



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 TOW TRUCKS**

**FEES: \$345 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](mailto:enforcement@oakville.ca) Appointments are accepted Monday to Friday between 9:00 a.m. until 3:30pm.**

**Number of plate(s) applied for:** \_\_\_\_\_ x \$345.00 = \_\_\_\_\_

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 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, please complete the following for each location: **(P.O. Box numbers 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: \_\_\_\_\_

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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 TOW TRUCK OWNER THE INTEREST: (COPY OF AGREEMENT WILL BE ACCEPTED): \_\_\_\_\_

**Municipal Licenses Issued to Tow Truck Owner:**

DOES THE 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: \_\_\_\_\_

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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 tow trucks owned operated by the tow truck owner – see page 5
- List of details for all tow truck drivers, employed by the tow truck owner – see page 6
- Statement of rates for towing services.
- Sworn declaration completed upon submission of completed license application. The declaration can be may be witnessed at the Town of Oakville, Enforcement Services, at no additional charge.

**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.
- The business name, address and contact information will be made available online.

**Please submit completed applications and payment to:**

**In person:** Town of Oakville, Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3

**Payment:** Debit, MasterCard, Visa, American Express, Cash or Cheque – payable to the Town of Oakville

**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 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  
(tow truck owner)

declare that:

1. Each tow truck driver operating a 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 the following documentation in my possession:
  - (i) an original copy of the Provincial motor vehicle registration for each tow truck;
  - (ii) a safety standards certificate for each tow truck issued by an approved Ministry of Transportation Vehicle Inspection Centre, current within one (1) year of June 30, 2020;
  - (iii) authorization from the owner or agent of the motor vehicle storage yard I use to store motor vehicles that have been towed by myself or tow truck drivers I employ;
  - (iv) a CVOR current to within one (1) year of June 30, 2020;
  - (v) a police records check for myself current to within one (1) year of June 30, 2020;
  - (vi) a run sheet, on my letterhead, containing all information required by Section 12 of Schedule 1 of the Tow Truck By-law;
  - (vii) if applicable, a list of tow trucks that I lease.

3. Each tow truck that I own contains the equipment required by subsection 5(2) of Schedule 1 of the Tow Truck By-law.
4. I acknowledge that, should a licence be issued, it is my responsibility to:
  - (i) obtain a second safety standards certificate issued by an approved Ministry of Transportation Vehicle Inspection Centre if a tow truck accumulates more than 50,000 kilometers in a licensing period. I must obtain the second safety standards certificate when the tow truck is no more than 2,500 kilometers over the 50,000 kilometer threshold;
  - (ii) 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.
  - (iii) immediately notify the Licensing Commissioner when advised of suspensions and/or demerits by tow truck drivers and when I have removed a tow truck driver's name from the list of drivers provided to the Licensing Commissioner;
  - (iv) report any suspension of my Provincial driver's licence to the Licensing Commissioner immediately upon the suspension;
  - (v) immediately notify the Licensing Commissioner in writing when I give possession and control of a tow truck licensed by the Town of Oakville to another person or permit the use of the tow truck by another person;
  - (vi) immediately notify the Licensing Commissioner if a tow truck's Ontario motor vehicle permit is revoked or suspended.
  - (vii) keep a copy of the statement of rates for towing services as provided to the Licensing Commissioner in each tow truck licensed by the Town of Oakville and show the statement of rates to the hirer upon request.
  - (viii) 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 Tow Truck Owner

\_\_\_\_\_  
Printed Name of Tow Truck Owner

\_\_\_\_\_  
A Commissioner, etc.

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



<b>TOWING CONSUMERS' BILL OF RIGHTS</b>	
<b>Rates</b> (As of January 1, 2020)	
<b>Towing Rates from Private Parking Lots (maximum):</b> 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
<b>Vehicle Storage (maximum)</b> – 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
<b>Payment of Fees</b> - 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.

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**Complaints about towing?** Contact the Town of Oakville at 905-845-6601 or [service@oakville.ca](mailto: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.