



RIDE-SHARE / TAXICAB – BUSINESS LICENCE APPLICATION

City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6
250.361.0224

Application must be completed in full
Licence year from January 16 to January 15, the following year

GUIDELINES

IMPORTANT: ICBC Insurance documents must show the PT Reference number & liability not less than \$2,000,000

NEW LICENCE

- **All new licences must be approved by Police Department first**
- For approval, the following documents and completed application form **must** be taken to the Police Department:
 - ICBC Insurance documents
 - Passenger Transport Licence
 - Commercial Vehicle Inspection
- Present your **approved** application to City Hall with your current ICBC Insurance documents

ANNUAL TAXI LICENCE RENEWALS

- **All renewals must be approved by Police Department first**
- If it is the same car and the same owner, bring the completed application to City Hall along with the current ICBC Insurance documents

TRANSFERS

- **All transfers must be approved by Police Department first**
- **The Application for Transfer section under Part A must be completed by the existing licence holder**
- Transfer of Vehicle (Car to Car):
 - Bring the **approved, completed application** and the ICBC Insurance documents plus your **old City Decal** to City Hall
- Change of Owner (Owner to Owner):
 - Have the previous owner complete the transfer section on your application
 - Bring the **approved, completed application** and the new ICBC Insurance documents plus your **old City Decals** to City Hall

NOTICE: A Licence is deemed to be cancelled when vehicle is changed (from car to car), the vehicle owner changes (owner to owner) or if there is any ownership additions or deletions. If an application is not submitted as soon as the vehicle registration is changed the transfer fees in Section 4.15(1) & (2) will not apply. The full fee of \$140.00 will be charged.

SCHEDULE FEES:

New Licence Fee: Taxi Licence \$140

Annual Licence Fee: Taxi Licence \$140

Licence Transfer Fee: Transfer Fee \$25

PLEASE SEE APPLICATION ON REVERSE

PART A: APPLICATION

Ride-Share / Taxi Company Name: _____

Business Address: _____ Victoria, BC Postal Code: _____

Phone: _____ Fax: _____ Cellular: _____

Owner (1) Name: _____ Date of Birth _____ / _____ / _____

Owner (1) Address: _____ Postal Code: _____

Owner (2) Name: _____ Date of Birth: _____ / _____ / _____

Owner (2) Address: _____ Postal Code: _____

Limited / Incorporated Company Name: _____

VEHICLE INFORMATION:

Year _____ Make _____ Model _____ Company Car Number _____

V.I.N. Number _____ PT Reference Number _____ B.C. Licence Plate Number _____

APPLICATION FOR TRANSFER: (TO BE COMPLETED BY EXISTING LICENCE HOLDER)

I, _____, hereby agree to transfer the licence described below, to

_____ Decal # _____ Licence # _____

Signature of Licence Holder: _____ Dated: _____ / _____ / _____

PART B: APPLICANT DECLARATION

During the past two (2) years has ANY person mentioned on this application been convicted of an offence, relating to the conduct of a business or involving dishonesty, or is any prosecution for any offence of the same nature pending.

- No
- Yes, give full particulars: _____

The applicant declares that the above facts are correct, that an application for a business licence as set forth, is hereby made, and that the applicant has complied with all applicable bylaws, regulations or statutes and will comply with all future bylaws and amendments, relating to this application.

Applicant / Representative Name: _____

Applicant / Representative Signature: _____ Date Signed: _____ / _____ / _____

PART C: POLICE APPROVAL PROCESS (FOR OFFICE USE ONLY)

APPROVAL for Chief Constable: _____ Badge Number: _____

DATE APPROVED _____ / _____ / _____

OLD CITY DECAL	BL NO	CITY DECAL

PROCESSED BY: _____ DATE PROCESSED _____ / _____ / _____