



10511 – 103 Street
 High Level, AB
 T0H 1Z0
 Ph: 780-926-2201
 Fax: 780-926-2899

Chauffeur Licence

Application Form

Chauffeurs operating in the Town of High Level are required to have a valid Chauffeur Licence. The information requested in this application is necessary to complete a full evaluation of your request for a Chauffeur Licence.

Chauffeurs shall not commence taxi passenger or delivery services prior to a licence being issued.

- 1) Licence fees apply to each calendar year January 1 to December 31.
- 2) If the licence is approved, licence fees are non-refundable.
- 3) Please be advised you are required to submit an RCMP Vulnerable Sector Criminal Record Check and a Vehicle Inspection Report from a Licensed Mechanic prior to Chauffeur Licence approval and issuance.

OFFICIAL USE ONLY				
Business License #	Non-Refundable Fee	Date Received	Decision Date	Receipt Number
	\$			

Application Date:	Type of Application
	<input type="checkbox"/> New Chauffeur Licence <input type="checkbox"/> Renewal Chauffeur Licence

Chauffeur Information

Chauffeur Name (Full Name)			Business Name (Operating Name)			
Mailing Address			Type of Chauffeur Licence Required			
Address: City/Town: Province: Postal Code:			<input type="checkbox"/> Taxi Passenger Services <input type="checkbox"/> Licenced Delivery Services <input type="checkbox"/> Other: _____			
Vehicle Details	Make		Model		Colour	
License Plate #			VIN #			
Licence Details	Class		Number		Restrictions	<input type="checkbox"/> Yes <input type="checkbox"/> No
Application Checklist						
<input type="checkbox"/> Submitted copy of Valid Driver's License <input type="checkbox"/> Submitted RCMP Vulnerable Sector Criminal Record Check <input type="checkbox"/> Submitted Vehicle Inspection Report <input type="checkbox"/> Submitted copy of Vehicle Registration and Insurance <input type="checkbox"/> Submitted Alberta Gaming, Liquor, and Cannabis Commission Licence <input type="checkbox"/> Business Owner Signed this Chauffeur Application Form						



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Chauffeur Contact Information	
Phone	Email Address

Chauffeur Applicant Signature	Date
Business Owner Signature	Date

Please submit your completed Chauffeur Licence Application to: permits@highlevel.ca

Office Use Only					
Copy of Valid Drivers Licence Received?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received		
Drivers Licence Restrictions	<input type="checkbox"/> N/A				
RCMP Vulnerable Sector Criminal Record Check Received?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received		
RCMP Vulnerable Sector Criminal Record Check Details:					
Vehicle Inspection Report(s) Received?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received		
Alberta Gaming, Liquor and Cannabis Commission License Required?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received		
Chauffeur License Application Approved?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		
Chauffeur License Application Refused for the following reasons:					
Signature of Community Peace Officer:		_____			
Vehicle Inspected by Community Peace Officer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		Initials
Chauffeur License Card Printed and Issued?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		Initials
Chauffeur Licence Master Inventory Updated?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		Initials

Personal information on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be solely used for the stated purpose. If you have any questions about the collection, use, or disclosure of this information, please contact the Municipal Clerk at 780-821-4008.