

PROVIDE THE FOLLOWING LISTED DOCUMENTS BELOW WITH YOUR RENEWAL NOTICE:

1. Submit a copy of the ICBC insurance for each existing and newly added vehicle(s) in the fleet. *(Indicate fleet # if applicable)*
2. Submit a copy of the certificate for Driver Training Instructor and Driver Training School Licence certificates issued by ICBC
3. If there are any changes such as Address Change or Name Change, you may complete and submit a Change of Information form from the online link below
<http://vancouver.ca/files/cov/business-licence-change-of-information.pdf>

****Note: If the legal business name has changed, then a New Application process is required for the operator.***

HOW TO RENEW YOUR VEHICLE FOR HIRE LICENCE

- Submit documents by email to vehicle4hire@vancouver.ca or drop-off to:

City of Vancouver - Attention: Vehicle for Hire Inspector
515 W. 10th Ave Vancouver - Main floor
Include Account # or Licence # for reference

- **Processing Time: Allow 2-3 weeks due to high volume.**