

Driving Instructor Business Licence Application

Classification:	<input type="checkbox"/> Driving Instructor G1	<input type="checkbox"/> Driving Instructor G2 & G
Application Fee:	Payment: <input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
Applicant Information (Driving Instructor)		
Name:		
Applicant Address		City:
Postal Code:	Phone:	
E-mail:		
Driving School Information		
<input type="checkbox"/> Licensed by the Ministry of Transportation for BDE training	Name of School:	
<input type="checkbox"/> Not-licensed by the Ministry of Transportation to provide BDE training	Address of School:	City:
Postal Code:	Phone:	
E-mail:		
<input type="checkbox"/> Independent Operator		
Supporting Documents		
1. Provide one current passport size (1.5" x 2") photograph		
2. Provide photocopy of one piece of Government Issued Photo ID		
3. Provide proof of valid Ministry of Transportation Driving Instructor licence		
4. Provide proof of General Liability Insurance for the business in an amount not less than \$2 million endorsed to include Ontario Policy Change Form (OPCF) 6D		
5. Provide copy of Retainer Contract between Driving School and Driving Instructor for employment of services		

Signature		
<p>I, _____, the applicant, hereby acknowledge and certify that;</p> <ul style="list-style-type: none"> I/We have read and understood Sections 1-42 of the City of Guelph Business Licensing By-law (2009)-18855, and the schedule of that by-law pertaining to the classification of business licence for which I/we are now making application; Per Section 3 (e) of the By-law I declare that all fines against the Applicant pursuant to the By-Law or its predecessors have either been paid in full or are the subject of a Court approved payment schedule; the information contained in this application is true and complete to the best of my/our knowledge, and that failure to provide complete or accurate information may delay the licensing process; it is an offence under section 25(e) to provide false or misleading information on this application or at any time hereafter to any person having authority for the enforcement or administration of the by-law and that the provision of false or misleading information may result in prosecution and/or penalties as set out in the by-law; except as provided in Section 24 of the by-law, the issuance of a license under this by-law does not permit or condone the violation of any By-law, statute or other regulation in effect in the City of Guelph, the Province of Ontario or the Dominion of Canada and it shall be my responsibility to ensure that such applicable legislation is complied with at all times. 		
Applicant Name (print)	Signature	Date

The submission of a business licence application does not entitle the applicant to carry on business pursuant to the by-law. The applicant is only entitled to do so once a current and valid licence has been issued.

Any Licence or Application issued under By-law (2009)-18555 may be refused, revoked or suspended if the applicant or Licensee is convicted of an offence or has past conviction(s), under any provision of by-law (2009)-18555 or any predecessor of such by-law, or under any other by-law, statute or regulation relating to the business, or otherwise in accordance with the by-law.

The personal information on this application is collected pursuant to the Municipal Act, 2001, the City of Guelph Licensing By-law (2009)-18855 and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. This information will be used for the purposes of issuance and administration of business licences. Questions about this collection can be directed to the Information, Privacy and Records Coordinator, City Hall, 1 Carden St, Guelph, ON, N1H 3A1, 519-822-1260 x 2349.

Note: All correspondence will be mailed to applicant mailing address.

Please contact the Licensing Coordinator to book an appointment to submit your business licence application:

City of Guelph
 1 Carden St.
 Guelph, ON N1H 3A1
 T: 519-822-1260 ext. 2551
 E: licensing@guelph.ca