

TRANSPORTATION NETWORK SERVICES INTER-MUNICIPAL BUSINESS LICENCE APPLICATION

DATE: _____

PART 1: COMPANY INFORMATION - <u>Complete ALL fields.</u>			
LEGAL ENTITY TYPE: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> BC Corporation/Society <input type="checkbox"/> Extra Provincial Company/Society <input type="checkbox"/> Other			
LIST EACH Sole Proprietor / Partner's names below. For BC Corporation/Society or Extra Provincial Company/Society, list ONE (1) Director/Owner name.			
1	Business Phone #:	Home Phone #:	Cellular #:
2	Business Phone #:	Home Phone #:	Cellular #:
3	Business Phone #:	Home Phone #:	Cellular #:
BC Corporation/Society or BC Extra Provincial Company/Society Name: <i>(If applicable)</i>		BC Corporation/Society or BC Extra Provincial Company/Society Registration No:	
Trade Name/Doing Business As: <i>(If applicable)</i>		Business Licence Start Date: <input type="checkbox"/> Immediately <input type="checkbox"/> Other:	
PART 2: BUSINESS LOCATION INFORMATION			
Business Location Address: <i>(Vancouver PO Box not permitted)</i>		Business Location Type: <input type="checkbox"/> Vancouver Commercial/Industrial Premise <input type="checkbox"/> Vancouver Home Based /Residential Premise <input type="checkbox"/> Owner of the property <input type="checkbox"/> Tenant of the property <input type="checkbox"/> Out of Town	
Mailing Address: <i>(ONLY IF different than business address)</i>		Business Email Address:	
		I prefer my annual business licence renewal be sent: <input type="checkbox"/> By Mail OR <input type="checkbox"/> By E-mail	
PART 3: INTER-MUNICIPAL BUSINESS LICENCE CRITERIA AND CONDITIONS			
<ul style="list-style-type: none"> The IMBL licence is valid in the participating municipalities listed on the business licence. A TNS business having a business location such as a business office in a participating municipality must ensure they hold appropriate licences for that business from the municipality in which it is located. A TNS business that is issued an IMBL must comply with all orders and regulations under any municipal business licence by-law, in addition to any other by-law, regulation, or provincial or federal laws that may apply within any jurisdiction in which the TNS business carries on business. TNS business must provide monthly updates on the number of vehicles. The updates must be submitted to the City of Vancouver within 5 business days of the end of each month. TNS business must provide monthly updates of pick-ups and drop-offs per partner municipality. The updates must be submitted to the City of Vancouver within 5 business days of the end of each month. 			
PART 4: NUMBER OF VEHICLES			
Standard:	Zero Emission:	Accessible:	
PART 5: APPLICANT STATEMENT			
I the undersigned confirm as the business owner(s)/operators(s) that the above noted information is correct and agree to comply with ALL relevant provisions of the Licence By-Law No 4450 and other applicable City By-laws. It is also understood that the business owner(s) is/are responsible for the overall management of the business including vehicles operating under its licence. Further, failure to meet these obligations may result in the business licence being suspended or reported to City Council for revocation. The information provided may be shared in accordance with the Freedom of Information Act.			
PRINT NAME(S)		SIGNATURE(S)	DATE
Print Name:		Signature:	Date:
Signature #2:			
Print Name:		Signature:	Date:
Signature #3:			
Print Name:		Signature:	Date:
Representative Signature: Letter of Authorization from 1 Owner/Director will be required.			
Print Name:	Signature:	Contact Phone #:	Date:

PART 6: CONDITIONS OF A VANCOUVER HOME BASED BUSINESS

ZONING AND DEVELOPMENT BY-LAW 3575:

SECTION 11.14

- No person other than one resident member of the family occupying the dwelling shall be engaged in the homecraft(*) on the premises.
- Where located in an “R” District, there shall be nothing to indicate from the exterior of the dwelling unit or building that it is being used for any purpose other than its principal or approved use.
- No products or material shall be sold from or within the dwelling unit.
- No products or material shall be stored outside of the dwelling unit, building or accessory building.
- No offensive noise, odour, vibration, smoke, heat or other objectionable effect shall be produced.

*Homecraft means a craft or occupation conducted as an accessory use subordinate to the principal residential use of a dwelling unit, and must only be conducted within the principal building on the site.

PART 7: APPLICATION REQUIREMENTS - To avoid delays in processing, submit the following items with your application:

<input type="checkbox"/> \$63.00 non-refundable application fee <i>(Mandatory)</i>	An additional pro-rated licence fee is required upon licence approval as per Schedule “A” of Licence By-Law No 4450.
<input type="checkbox"/> 1 piece of valid government issued photo identification for Business Owner(s). <i>(Mandatory)</i>	Sole Proprietor/General Partnership: Required for EACH OWNER. BC Corporation/Society & Extra Provincial Company/Society: Required for 1 OWNER/DIRECTOR ONLY.
<input type="checkbox"/> Police Information Check (PIC) <i>(If applicable)</i>	Police Information Check (PIC) may be required pending licence review. Original PIC required from Vancouver Police Department.
<input type="checkbox"/> Copy of BC Corporation/Society Company Summary <i>(If applicable)</i> <input type="checkbox"/> Copy of BC Registration Statement for Extra Provincial Company/Society & foreign jurisdiction’s company registration documents listing all Owners/Directors of the company	Required for all BC Corporations/Societies & Extra Provincially registered Companies/Societies. *NOTE: Any foreign entity, including federal and foreign corporations must register as an extra provincial company with BC Registry Services.
<input type="checkbox"/> Copy of Passenger Transportation Branch Licence	Required for all companies offering Passenger Directed Vehicle Services
<input type="checkbox"/> Letter of Authorization for Representative and Representative’s government issued photo identification <i>(If applicable)</i>	A document signed by the owner/director of the company which authorizes a representative to apply on their behalf in the absence of the owner’s/director’s signature above.

LICENCE DEPARTMENT USE ONLY

APPROVALS REQUIRED: ZONING BUILDING POLICE CLI OTHER _____

Licence Number: _____