



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 LICENCE A MOTOR VEHICLE STORAGE YARD

**FEE: \$375.00** (non-refundable, non-transferable)

**Renewal Date: June 30 every year**

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

### **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 Comprehensive General 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.
- Insurance certificate in the amount of at least one-hundred thousand dollars (\$100,000) against liability for damage to customers’ motor vehicles while in the care, custody or control of the licensee.
- In respect of any one claim, cargo liability insurance certificate in the amount of at least fifty thousand dollars (\$50,000).
- Original Police Records Check issued by an accredited Canadian Police Service, dated no more than 30 days old at the time of the license application.
- Schedule of rates to store a motor vehicle in excess of 4,500 kg (9,921 lbs), if applicable.
- Schedule of any administration fees and/or fees to remove a motor vehicle from the storage yard, if applicable
- Provide a description of your business, the services provided.

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 Town of Oakville

**By Mail/Courier:** Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3

**Payment:** Cheque – payable to 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 No. \_\_\_\_\_ Licence No. \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Corp Doc: \_\_\_\_\_ Insurance: \_\_\_\_\_ Zoning: \_\_\_\_\_ Records Check: \_\_\_\_\_

Schedule of Rates \_\_\_\_\_ Schedule of Admin Fees \_\_\_\_\_

---

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

**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.

---

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