

IMPORTANT NOTICE FOR TOW TRUCK OPERATORS

PROVIDE THE FOLLOWING DOCUMENTS WITH YOUR RENEWAL NOTICE:

1. Submit a copy of current ICBC Insurance for each vehicle for verification
2. To add New Vehicle(s) to the existing fleet, also enclose a copy of the ICBC insurance
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.