

City of Woodstock

Special Transportation Services Vehicle Application

OFFICE USE ONLY

Date Received

Licence #

Date Issued

Municipal Code 639

[Click here to read by-law](#)

Application Fee (annually per vehicle) - \$140

New Application

Renewal

General Information

Please Print

Applicant/Owner's Name

Business (or Corporation) Name

Business Address (complete)

Business Phone Number

Mailing/Billing Address (if different)

Email Address

Driver's Licence Number

Home Address (complete)

Home Phone Number

NOTE: PROCESSING OF THIS APPLICATION WILL TAKE A MINIMUM OF 24 HOURS

The following needs to be attached to the application:

1. A list of vehicles to be used with **proof of insurance**.
2. Copy of **current passenger vehicle permit**, which is in good standing and issued in your name or the name of the business, by the Ministry of Transportation, for the vehicles being licensed;
 - a. If a vehicle is owned by a person(s) who is not an owner of the business, written proof must be provided from the owner of the vehicle that the vehicle will be used as part of the business along with a copy of the passenger vehicle permit issued by the Ministry of Transportation;
3. **Safety standards certificate for each vehicle** issued under the Highway Traffic Act;
4. **Certificate of Insurance** furnishing proof of a minimum of \$2,000,000 general liability insurance;
5. A **Criminal Records Check** – renewals only **Vulnerable Sector Check** – new applications. (Checks are to be obtained at your local Police Station – valid for a year from date of issue.)

The licensee hereby certifies to:

- a. having authority to sign on behalf of the aforementioned business;
- b. advise the City of any change(s) of information within seven (7) days of the change being made;
- c. agrees to comply with the provisions of the Special Transportation Services By-law and its amendments;
- d. agrees to keep the vehicles in repair and clean;
- e. keep a record of all calls received or dispatched giving date, time, origin and driver's name;
- f. retain the records in an orderly manner filed by date, for twelve (12) months, and ensure they will be open to inspection by the City Clerk or designate;
- g. upon disposing of a vehicle, within forty-eight (48) hours, advise the City of the replacement vehicle or surrender the licence in respect of such vehicle;
- h. display each licence issued where it is visible to the public and passengers(s).

I hereby certify that I have read and understand the information contained in this application. I further certify that the information contained in this application is true and I agree that I will abide by all of the provisions of the City of Woodstock Municipal Code Section 639 and amendments thereto and any other applicable municipal regulations that may apply to the operation of a Special Transportation Services Vehicle Licence. The licence fee has been submitted with this application.

Signature of Applicant

(entering your name is representative of your signature)

Signature of Witness

(entering your name is representative of your signature)

Today's Date: _____

This licence is granted for one year from February 15th in the current year and expires on the 15th of February one year after issue or sooner if the licence is revoked.

Issuance of this licence is subject to the following department approvals:

Chief Building Official

City Clerk

Police Department

Notice of Collection

Personal information contained on this form is collected by the Corporation of the City of Woodstock under the authority of the *Municipal Act* and will be used by the City in making decisions on this Special Transportation Services Vehicle Licence. Questions about the collection of this information may be made to the City Clerk, 500 Dundas Street, P.O. Box 1539, Woodstock, Ontario, N4S 0A7, or by telephoning 539-2382 ext. 2500, during business hours.