

IMPORTANT NOTICE FOR U-DRIVE

Vehicle Rental companies must hold two (2) Business Licences:

VO - Vehicle for Hire Office

UD - U-Drive (U-Drive license fee is calculated according to the number of vehicles that were licensed in the previous year)

- In order to renew your licences, submit the renewal notice or email with confirmed number of rental vehicles for renewal in your fleet
- If mailing, please provide the correct number on your renewal notice and amend the fees as followed: **\$70.00 per vehicle** (for vehicles with less than 4 wheels the fee is \$18.00 per vehicle)
- 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/company 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.**