



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

**2019 APPLICATION TO LICENCE A DRIVING SCHOOL OPERATOR**

**FEE: \$184.00** (non-refundable, non-transferable)

The following must be fully completed and submitted along with all required documents and the applicable fee.  
Applications must be submitted to Enforcement Services, Town of Oakville, 1225 Trafalgar Road

**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 Certificate of Occupancy (if located in Oakville) 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.
- 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

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**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.