



**Schedule 3 to By-law No. 2012-143**

**TOWING COMPANY APPLICATION**

**Business Information**

Name of Company (Registered and Operating As)	Check One: Individual <input type="checkbox"/>
	Corporation <input type="checkbox"/>
	Partnership <input type="checkbox"/>

Name of Principles(s) of Company

Business Address (Street Number and Name)

City	Postal Code	Telephone Number	Fax Number
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Main Contact for Company	E-mail Address	Cellular Number
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Compound Address (Street Number and Name)

Owner of Land where Compound is located

**Per Section 9.1**

The Applicant shall provide to the Licensing Officer, at the time of Application, all of the following applicable documents:

- a) A duly completed Application Form.
- b) Payment of the appropriate fees as set out in Schedule 2 of this By-Law.
- c) Proof of Commercial General Liability Insurance obtained and kept in force during the term of the License issued, satisfactory to the Township, be written by an insurer Licensed to conduct business in Canada and include, but not be limited to, the following:
  - i) A limit of liability of not less than five million (\$5,000,000.00) for each occurrence.
  - ii) The Township shall be named as an additional insured.
  - iii) The policy shall contain a provision for cross liability in respect of the named insured.
  - iv) Non-owned automobile coverage with a limit of at least five million (\$5,000,000.00) including contractual non-owned coverage.
  - v) Products and completed operation coverage (Broad Form) with an aggregate limit not less than five million (\$5,000,000.00).
  - vi) Coverage for Hostile Fire, Hook Liability, Severability Of Interest Clause, Contractual Liability - Oral & Written, Contingent Employer's Liability, Employer's Liability, Broad Form Property Damage and Pollution From A Hostile Fire.
  - vii) That thirty (30) days prior notice of an alteration, cancellation or material change in policy terms which reduces coverages shall be given, in writing, to the Township.

Twp. Use

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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| d) | Proof of Goods and Services Tax (GST) registration or Harmonized Sales Tax (HST) registration.                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> |
| e) | A written Statement of Rates and Charges for all services provided by the Towing Company to the Licensing Officer. The Licensee shall ensure that no other rates or charges are demanded or received by any Tow Truck Driver. The Statement of Rates and Charges will be periodically reviewed by the Licensing Officer and Tow Truck Companies to ensure mutually agreed upon rates. | <input type="checkbox"/> |
| f) | A completed Occupational Health and Safety Statutory Declaration Form as set out as Schedule 4 of this By-Law.                                                                                                                                                                                                                                                                        | <input type="checkbox"/> |
| g) | Proof of Corporate Ownership.                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> |
| h) | If the Applicant is a corporation, a copy of the incorporating document shall be provided.                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> |
| i) | If the Applicant is a registered partnership, a copy of the registered declaration of partnership shall be provided.                                                                                                                                                                                                                                                                  | <input type="checkbox"/> |
| j) | A Criminal Record Check obtained from a Police enforcement agency, dated within 30 days of the date which the Application is deemed to be complete by the Township for each owner of the Towing Company.                                                                                                                                                                              | <input type="checkbox"/> |
| k) | A Vulnerable Sectors Check obtained from a Police enforcement agency, dated within 30 days of the date which the Application is deemed to be complete by the Township, for each owner of the Towing Company.                                                                                                                                                                          | <input type="checkbox"/> |
| l) | Proof of securement of a Compound, with a separate Office on the same property as the Compound, within the Township boundaries, and in compliance with the Township's Zoning By-Law, as amended.                                                                                                                                                                                      | <input type="checkbox"/> |
| m) | Proof of a sign, in compliance with the Township's Sign By-law, which advertises the Towing Company, including the telephone number, clearly visible from the roadway, and located on the property where the Compound is situated.                                                                                                                                                    | <input type="checkbox"/> |
| n) | A list of Tow Truck Drivers who will drive Tow Trucks on behalf of the Towing Company.                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> |
| o) | Any other required inspections, approvals or documents as required by the Licensing Officer.                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> |
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**Heavy Towing**

Per Section 9.2.2:

In addition to the Towing Company documentation required, a Heavy Towing Company shall provide to the Licensing Officer:

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|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| a) | Proof of Ministry of Environment Provisional Waste Handling Certification.                                                                                                       | <input type="checkbox"/> |
| b) | A copy of the auditable training programs for the Transportation of Dangerous Goods as per the <i>Dangerous Goods Transportation Act</i> , R.S.O. 1990, Chapter D.1, as amended. | <input type="checkbox"/> |
| c) | A statement that all surveillance records will be kept in a secure location for a minimum of thirty (30) calendar days.                                                          | <input type="checkbox"/> |
| d) | A copy of any contracts relating to the requirements of 9.2.1 a), b), d), e) and f) of this By-Law, if applicable.                                                               | <input type="checkbox"/> |

\_\_\_\_\_  
Signature of Company Owner/Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date Application is Deemed to be Complete