

VEHICLE FOR HIRE DISPATCH LICENCE APPLICATION FORM

SECTION 1: APPLICANT INFORMATION

Applicant Name:

Contact Person: (if different from above)

Mailing Address:

City:

Province:

Postal Code:

Contact Phone Number:

Contact Email Address:

SECTION 2: ADDRESS FOR APPLICATION

Address:

City:

Province:

Postal Code:

If you are unsure of your address, please provide your legal description below:

(Legal Description) Plan:

(Legal Description) Block:

(Legal Description) Lot:

SECTION 3: APPLICATION REQUIREMENTS

Is this an application for an existing business that has changed location?

Yes
☐

No
☐

If yes, please provide the existing licence number: _____ - _____

Describe in detail what your business activities are, and what services you are providing:

Where are your business operations being done from:

- ☐ Home Based Location in Edmonton (Complete sections 3.1 and 3.3)
- ☐ Commerical Location in Edmonton (Complete sections 3.2 and 3.3)
- ☐ Non Resident Location (Complete section 3.3)

SECTION 3.1: HOME BASED BUSINESS DEVELOPMENT PERMIT REQUIREMENTS

Do you currently live at this address?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Are there other home based businesses at this location?

<input type="checkbox"/>	<input type="checkbox"/>
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Is this an administration office? (Paper work or computer work)

<input type="checkbox"/>	<input type="checkbox"/>
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A: INDICATE WITH THE TABLE BELOW, HOW MANY BUSINESS RELATED VISITS ARE EXPECTED EACH DAY?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Client							
Employees							
Other (deliverer)							

B: DO YOU HAVE ITEMS RELATED TO THE BUSINESS STORED AT THIS LOCATION?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide the following:

Are there items stored indoors? (e.g. Shed or Garage)
If yes, how much space is being used? (sq. feet) _____

<input type="checkbox"/>	<input type="checkbox"/>
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Are there items stored outdoors?
If yes, how much space is being used? (sq. feet) _____

<input type="checkbox"/>	<input type="checkbox"/>
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Please provide a detailed list of items being stored (Both indoor and outdoor)

Please answer the following questions

C: DO YOU HAVE ANY VEHICLES, TRAILERS AND/OR EQUIPMENT REGISTERED TO THE BUSINESS?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide the following:

How many vehicles are used for the business? _____

Are there vehicles stored at this location?
If yes, how many vehicles? _____

N/A	<input type="checkbox"/>	<input type="checkbox"/>
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If no, provide an address of where are they stored

Do you have any large vehicles* stored at this location?
If yes, how many vehicles? _____

N/A	<input type="checkbox"/>	<input type="checkbox"/>
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If no, provide an address of where are they stored

* A large vehicle includes any vehicle with a gross vehicle weight over 4500 kilograms. This includes vehicles with tandem axles, a passenger capacity of more than 15 persons, or dual wheels where the vehicle includes a flat deck or other form of utility deck. Large vehicles are generally described as a bus, cube van, dump truck, flatbed truck, or tractor, trailer or tractor trailer combination.

Do you have any trailers and/or equipment (e.g. bobcats) stored at this location?
If yes, what is the length? _____

N/A	<input type="checkbox"/>	<input type="checkbox"/>
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If no, provide an address of where are they stored

SECTION 3.2: COMMERCIAL DEVELOPMENT PERMIT REQUIREMENTS

	Yes	No
Is this an administration office? (Paper work or computer work)	<input type="checkbox"/>	<input type="checkbox"/>
Are you or anyone else doing interior alterations or construction to your business location?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, you may need to apply for a commercial development or building application (Please provide a floor plan). <i>A dispatch licence does not allow you to do interior alterations.</i>		
Are there vehicles stored at this location?	<input type="checkbox"/>	<input type="checkbox"/>
If no, where are the vehicles stored?		
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SECTION 3.3: DISPATCH LICENCE REQUIREMENTS

Select the type of business

☐ Sole Proprietorship or Partnership

☐ Corporation or Society (LTD. or Inc/Corp).

If you are a corporation, please provide corporation documents, an additional fee will apply if not attached.

Trade/operating name:

Choose the appropriate type of operation your dispatch service is providing:

☐ General Dispatch (taxi, accessible taxi, limousine, or shuttle)

☐ Commercial Private Transportation (PTP) Dispatch (more than 200 vehicles)

☐ Regional Private Transportation (PTP) Dispatch

SECTION 4: APPLICANT DECLARATION

I confirm that all required information has been provided and is correct.

I declare that the vehicle described on this application will be driven and dispatched exclusively by me.

Applicant
Signature

x

 Date:

WHERE TO APPLY

In-person:

Development Services, HSBC Bank Place
5th floor, 10250 - 101 Street NW
Edmonton, AB T5J 3P4

QUESTIONS?

Phone: **311** or if outside of Edmonton 780-442-5311
Email: vehicleforhire@edmonton.ca

FEES

For additional information, visit: edmonton.ca/vehicleforhire

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Permits and Licensing Service Centre at 780-442-5054.

 Edmonton