

## PASSENGER DIRECTED VEHICLE SERVICES LICENCE APPLICATION

DATE:

PART 1: COMPANY INFORMATION - Complete ALL fields.			
LEGAL ENTITY TYPE: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> BC Corporation/Society <input type="checkbox"/> Extra Provincial Company/Society <input type="checkbox"/> Other			
LIST EACH Sole Proprietor / Partner's names below. For BC Corporation/Society or Extra Provincial Company/Society, list ONE (1) Director/Owner name.			
1 <input style="width: 90%;" type="text"/>	Business Phone #: <input style="width: 90%;" type="text"/>	Home Phone #: <input style="width: 90%;" type="text"/>	Cellular #: <input style="width: 90%;" type="text"/>
2 <input style="width: 90%;" type="text"/>	Business Phone #: <input style="width: 90%;" type="text"/>	Home Phone #: <input style="width: 90%;" type="text"/>	Cellular #: <input style="width: 90%;" type="text"/>
3 <input style="width: 90%;" type="text"/>	Business Phone #: <input style="width: 90%;" type="text"/>	Home Phone #: <input style="width: 90%;" type="text"/>	Cellular #: <input style="width: 90%;" type="text"/>
BC Corporation/Society or BC Extra Provincial Company/Society Name: <i>(if applicable)</i>		BC Corporation/Society Registration No:	
Trade Name/Doing Business As: <i>(if applicable)</i>		Business Licence Start Date: <input type="checkbox"/> Immediately <input type="checkbox"/> Other:	
Vehicle Storage Address : <i>(if applicable)</i>			
Describe in detail the nature of your business and the intended use of the vehicle(s), (office/premise). Attach additional sheet(s) if more space is needed.			
<input style="width: 100%; height: 40px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>			

PART 2: BUSINESS LOCATION INFORMATION	
<div style="border: 1px solid black; padding: 5px; min-height: 40px;"> <p style="text-align: center; font-size: small; color: gray;"><i>(Vancouver PO Box not permitted)</i></p> </div>	<b>Business Location Type:</b> <input type="checkbox"/> Vancouver Commercial/Industrial Premise <input type="checkbox"/> Vancouver Home Based /Residential Premise <div style="margin-left: 20px;"> <input type="checkbox"/> Owner of the property <input type="checkbox"/> Tenant of the property  <input type="checkbox"/> Out of Town         </div>
<b>Mailing Address:</b> <span style="font-size: small; color: gray;"><i>(ONLY IF different than business address)</i></span>	<b>Business Email Address:</b>  <b>I prefer my annual business licence renewal be sent:</b> <input type="checkbox"/> By Mail OR <input type="checkbox"/> By E-mail

PART 3: NUMBER OF VEHICLES		
Standard:	Zero Emission:	Accessible:

PART 4: CONDITIONS OF A HOME BASED BUSINESS - Applicable to Vancouver Home Based Business ONLY.
<p>ZONING AND DEVELOPMENT BY-LAW 3575:</p> <p>SECTION 10.3.1</p> <ul style="list-style-type: none"> <li>-No boat, boat trailer, truck, bus or similar vehicle shall be placed or parked on any site in an R. District except for the following:</li> <li>- One truck with a registered gross vehicle weight not exceeding 4,550 kg.</li> </ul> <p>SECTION 11.14</p> <ul style="list-style-type: none"> <li>- No person other than one resident member of the family occupying the dwelling shall be engaged in the homecraft(*) on the premises.</li> <li>- Where located in an "R" District, there shall be nothing to indicate from the exterior of the dwelling unit or building that it is being used for any purpose other than its principal or approved use.</li> <li>- No products or material shall be sold from or within the dwelling unit.</li> <li>- No products or material shall be stored outside of the dwelling unit, building or accessory building.</li> <li>- No offensive noise, odour, vibration, smoke, heat or other objectionable effect shall be produced.</li> </ul> <p><small>* Homecraft means a craft or occupation conducted as an accessory use subordinate to the principal residential use of a dwelling unit, and must only be conducted within the principal building on the site.</small></p>

## PART 5: APPLICANT STATEMENT

I the undersigned confirm as the business owner(s)/operator(s) that the above noted information is correct and agree to comply with ALL relevant provisions of the Licence By-Law No 4450 and other applicable City By-laws. It is also understood that the business owner(s) is/are responsible for the overall management of the business including staff while representing the owner(s)' business. Further, failure to meet these obligations may result in the business licence being suspended or reported to City Council for possible revocation.

Signature #1:		
Print Name:	Signature:	Date:
Signature #2:		
Print Name:	Signature:	Date:
Signature #3:		
Print Name:	Signature:	Date:
Representative Signature: Letter of Authorization from 1 Owner/Director will be required.		
Print Name:	Signature:	Date:

## PART 6: APPLICATION REQUIREMENTS - Submit the following items with your application:

<input type="checkbox"/> \$63.00 non-refundable application fee. <i>(Mandatory)</i> Please include a cheque payable to The City of Vancouver with your application.	An additional pro-rated licence fee is required upon licence approval as per Schedule "A" of Licence By-Law No 4450.
<input type="checkbox"/> 1 piece of valid government issued photo identification <i>(Mandatory)</i> for Business Owner(s).	Sole Proprietor/General Partnership: <b>Required for EACH OWNER.</b> BC Corporation/Society & Extra Provincial Company/Society: <b>Required for 1 OWNER/DIRECTOR ONLY.</b>
<input type="checkbox"/> Police Information Check (PIC).	Police Information Check (PIC) may be required pending licence review. ie: Vulnerable Sectors. Original PIC required from <u>Vancouver Police Department</u> . Note: RCMP PIC NOT ACCEPTED.
<input type="checkbox"/> Copy of BC Corporation/Society Company Summary. <i>(Mandatory if applicable)</i> <input type="checkbox"/> Copy of BC Registration Statement for Extra Provincial Company/Society & foreign jurisdiction's company registration documents listing all Owners/Directors of the company.	Required for all BC Corporations/Societies & Extra Provincially registered Companies/Societies. <b>*NOTE: Any foreign entity, including federal and foreign corporations <u>must register</u> as an extra provincial company with BC Registry Services.</b>
<input type="checkbox"/> Copy of Passenger Transportation Branch Licence	Required for all companies offering Passenger Directed Vehicle Services
<input type="checkbox"/> Letter of Authorization for Representative and Representative's government issued photo identification. <i>(If applicable)</i>	A document signed by the Owner/Director of the company which authorizes a representative to apply on their behalf in the absence of the Owner's/Director's signature above.

## LICENCE DEPARTMENT USE ONLY

APPROVALS REQUIRED:     ZONING     BUILDING     POLICE     CLI     OTHER \_\_\_\_\_  
 CLASSIFICATION(S):    1. \_\_\_\_\_ Licence Number: \_\_\_\_\_  
                                   2. \_\_\_\_\_ Licence Number: \_\_\_\_\_