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Application for a Business Licence - Driving School

200 King St W - 2nd Floor, Kitchener, Ontario N2G 4G7

licensing@kitchener.ca P: 519-741-2200-2275 F: 519-741-2705

www.kitchener.ca/businesslicensing

Definition: "Driving School Operators" means a Business that, for gain, teaches a Person or Persons to operate motor vehicles.

Business Information:

Date of Application: _____ Opening Date for Business: _____

Business/Operating Name: _____

Business Address: _____

Business Email: _____ Phone Number: _____

Ownership Information:

Circle one: Sole Partnership Incorporated (Corporate Number:) _____

Owner/Partner/Corp Name(s): _____

Address: _____

Mailing Address (if different than above): _____

Email: _____ Phone Number: _____

Applicant Information: (If same of above, check the box)

Name: _____

Address: _____

Mailing Address (if different than above): _____

Email: _____ Phone Number: _____

Contact Information: (Contact used in emergency situations and/or for inspections)

Check the Box if, same as Owner or Same as Applicant

Contact Name: _____

Phone Number: _____ Email: _____

Circle preferred method of licence delivery: Mail Email Pick up

Please list all services offered:

Every Driving School Licensee shall: (initial each box)

	keep a safety check for each of the motor vehicles over two years old that is used or to be used in the business
	ensure that every motor vehicle used in the Business: i is equipped with a roof sign that clearly indicates the name and nature of the business, and is visible from both the front and the rear of the vehicle. ii is equipped with a dual-control braking system iii is maintained in good repair iv from December 1st to March 1st is equipped with snow tires or radial tires.
	provide upon inspection proof that the Driving School holds, or has in its employ a holder of, a current, unrestricted driving instructor's license issued pursuant to the laws of the Province of Ontario.
	provide upon inspection proof that the Driving School holds, or has in its employ the holder of, an Ontario Safety League advanced instructors course certificate or equivalent.
	keep a record stating the make, model, serial number, and Ontario registration permit number issued pursuant to the laws of the Province of Ontario for each of the motor vehicles to be used in the Business.
	keep a record of the name and address of each driving instructor employed by the Driving School.

Owner to provide at time of application:

	Original Police Record Check (requirements attached) Waterloo Regional Police Services - Phone Number: 519-653-7700
	Proof of Insurance - Certificate of Insurance (or equivalent with \$2 million liability) See attachment for requirements

Required Approvals: Staff to contact divisions for final inspection. An email or phone call may follow.

	Planning Approval Contact Phone # 519-741-2426
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Non-refundable Application Licence Fee: \$138

Accepted Methods of Payment: Cash, Cheque, Debit (cheque made payable to City of Kitchener)

I certify that:

- I am the business owner and/or have been authorized by the business owner listed on this application to apply for the business licence;
- I understand all licences are non-transferable;
- I will confirm whether a building permit or zoning occupancy permit is required;
- I agree to comply with all requirements under this Bylaw, and/or any conditions place on the licence;
- I am at least 18 years of age;
- I will confirm to and abide by any relevant City of Kitchener By-laws, and any other provincial or federal law or Act;
- I understand amendments to an issued licence may result in additional requirements and/or licence.
- I understand that the fees are non-refundable and cannot be prorated; and

Applicant's Name (Printed) Applicant's Signature Date

SCHEDULE 2

POLICE RECORD CHECK REQUIREMENTS

1. This schedule shall apply to those Persons who are required to provide Police Record Checks with an Application.
2. The Police Record Check accepted by the Manager of Licensing shall meet the following requirements:
 - a) must be the original version provided by the Police Department;
 - b) must be completed within the municipality that the Person resides;
 - c) must be obtained by the Person to whom it applies;
 - d) if the Applicant is part of a partnership, a completed Police Record Check must be obtained for each partner; and
 - e) if the Applicant is a corporation, a completed Police Record Check must be obtained for a director or officer, or a letter of authorization must be provided from any director naming a director, officer or employee of the corporation as their designate.
2. The Police Record Check shall only be considered valid if it is completed within six (6) months of the date of Application.
3. The Police Record Check shall be completed by a Canadian Police Service, or by a police service in the country where the Applicant resides. A Police Record Check completed by a third party agency will not be accepted.
4. Any Police Record Check that is completed in a foreign language must be translated and notarized.

SCHEDULE 3

INSURANCE

1. This schedule shall apply to any Applicant that is required to submit proof of insurance.
2. Upon submitting an Application, the Applicant shall execute the following indemnity to the satisfaction of the City:

The Licensee both during and after the term of the Licence or renewed Licence, shall at all times, and at its own cost, expense, and risk, defend, indemnify and hold harmless the City, its elected officials, officers, employees, volunteers, agents, and all respective heirs, administrators, executors, successors, and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any Person or Business), fines, penalties and surcharges, liabilities, judgements, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses which the indemnified City may suffer or incur, howsoever caused, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, cause of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Licensee.

3. The Applicant shall maintain liability insurance acceptable to the Manager of Licensing throughout the term of the Licence, if the Licence has been granted.
4. The liability insurance shall consist of a comprehensive policy of public liability and property damage insurance in an amount of not less than \$2,000,000.00 per occurrence.
5. The liability insurance shall name The Corporation of the City of Kitchener as additional insured with a cross liability endorsement and severability of interest provision.
6. The Applicant shall submit a Certificate of Insurance evidencing the insurance and it shall state the coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by registered mail to the City.