



Vehicle-For-Hire Licensing

INSPECTION STATION APPLICATION

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INSPECTION STATION APPLICATION

Process:

1. Complete application fully and as accurately as possible. Failure to do so may result in delays.
2. Obtain corporate search dated within 30 days and attach to application for submission. (Inspection Station only)
4. Submit completed application to Vehicle for Hire (VFH) office and pay respective fees.
5. An appointment for a premises inspection by an Inspector is booked.
6. Inspection of station is completed.
7. Application submitted to VFH office for review.
8. Notification and certificate(s) is issued and mailed out to the business.

Livery Inspection Stations and their Certified Livery Mechanics are governed by Livery Transport Bylaw 20M2021 and defined as:

"**Livery Inspection Station** means premises and equipment and other resources required to complete an **E.L.V.I.S.** inspection that have been certified by the **Director** for the purpose of conducting mechanical inspections of **Livery Vehicles**"

"**Certified Mechanic** means a person who holds a valid and subsisting Certificate of Proficiency as a journeyman motor mechanic or heavy duty mechanic issued by the Province of Alberta and where required by the Director holds additional certificates of qualification as deemed necessary and is approved by the Director to issue **Inspection Certificates**"

Failure of the Inspection Station and/or its Certified Livery Mechanic to comply with this Bylaw may result in revocation and/or suspension of privileges to operate as a Livery Inspection Station.

Inspection Station Legal Entity Name:

Phone number

Inspection Station Trade Name: (Operating as)

Alternate phone number

Business Address:

City

Province

Postal Code

Email address

AMVIC Licence #

Expiry Date:

YYYY MM DD

Business Licence #

Expiry Date:

YYYY MM DD

Authorized representative of Inspection Station (must attach validation of authorization to this application):

Name:

Position / title

Acknowledgement of Applicant(s):

I understand that making a false or misleading statement to Vehicle for Hire Licensing may lead to a suspension or revocation of a licence.

Signature of Applicant:

Date:

OFFICE USE ONLY

Inspection Date:

YYYY MM DD

Inspection Result

☐

Pass

☐

Fail

Officer's Name and Comments:

Interview Date:

YYYY MM DD

Interview Comments:

Inspector's Recommendation to Director:

☐

Recommend

☐

Non-Recommend:

Director's Decision

☐

Approved

☐

Denied - Reason:

Director or Designate

Date of Decision

INSPECTION STATION APPLICATION	
Affiliated Inspection Station Name:	
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 the Livery Transport Bylaw 20M2021 requirements for an Inspection Station and a Mechanic 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 134	Requirements to operate as an approved Livery Inspection Station
(a) display its Livery Inspection Station Certification is a conspicuous location on the premises at which the Licensee conducts the Livery Vehicle inspections State the location the Certificate would be displayed.	
(c) ensure that each person conducting E.L.V.I.S. is a Certified Mechanic How will you ensure only those conducting inspections on livery vehicles are certified to do so?	
(d) maintain, at all times, an inventory of Inspection Certificate forms obtained from the Director These forms may be purchased from the Vehicle for Hire office. Describe the process to keep track of all forms.	
(g) during normal business hours, permit the Director to inspect vehicles, facilities, equipment and other records pertaining to Livery Vehicles inspections Provide an outline of the Inspection Station's record keeping process.	

In order to do work on a livery vehicle, there must be at least one qualified mechanic, certified to work on livery vehicles employed by the inspection station. It is the responsibility of the station to ensure that their certified mechanic(s) comply with the Bylaw requirements pertaining to the mechanic.

Schedule C - E.L.V.I.S.	Enhanced Livery Vehicle Inspection Standards
This standard specifies the inspection method required to qualify defects for livery vehicles being inspected. How will the station ensure all mechanics comply with the inspection method for every inspection undertaken?	
Inspection Certificate Form	Completion of Certificate by Mechanic
Ensure full and accurate completion of Certificate What steps will be taken to guarantee the completeness and accuracy of every form completed by associated mechanics?	