

## Vehicle Pound Facilities Online Application Requirements

\*\* A new online process for business licensing applications and renewals has been implemented. The online application process and form is available on the City website <https://www.brampton.ca/EN/Business/Licensing/Pages/Stationary-Licence-Requirements.aspx> Requests for licences and renewals will only be accepted through the online application process.\*\*



### Requirements for obtaining the above licence:

- 1. **Licence Application Form**  
The form must be completed and signed by the owner of the business.
- 2. **Zoning Approval** - application will be forwarded to our zoning division for review of location of the business. Please provide complete address of business. -Site plan must be provided
- 3. **Certificate of Insurance**  
The attached must be completed and signed by your insurer. It is the business owner's responsibility to upload insurance certificate on online application.
- 4. **Business Name Registration and Articles of Incorporation**  
(business name registration is required when a business is operating as a different name from the corporation, unless the business is a franchise)
- 5. **Schedule of current fees being charged by the Vehicle Pound Facility**
- 6. **Enforcement inspection of premise**
- 7. **Fee – \$243.00** \*\*Once your application form is reviewed, a link to the payment option Will be sent to the email provided on application.

**Expiry Date** – January 31<sup>st</sup> of each year

Once your application has been reviewed and approved your payment will be processed and your licence will be mailed out.

# SCHEDULE 28 TO THE STATIONARY BUSINESS LICENSING BY-LAW

## RELATING TO VEHICLE POUND FACILITIES

(Amended by By-laws 187-2014, 184-2019)

1. In this Schedule:

“Motor Vehicle” means an automobile, truck, trailer, motorcycle and any other vehicle propelled or driven otherwise than by muscular power but does not include a motorized snow vehicle or motor-assisted vehicle;

“Storage Fee” means the fee for the storage of a Vehicle based upon a 24 hour period, or part thereof, from the time the Vehicle enters the Vehicle Pound Facility and shall be inclusive of all costs associated with the storage of the Vehicle, including but not limited to administration fees, environmental charges and insurance costs;

“Vehicle Pound Facility” means land, buildings, or structures or parts thereof, used for the temporary storage of Vehicles within a secure area that is fenced and gated or inside a building and where a storage fee is charged and may include property held under police or other government authority.

2. Every Licensee under this Schedule shall:

- (a) Provide in writing the maximum number of Vehicles that may be stored in the Vehicle Pound Facility at any one time.
- (b) Before demanding payment for the storage of a Motor Vehicle, present the Motor Vehicle owner or his or her agent an invoice for the storage of the vehicle, such invoice to detail the time and day the Vehicle first entered the Vehicle Pound Facility and total cost for the storage of the Motor Vehicle;
- (c) Retain a copy of the invoice referred to in Section 2. (a) for a minimum of 2 years from the date the Motor Vehicle is removed from the Vehicle Pound Facility, and be subject to inspection by the Licence Issuer or Inspector who shall provide at least 3 business days' notice of such inspection;
- (d) Comply with all the appropriate provisions of the *Repair and Storage Liens Act*, R.S.O. 1990, c. R.25 when disposing of an unclaimed vehicle;
- (e) Ensure that the Motor Vehicle owner or his or her agent shall be able to obtain the release of the vehicle at any time (24 hours a day, 7 days a week, 365 days a year), provided payment of the storage fee is made;
- (f) Allow access to the Owner of the vehicle to obtain personal belongings within 48 hours of the vehicle arriving at the Vehicle Pound facility.
- (g) Maintain a sign at the Vehicle Pound Facility, visible from the entrance to the facility, detailing the daily hours of operation of the facility, the telephone number to use for after hours vehicle release service, the storage fee rates to be charged for the storage of the Motor Vehicles, City's by-law number and telephone number for the City's By-law Enforcement Division in case of disagreement over storage rates or service provided, and the Region of Peel telephone number for the reporting of a hazardous material spill;
- (h) Ensure that sufficient staff is available during normal business hours as well as after hours, 365 days a year in order to release a Vehicle;
- (i) Erect a fence to the satisfaction of the City and install a secure lock on the fence to protect the Motor Vehicles and Motor Vehicle contents stored in the facility, and ensure sufficient secured lighting is installed to illuminate the pound and perimeter fence;
- (j) Keep the Vehicle Pound Facility and any sidewalk or street upon which the Premises abut, in a clean and neat condition, free from debris, snow, ice, dirt, rubbish or other foreign substances, including but not limited to tires and Vehicle parts derived from the licensed Premises or resulting from the use of the licensed Premises;
- (k) Comply with all relevant legislation pertaining to the storage and disposal of hazardous materials on the Premises; and
- (l) Ensure that where a daily storage fee is charged, it shall be based on each 24-hour period that the vehicle has been held in storage or any part thereof. Charges shall commence from the time the Motor Vehicle is placed in the Vehicle Pound Facility.

3. Every Licensee of a Vehicle Pound facility shall, when a Motor Vehicle is left at the Licensed Premises:

- (a) Maintain a register in the form approved by the License Issuer in which shall be entered:
    - i. Time and date of receipt of the Motor Vehicle;
    - ii. A description of the Motor Vehicle, including make, model and year; and
    - iii. Name, address and telephone number, email address of the Motor Vehicle Owner.
  - (b) Retain the register in subsection 3. (a) for a period of 2 years;
  - (c) Request that the Motor Vehicle ownership document be removed from the Vehicle and deposited with the Licensee to be securely stored on the Licensed premises, and the document shall be returned when the Motor Vehicle is released;
  - (d) Inform the Motor Vehicle Owner that personal information is being collected and that this information will only be used, if necessary, for law enforcement purposes; and
  - (e) Open the register to inspection, at all times during regular business hours, by the Licence Issuer, Police or any other person duly authorized by the Licence Issuer, and permit them to remove specific entries from the register required for use in any court or other law enforcement proceedings.
4. No Licensee shall:
- (a) Permit the Premises to be used for the purpose of servicing or repairing Motor Vehicles;  
or
  - (b) Charge a storage fee for any period of time that the Motor Vehicle owner or his or her agent was unable to obtain the Motor Vehicle as a result of some fault on the part of the Vehicle Pound Facility or its staff.
5. Despite any other provisions, a Person or Individual operating a Vehicle Pound Facility shall only be allowed to charge or cause to be charged an all-inclusive storage fee of up to \$75.00 dollars per day with no other additional service charges and a onetime \$50.00 Administration Fee and a onetime \$10.00 Environmental Fee and the applicable taxes for the charges.
6. This Schedule does not apply to the parking of a Vehicle awaiting repairs at any other Automobile Service Station/Public Garage facility.