

VEHICLE FOR HIRE DISPATCH LICENCE

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)

Please complete the reverse side

SECTION 3.1: HOME BASED BUSINESS DEVELOPMENT PERMIT REQUIREMENTS

Do you currently live at this address?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there other home based businesses at this location?	<input type="checkbox"/>	<input type="checkbox"/>
Is this an administration office? (Paper work or computer work)	<input type="checkbox"/>	<input type="checkbox"/>

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?

If yes, please provide the following:

Are there items stored indoors? (e.g. Shed or Garage) Yes No
If yes, how much space is being used? (sq. feet) _____

Are there items stored outdoors? Yes No
If yes, how much space is being used? (sq. feet) _____

Please provide a detailed list of items being stored (Both indoor and outdoor)

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

If yes, please provide the following:

How many vehicles are used for the business? _____

Are there vehicles stored at this location? Yes No N/A
If yes, how many vehicles? _____

If no, provide an address of where are they stored

Do you have any large vehicles* stored at this location? Yes No N/A
If yes, how many vehicles? _____

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? Yes No N/A
If yes, what is the length? _____

If no, provide an address of where are they stored

Please answer the following questions

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 (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? _____ _____		

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, 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 (Check all that apply): Private Transportation Provider Limousine Shuttle

Taxi Dispatch (taxi, accessible taxi) – At least one Accessible Taxi must be available for dispatch at all times.

Transportation Network Dispatch*

*As part of the application process, the applicant must submit a hardcopy or electronically (vehicleforhire@edmonton.ca):

A) Province of Alberta Transportation Network Company Certificate of Approval.

B) A complete list of drivers and vehicles associated with this company. This list should contain the following information:

1. Driver name (first & last)
2. Vehicle Identification Number (VIN)
3. Provincial License Plate
4. Accessible vehicle (Y/N)

In accordance with Vehicle for Hire Bylaw 17400, a Transportation Network Dispatcher will be subject to audits of driver and vehicle information at the City's request.

SECTION 4: APPLICANT DECLARATION

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

Applicant Signature:

Signature Date:

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

Applicant Signature:

Signature Date:

Vehicle For Hire Dispatch Licence | 02.26

Your information will be collected for the administration, evaluation, and enforcement of the Vehicle for Hire Program. Uses include processing your Dispatch Licence, ensuring compliance with municipal development, zoning, and safety code requirements. Conducting audits (including third-party verification of associated drivers and vehicles), and contacting you regarding licensing updates or program initiatives. Collection is authorized under section 4(c) of the Protection of Privacy Act (POPA) and is managed and protected in accordance with the Act. The City intends to input the information into an automated system to generate content or make decisions, recommendations or predictions in accordance with the City of Edmonton Generative AI Standard (see Council Policies, Standards section). For questions about the collection, please contact Service Advice@edmonton.ca, Edmonton Service Centre, 2nd floor, 10111 – 104 Avenue NW, Edmonton, AB, T5J0J4, 780-442-5311, vehicleforhire@edmonton.ca

WHERE TO APPLY

Edmonton Service Centre
2nd floor, 10111 – 104 Avenue NW
Edmonton, AB T5J 0J4
Monday – Friday, 8:30 to 4:30

QUESTIONS?

Phone: 311 or if outside of Edmonton

780-442-5311
Email: businesslicenceapplications@edmonton.ca

FEES

For additional information,
visit: edmonton.ca/vehicleforhire

Edmonton