisor, Enforcement Support Services, at 905-845-6601, 1225 Trafalgar Road, Oakville, ON L6H 0H3.