



NORTH BAY POLICE SERVICE

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

Information

Vehicle for Hire (VFH) Plate Licence

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

Name of document

Vehicle for Hire (VFH) Plate Licence Information and Application

Who Can Apply

Partnerships or corporations. (Must be Licensed Brokerage)

Overview

This document contains information for an individual, sole-proprietor, partnership, or corporation to apply for a Vehicle for Hire Owner 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 vehicle for hire in the City of North Bay if you are a taxicab owner, operator or broker, a Limousine owner, service company or a private transportation company (PTC)

A VFH Plate licence is valid for one (1) year. A separate owner licence is required for each vehicle for hire. Owners who also wish to drive a taxicab or limousine must be licensed as a vehicle for hire driver.

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: www.northbaypolice.on.ca

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

Information
Vehicle for Hire (VFH) Plate Licence

Application Instructions

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

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:

- VFH Plate Application Form
- Proof of being 25 years of age or older
- Proof of \$2,000,000 in Commercial insurance, Commercial Public Liability and Property Damage (PL/PD) insurance
- Provincial vehicle registration/ownership
- Safety standards certificate issued within the previous 14 days

Step 1b: 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) Plate Licence

VFH Owner Application Form

All required documents and information to complete the Vehicle for Hire (VFH) Plate 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** **CHANGE OF VEHICLE**

SECTION 1 – APPLICANT INFORMATION			
Brokerage name		Applicant name	
Maiden or any other name(s)			
Street Number	Street Address		Unit / Suite Number
Municipality	Province	Postal Code	
Email Address <i>Example: you@website.com</i>			
Phone Number		Cell Phone Number	
Date of Birth (yyyy-mm-dd)		Country of Birth	

SECTION 1 – APPLICANT MAILING ADDRESS		
<input type="checkbox"/> Check if mailing address is same as Address identified in VFH Contact Information		
Street Number	Street Name	Suite/Unit Number
Municipality	Province	Postal Code

SECTION 1 – BUSINESS INFORMATION		
Licence Type (i.e. taxicab broker)		Operating Name (if applicable)
Legal Entity Name		Type of Legal Entity (i.e. partnership, corporation)
Business Address		
Municipality	Province	Postal Code

Vehicle for Hire (VFH) Owner Licence (1 of 2 to be completed by insurance broker)

SECTION 2 - Certificate of PLPD Insurance

As part of your VFH Owner Licence Application, proof of \$2,000,000 in Commercial General Liability insurance must be provided by a certificate of insurance, that is signed and stamped and received directly from the insurer OR the licensed agent/broker.

Have your insurer or licenced agent/broker send the certificate to nbpstraffic@northbaypolice.on.ca

First Name	Last Name	
Organization Name (if applicable)		
Address (Street Number, Street Name, Suite/Unit Number)		
Municipality	Province	Postal Code
Operating Name of Insured		
Phone Number	Mobile Number	Email

2a. Insurance Information

Note that a minimum limit of \$2,000,000 PLPD Insurance is required.

Insurance Company Name	Policy Number	Coverage (\$)
Policy Effective Date (yyyy-mm-dd)	Policy Expiry Date (yyyy-mm-dd)	
Operations of the named insured for which this certificate is issued		

2b. Insurance Broker Information

Company name	Brokerage name	
Address (Street Number, Street Name, Suite/Unit Number)		
Municipality	Province	Postal Code
Telephone Number	Email (If Known)	

**Certificate of CGL Insurance
Vehicle for Hire (VFH) Owner Licence
(2 of 2 to be completed by insurance broker)**

2c. Vehicle Information			
Year	Make	Model	Colour
Vehicle Identification Number (VIN)			

2d. Provisions of Amendments or Endorsements
<ul style="list-style-type: none"> The acceptance of this Certificate by the North Bay Police Services Board does not certify that the limits of liability and terms and conditions of the policy referred to above meet the specified requirements of the Commissioner of Finance nor with the acceptance of this certificate by the Police Services Board waive the Boards rights of action against the application and/or insurer for failure to comply with provisions governing the use of permits and licences granted herein. Commercial General Liability is extended to include Personal Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage, Products-Completed Operations, Contingent Employers Liability and Non-owned Automobile Liability. The North Bay Police Services Board has been named as an Additional Insured, but only with respect to liability arising out of the operations of the Insured for which a permit, licence or agreement has been issued by the North Bay Police Services Board.
<ul style="list-style-type: none"> The Commercial General Liability policy or policies identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each but nothing shall operate to increase the limits of liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one insured. If insurance is placed in primary and excess layers, file Separate certificates for each. If a facsimile has been transmitted, the original certificate must follow. The Commercial General Liability policy(ies) identified above shall apply as the primary insurance and not excess to any other insurance available to any of the Additional Insured as set out in Paragraph 2. Any certificate that is altered will be considered invalid, such as if a provision is crossed out. If the policy is canceled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this certificate, thirty (30) days prior written notice (10) days if cancellation is due to non-payment of premium by registered mail will be given by the insurer to: <p style="text-align: center; margin-top: 20px;"> North Bay Police Services Board P.O. Box 717, North Bay, ON P1B8J8 Telephone: 705-497-5555 x 511 Email: nbpsb@northbaypolice.on.ca </p>

2e. Insurance Broker Certification	
<p>I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing.</p>	
Signature and Stamp of Authorized Representative	Date (yyyy-mm-dd)

Declaration
Vehicle for Hire (VFH) Owner Licence

SECTION 3 - DECLARATION

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: _____	Vehicle for Hire Plate No.
Date of Issue	Expiry Date	Name and Signature of Issuer	