

Process:

- | | |
|--|---|
| <input type="checkbox"/> Complete licence application | <input type="checkbox"/> Submit completed application to VFH office |
| <input type="checkbox"/> Obtain Police approval for EACH officer (if applicable) | <input type="checkbox"/> Pay relevant fees per Schedule B, Livery Transport Bylaw 20M2021 |
| <input type="checkbox"/> Obtain corporate search (dated within 30 days) | <input type="checkbox"/> An appointment for a Brokerage Inspection will be booked |
| <input type="checkbox"/> Provide proof of insurance | <input type="checkbox"/> Completion of Brokerage Inspection |
| <input type="checkbox"/> Provide Home Occupation Permit (if applicable) | <input type="checkbox"/> Appointment for interview will be booked |
| <input type="checkbox"/> Provide example of written agreements (Limousine only) | <input type="checkbox"/> Notice of decision and next steps are mailed |

Type of Brokerage Licence Application:

- Taxi Limousine

Brokerage Name:

Business Address:	City	Province	Postal Code	Phone #1
				Phone #2

Email address:	Fax #
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Name of Applicant:

Last Name First Name Middle Initial Position / Title:

Type of Applicant:

Individual - Number of years resident of Alberta: _____

Corporate

How long has corporation maintained a registered office in Alberta? _____

List all directors, officers & manager of the corporation applying for this licence (attach separate paper as needed):

Name	Address	Canadian Citizen? If yes, How long?	Length of Alberta Residency

Has any individual or anyone associated with the corporation listed above been convicted of a criminal offence?

- No
- Yes - provide details: _____

Has any applicant, or anyone associated with this corporation ever applied for a Brokerage licence?

- No
- Yes - state name and application date: _____

Please answer the following questions with as much detail as possible and attach sample documents to validate responses as needed. Note that these questions are in direct relation to Livery Transport Bylaw 20M2021 requirements for a Brokerage to operate in the vehicle for hire industry while some sections are stated for the applicant's reference only and may not require a response.

Section 77 A Brokerage must ensure that:

each Livery Vehicle affiliated with the Brokerage is in compliance with this Bylaw and operated in compliance with this Bylaw;

each Taxi or Limousine affiliated with the Brokerage is operated by a person who holds a valid and subsisting T.D.L.;

How would this Brokerage keep track of the validity of each livery vehicle licence?

each Livery Vehicle affiliated with the Brokerage has a valid and subsisting Livery Vehicle Registration Certificate

What methods would be used to ensure each vehicle has a current livery registration certificate at the time it is dispatched?

each Livery Vehicle affiliated with the Brokerage has a valid and subsisting Inspection Certificate

A mechanical Inspection for taxis and limousines are required once a year. How would this process be managed by the Brokerage?

each Taxi or Accessible Taxi affiliated with the Brokerage has a Taximeter which is sealed to the satisfaction of the Director

Describe the process to guarantee all taximeters used in dispatched taxis are sealed.

each Taxi or an Accessible Taxi affiliated with the Brokerage which is providing Street Hail service or Dispatch service charges only the fares specified in Schedule "A"

What methods would be used to ensure only these fares are charged by the operators of these vehicles?

Section 78 A Brokerage must comply with:

(a) all the terms and conditions of the T.P.L.s for the Taxis, the A.T.P.L. for the Accessible Taxis or the L.P.L.s for the Limousines that are affiliated with the Brokerage;

(b) all provisions pursuant to Division 4 and Division 5 of Part 4 which restrict or regulate the manner in which the Brokerage fleet may be used; and

(c) all provisions of the Bylaw as they pertain to the Brokerage

Section 80 A Brokerage must post in a location accessible to Drivers:

- (a) its Brokerage Licence; and
- (b) any terms and conditions that are imposed with respect to that Brokerage Licence

State location they would be posted on Brokerage premises.

Section 81 A Brokerage must:

- (a) maintain the Brokerage premises in a clean state and in good repair;

How would the Brokerage consistently accomplish this?

- (b) inform the Director, in writing, of all trade names used in connection with the Brokerage Operations;

State all companies and trade names affiliated with the Brokerage that is subject to this application.

- (c) Immediately notify the Director when a Livery Vehicle becomes affiliated or ceases to be affiliated with the Brokerage;

List of vehicles that would be affiliated with the Brokerage along with the drivers associated with each vehicle (attach list if more space is required):

Vehicle 1	Year	Make	Model	VIN	
	Driver's Name			Date of Birth	Provincial DL #
Vehicle 2	Year	Make	Model	VIN	
	Driver's Name			Date of Birth	Provincial DL #
Vehicle 3	Year	Make	Model	VIN	
	Driver's Name			Date of Birth	Provincial DL #
Vehicle 4	Year	Make	Model	VIN	
	Driver's Name			Date of Birth	Provincial DL #
Vehicle 5	Year	Make	Model	VIN	
	Driver's Name			Date of Birth	Provincial DL #

(d) ensure that every Livery Vehicle affiliated with that Brokerage has, at all times, the name, trade name or trademark of the Brokerage displayed on such Livery Vehicle in a form and manner approved by the Director;

Provide description and method of displaying Brokerages' trademark.

Describe how the Brokerage would ensure consistent usage of trademark by all its applicable affiliated livery vehicles.

(e) maintain a working dispatch and communications system for customers and for Drivers that are affiliated with the Brokerage

State type of communication (dispatch) system in place and method of dispatch to be provided. Include staffing process to operate this system.

(f) provide all Drivers affiliated with the Brokerage training in regards to the use of the Taximeter, radio dispatch system and other equipment used in livery services and in the case of Accessible Taxis training in the use of the specialized equipment used as specified by the Director

Outline the training program for the use of this equipment. State the name and position of the person to provide this training as well as the experience that affords the expertise to provide such training.

(g) have in place a system for giving priority for the use of Accessible Taxis to customers who require Accessible Taxis

What dispatch method would be used to provide for such priority?

Section 82 A Brokerage may charge for services provided to a Driver, T.P.L., A.T.P.L. or L.P.L. holder as the case may be and must provide detailed receipts to the Driver, T.P.L., A.T.P.L. or L.P.L. holder for all monies received from a Driver, T.P.L. or L.P.L. holder

State method and attach sample of receipt to be provided to drivers.

Section 83 For all Livery Vehicles affiliated with a Brokerage, a Brokerage must keep the following records and retain them for 90 days and make them available on demand to the Director:

(a) dispatch records include a Driver's TDL number, time and date of trip request, taxi number

Explain how the Brokerage will keep track of dispatch records on a regular basis and method of storage of such records.

(b) contracts related to the supply of livery services

State process for contract and agreement storage (record keeping) to ensure availability upon demand.

(Sample of written contract required with application for Limousine Brokerages)

(d) proof each Livery Vehicle it dispatches is insured.

State method of ensuring every vehicle carries valid insurance required to operate a livery vehicle

Section 84. (1) A Brokerage must record the following details of all complaints it receives in an electronic format:

(a) the name, address and phone number of the complainant;

(b) the date and time of the complaint;

(c) the nature of the complaint and the T.D.L., T.P.L., A.T.P.L. or L.P.L. number of the Driver or of the Livery Vehicle, as applicable; and

(d) the Brokerage's response to the complaint.

Section 84. (2) A Brokerage must transmit the data set out in subsection (1) to the Director on demand.

Section 84. (3) A Brokerage must notify the Director immediately if the Calgary Police Services are involved in a complaint.

Applicants comments (please use this space to include any additional information you feel should be known)

List all your attachments to this application here (some have already been listed for you - just tick beside each one as it is attached):

- | | |
|---|--|
| <input type="checkbox"/> Completed licence application | <input type="checkbox"/> Proof of insurance coverage |
| <input type="checkbox"/> Police approval for each officer (if applicable) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Corporate search (dated within 30 days) | <input type="checkbox"/> _____ |

Application Interview

Date: _____ **Time:** _____

Acknowledgement of Applicant(s):

I understand making of a false or misleading statement to Vehicle-For-Hiring Licensing concerning this application may lead to the application process being delayed.

All fees collected by Vehicle-For-Hire Licensing regarding this brokerage application are non-refundable.

Signature of Applicant: _____

Date: _____

OFFICE USE ONLY

Date application received: _____ Received by: _____

Brokerage Inspection:

Inspected by: _____	Date Inspected: _____ YYYY MM DD	Inspection Result <input type="checkbox"/> Pass <input type="checkbox"/> Fail
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Comments: _____

VFH Officer's recommendation to Director or Designate: _____ VFH Officer signature: _____

Completion of Brokerage Application

- Approved
 Denied - Reason: _____

Director or Designate

Date of Decision: _____