



**BUSINESS LICENCE APPLICATION FOR:  
Taxi Broker, Independent Driver Owner Service,  
Shuttle Service or Limousine Service**

**Section 1 - Is this application for: Please check one:**

Taxi Broker  Independent Driver Owner Service  Shuttle Service  Limousine Service

**Where are your business operations being done from:**

A HOME BASED LOCATION in Edmonton  COMMERCIAL LOCATION in Edmonton  A NON RESIDENT LOCATION

**Section 2 - Business Information**

1) Address of Business: (can not be a post office box) : \_\_\_\_\_  
\_\_\_\_\_ Edmonton, Alberta

Postal code: \_\_\_\_\_

Is your business mailing address the same as above?  yes or  No.

If no: Mailing Address: \_\_\_\_\_

Is your Billing address the same as above?  yes or  No.

If no: Billing Address: \_\_\_\_\_

2) Does your business operate as a:

Sole Proprietorship - Last name: \_\_\_\_\_ First Name: \_\_\_\_\_

Partnership - Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Limited Liability company or  Corporation

Legal entity \_\_\_\_\_

Corporate Access number (if available): \_\_\_\_\_

3) Does your business operate under a Trade name? If yes – what is it \_\_\_\_\_

4) Who is the contact person for this account?

Last Name (please print): \_\_\_\_\_ First Name: \_\_\_\_\_

Business phone # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

Cell # (\_\_\_\_\_) \_\_\_\_\_ Other (\_\_\_\_\_) \_\_\_\_\_

**Section 3 - Business Operations**

5) Please check which types of operations your brokerage/Service is providing dispatch service to:

Taxi's /Accessible Taxi's

Limousines

Shuttle Services

The personal information on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address of where the development/use is being proposed may be included on reports that are available to the public. If you have any questions on the collection and used of this information, please contact the FOIP Representative at 311.



6) If operating your Taxi broker/Limousine or Shuttle Service business out of your home: Please answer the following questions:

- \* Do you own the property? Yes  No
- \* Do you live at this property? Yes  No
- \* Are there other Home Based Businesses at this address? Yes  No
- \* Is this home based business only an administration office? Yes  No
- \* Is this a bed and breakfast operation? Yes  No
- \* Provide a detailed description of what business activities are performed on site: \_\_\_\_\_
- \* Is there any outdoor storage on site? Yes  No  If Yes, what is being stored and where is it stored? \_\_\_\_\_
- \* Do you use a garage for storage (other than strictly for vehicle storage) or other purposes related to the business? Yes  No
- \* How much space (sq feet) is required to store the equipment, materials, goods ?  
 Indoors: \_\_\_\_\_ sq ft    Outdoors: \_\_\_\_\_ sq ft
- \* What type of garage is on the property?                      Attached     Detached     None
- \* How many business visits to the home are expected each day? \_\_\_\_\_
- \* How many visits per week by:                                      How many visits per day by:
- a) Clients: \_\_\_\_\_    a) Clients: \_\_\_\_\_
- b) Couriers: \_\_\_\_\_    b) Couriers: \_\_\_\_\_
- c) Employees: \_\_\_\_\_    c) Employees: \_\_\_\_\_
- \* How many client, courier and employee vehicles at one time? \_\_\_\_\_
- \* How many people live at the site and participate in the business (include homeowner)? \_\_\_\_\_
- \* How many vehicles are registered to this property? \_\_\_\_\_
- \* How many vehicles associated with this business are kept at this property?  
 \_\_\_\_\_
- \* How many driveway parking spaces are there? \_\_\_\_\_
- \* Do you have any vehicles over 4500 kg associated with this business? Yes  No   
 If Yes, how many vehicles and where are they stored? \_\_\_\_\_
- \* Do you have any trailers and/or equipment (e.g. bobcats) associated with this business? Yes  No   
 If Yes, what is the length? \_\_\_\_\_ ft. Where is it/are they stored? \_\_\_\_\_

- OFFICE USE ONLY -

**Development Permit required?** Yes  No  Existing Development Approval – Project No. \_\_\_\_\_

Major  Minor  Zoning \_\_\_\_\_

What is this project: Discretionary Use                       Permitted Use                       Fees\$ \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_ Business Licence Category(ies) \_\_\_\_\_

Specific Location Comments: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Business Licence fees vary depending on the category(ies) your operation is classified in. **Any Development Permit and Licence fees must be paid at the time of application.** If applying in person, payment options are: cash, debit, cheque, credit card.  
**If applying by mail, recommended payment option is credit card to avoid delays in issuing the licence.**

**Credit Card (check one):** Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_

Card Holder Name: \_\_\_\_\_

## **Application Requirements for Vehicle for Hire Taxi or Accessible Taxi Broker/ or Limousine or Shuttle Service Licence:**

ALL APPLICATIONS MUST BE MADE IN PERSON AT OUR OFFICE – 5<sup>th</sup> floor – 10250-101 street between the hours of 8:00 am to 4:00 pm.

### **NEW APPLICATIONS:**

- **New Broker/Shuttle Service (Business) Licence Applications are required to get Development approval to operate that type of business in that location first before their business licence can be processed.** Development Officers will review the application and in certain circumstances, may require the applicant to provide Site Plans and/or floor plans as part of the Development review.
- **Applicant must also provide an Edmonton Police Service Security Clearance (not older than 30 days) for the Company Manager** (i.e. Chief Administrative Officer or a General Manager or for the person in a similar position)
- **If application is for a Corporation:** Copies of Corporate Registry documents are required. These documents should also include the name of at least one individual who will be responsible for that Corporation complying with all provisions of the Bylaw and Regulations.
- **Additional Requirement for Taxi Broker Business Licence Applications:**
  - The Taxi Broker must also supply a Consent and Acknowledgement letter from the “Primary employee” (i.e. Chief Administrative Officer/General Manager) who is the individual who has also supplied the required Security Clearance. This letter is to state that the individual understands and agrees to accept the responsibility of ensuring compliance by Drivers and Vehicles operating in their Corporate fleet in accordance with the Bylaw and Regulations.

### **RENEWALS**

- Business must provide an Edmonton Police Service Security Clearance (not older than 30 days from the “Chief Administrative Officer” which could include the General Manager or a similar position.
- If application is for a Corporation – copies of Corporate Registry documents are required. These documents must include name of at least one individual who is responsible for that Corporation complying with all provision of the Bylaw and Regulations.
- For Taxi Brokers’ – must also supply a Consent and acknowledgement letter from the “Primary” employee.