



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 A MOTOR VEHICLE FACILITY**

**FEE: \$320.00** (non-refundable, non-transferable, not pro-rated) **Renewal Date: August 31 every year**

The following must be fully completed and submitted along with all required documents and the applicable fee. Applications may be submitted as follows:

- By E-mail to [service@oakville.ca](mailto:service@oakville.ca)
- Drop box delivery, Enforcement Services, 1225 Trafalgar Road;
- By Mail to: Enforcement Services, Town of Oakville, 1225 Trafalgar Road, Oakville, ON L6H 0H3

**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 a list of names, date of birth and address of each partner.
- A Zoning Occupancy Certificate obtained from Building Services. Contact [zoningrequests@oakville.ca](mailto: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.
- Provide a description of your business, the services provided.

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.

**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

Once your application is completed, please send the full package by email to [service@oakville.ca](mailto: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

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.