



NORTH BAY POLICE SERVICE

135 Princess Street West
North Bay, ON P1B 6C2
www.northbaypolice.on.ca

Information Vehicle for Hire (VFH) Brokerage

This cover page contains information about the contents of the PDF document that follows.

Name of Document

Vehicle for Hire (VFH) Brokerage Licence Information and Application.

Who Can Apply

Partnerships or corporations.

Overview

This document contains information for Partnerships or corporations to apply on behalf of a Partnerships or corporations for a VFH Brokerage Licence in the City of North Bay.

North Bay Police Services Board By-Law No. 26/20 Vehicles for Hire and Private Transportation Company Vehicles regulates taxicabs, limousines, and private transportation companies in North Bay.

You need a licence from the North Bay Police Services Board to own and/or operate a taxi Brokerage and/or a limousine brokerage in the City of North Bay. A Brokerage licence is valid for one (1) year.

Your licence will expire annually on the anniversary of the date that the licence was first issued. A renewal notice, identifying any documents required to renew the licence, will be mailed to the address on file.

If you fail to renew your licence within 90 days of the specified renewal date, your licence will be cancelled and you will have to reapply.

For more information, please refer to North Bay Police Services Board By-Law No. 26/20 at northbaypolice.ca/assets/pdfs/bylaws/vfh-and-ptc-by-law---final.pdf

Contact

If you require this document in a more accessible format or would like more information about this application, please contact:

North Bay Police Service

135 Princess Street West, North Bay, ON

Information Line: 705-497-5555

Email: nbpstraffic@northbaypolice.on.ca

Website: northbaypolice.on.ca

Hours: Monday to Friday, 8 a.m. to 4 p.m., except Statutory Holidays.

Information

Vehicle for Hire (VFH) Brokerage

Application Instructions

To apply, please provide this completed form and the following required documents.

Complete application form and ensure that you sign and date the declaration.

Step 1a: Prepare Documents

Prepare an application by obtaining required documents and completing required forms.

All Applicants

The following documents and completed forms must be provided:

- Completed Application Form for Brokerage Licence
- Proof of being 25 years of age or older
- Confirmation of a system for receiving orders and dispatching vehicles for hire.

Step 1b: Prepare Additional Document Requirements

Partnerships (Only)

- The name, address and telephone numbers for each director and officer
- A copy of the provincial business name registration
- Ontario business location / address
- Sworn statement from each partner certifying the truthfulness, accuracy and completeness of the application
- A copy of the Partnership Agreement.

Corporation (Only)

- The correct legal name of the corporation, and the address of the head office of the corporation
- Copy of corporate Profile Report.
- A Certificate of Status issued by the Ministry of Government and Consumer Services dated no later than 30 days prior to the date of the application
- A certified copy of the last Initial Return or Notice of Change filed with the provincial or federal government
- Copy of shareholders register

Step 1c: Submit Application

Please note that incomplete applications will not be processed.

Once your application submission is complete, please deliver it to Traffic Services at North Bay Police Service Headquarters during business hours along with the applicable fees. Refer to North Bay Police Services Board By-Law # 26/20 for applicable fees.

Notice of Collection Statement

This application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. The information collected is required pursuant to the terms of the Municipal Act and will be used by the North Bay

Police Services Board to process the application, and to determine whether to issue a license. Information will also be used for administration of such license, and for law enforcement purposes to ensure compliance with all applicable statutes, regulations and by-laws.

As mandated by the Municipal Freedom of Information and Protection of Privacy Act, sections 2(2.1) and 2(2.2), the business information collected in this application form will be maintained as a business record. Information associated with an individual in a professional, business, or official capacity is not personal information. Business information may be publicly available.



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Application Vehicle for Hire (VFH) Brokerage

Brokerage Licence Application Form

All required documents and information to complete the Vehicle for Hire (VFH) Brokerage licence application is stated in the cover page. The following **MUST** be FULLY COMPLETED in order to process the application. **Incomplete applications will not be processed until all required documents have been submitted.**

NEW APPLICATION RENEWAL

SECTION 1 – REPRESENTATIVE’S INFORMATION

First Name		Last Name	
Maiden or any other name(s)			
Street Number	Street Address		Unit / Suite Number
Municipality	Province	Postal Code	
Driver’s Licence Number			Province of Issue
Email Address <i>(Example: you@website.com)</i>		Date of Birth <i>(yyyy-mm-dd)</i>	
Phone Number <i>(Example: 705-123-1234)</i>		Mobile Number <i>(Example: 705-123-1234)</i>	

SECTION 2 – BROKERAGE INFORMATION

<input type="checkbox"/> General Brokerage (taxicab, limousine) <input type="checkbox"/> Transportation Network Company Brokerage (private vehicle for hire)		
Operating Name		Legal Entity Name
Type of Legal Entity (i.e., partnership, corporation)		
Business Address		
Municipality	Province	Postal Code
Phone Number <i>(Example: 705-123-1234)</i>		Company Website (Optional)

SECTION 2 – BROKERAGE MAILING ADDRESS Check if mailing address is same as Address identified in Brokerage Contact Information

Street Number	Street Name	Suite/Unit Number
Municipality	Province	Postal Code

SECTION 3 – DELARATION

In the matter of North Bay Police Services Board By-Law # 26/20 and amendments thereto for regulating the issuance, renewal and approval of licences in the City of North Bay, in the Regional Municipality of the District of Nipissing, I declare that:

1. I am the applicant in this application and, as such, have knowledge of the facts heretofore set forth;
2. I hereby acknowledge that I have read and understand the regulations as set out in the North Bay Police Services Board Vehicles for Hire and Private Transportation Company Vehicles By-law #26/20.
3. I agree to comply with all municipal by-laws and regulations and all other application requirements;
4. I understand that making a false statement in this application could result in a refusal to issue a licence, or in suspension or revocation of a licence at a later date.
5. I certify that the above information is true to the best of my knowledge, information and belief.

Signature: _____

Date (mm/dd/yyyy): _____

THIS SECTION FOR TRAFFIC SERVICES USE ONLY

Date Application Received	Decision <input type="checkbox"/> Granted <input type="checkbox"/> Refused	Licence <input type="checkbox"/> Fee paid Number: _____
Date of Issue	Expiry Date	Name and Signature of Issuer