

Customer Portal Series

How To: Vehicle for Hire – Broker / TNC License Application

A Broker / Transportation Network Company (TNC) license is renewable yearly. The TNC license fee is based on the number of vehicles being utilized. Should the number increase or decrease throughout the year, applicants can submit an Amendment that may change the license fee for the remainder of the license year.

1. From the Home page of the Customer Portal, select Apply for or Renew Licenses.

Home

Welcome to the Online Permitting, Planning, Licensing & Compliance Customer Portal

Manage your Permits and Licenses using the tabs below.

My Activities is the heart of the customer Portal - Track your permits and Licenses in the My Activities tab. Check often for updates.
My Inspections is where you can request and manage Permit-related inspections
My Businesses is where you add and create Business Profiles for your License Applications
My Projects is where you can organize your permits to suit your needs

If your permit or license does not appear in the My Activities tab below, use the Search in the menu above to retrieve. (You must be the applicant for this search to work)

System Requirements
For the best experience using our system:

Browser must be current - The following browsers in the most current version are supported: Chrome (Windows and macOS), Firefox (Windows and macOS), Edge (Windows), Safari (macOS).
Cookies must be enabled - Cookies enable many features in the system. If not enabled, the system will not function correctly.
Cookies are controlled in your browser settings. The Customer Portal only retains these cookies for the duration of the session; they are deleted when the browser is closed or the session times out.
JavaScript must be enabled - JavaScript allows certain features in the system. If not enabled, the system will not function correctly.
JavaScript is controlled in your browser security settings. All supported browsers have at least JavaScript 1.1 installed as a plugin by default, but customers may need to enable it if it has been turned off.
Browser Autofill should not be used - Browser autofill may cause unnecessary errors when using the system.

Permitting > Apply for a Permit > Estimate Fees	Licensing > Apply for or Renew Licenses	Compliance > Report an Issue
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2. Select the Vehicle for Hire – Broker / TNC license type.

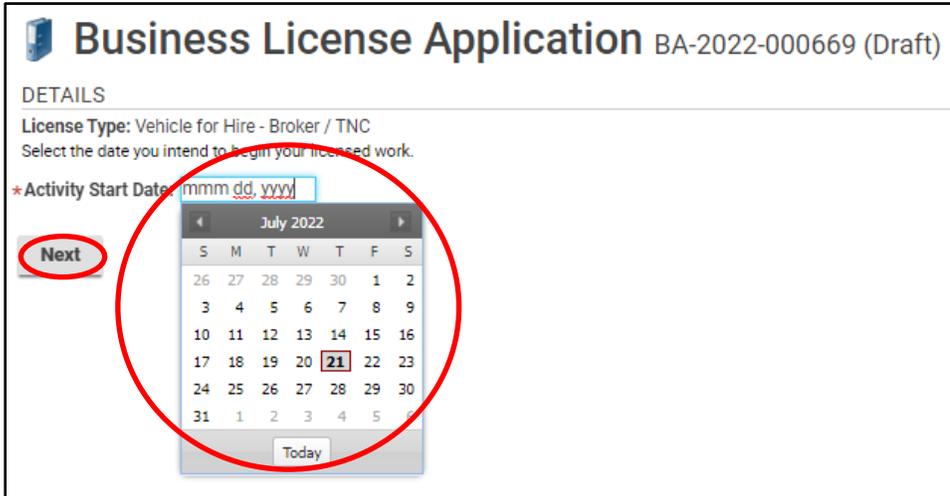
Apply for a Business License

Select license type below to open application
For tips on completing your application visit halifax.ca

<h3>Vendor</h3> <p>To sell food (stand or truck) or handmade crafts (artisan) on municipal land, you must have a vendor's license for a specific site.</p> <p>Vendor - Artisan Vendor - Food</p>	<h3>Signs</h3> <p>Temporary signs are any signs NOT intended for permanent installation to be used for a limited time.</p> <p>NS Highway Directional Signs are for businesses or organizations wanting to display an ad along Hwy 333 or Hwy 3.</p> <p>Temporary Sign NS Highway Directional Signs</p>	<h3>Vehicle for Hire</h3> <p>(Taxi, Limo, and TNC)</p> <p>All taxi brokers, independent brokers and transportation network companies (TNCs), and related drivers must be licensed to operate in HRM. If you have a concern about either your driver abstract or criminal record report, please email the Taxi Office at licensing@halifax.ca or by contacting 311 before completing the English test or applying.</p> <p>Vehicle for Hire - Broker / TNC Vehicle for Hire - Driver - Conditional Vehicle for Hire - Driver - Permanent Vehicle for Hire - Owner Vehicle for Hire - Owner - Waitlist</p>
<h3>Newspaper Box</h3> <p>A Newspaper Box is a license to have an unattended box for the purpose of vending or distributing newspapers or periodicals.</p> <p>Newspaper Box</p>	<h3>Sidewalk Café</h3> <p>Sidewalk café means a deck, patio, ramp, temp sidewalk, group of tables/chairs situated on a street/ sidewalk for consumption of food/beverages sold to the public.</p> <p>Seasonal Cafés: Apr 15 to Nov 15 (same calendar year). Annual Cafés: one calendar year (renewable).</p> <p>NOTE: CAFE CONSTRUCTION IS NOT PERMITTED BEFORE LICENSE IS ISSUED</p> <p>Sidewalk Café Seasonal Sidewalk Café Annual</p>	
<h3>Update a Business License</h3> <p>To make changes to an existing license select Amend a Business License</p> <p>To renew an existing license about to expire select Renew a Business License</p> <p>Amend a Business License Renew a Business License</p>		

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3. Enter the requested Activity Start Date. Click Next.



Business License Application BA-2022-000669 (Draft)

DETAILS

License Type: Vehicle for Hire - Broker / TNC
Select the date you intend to begin your licensed work.

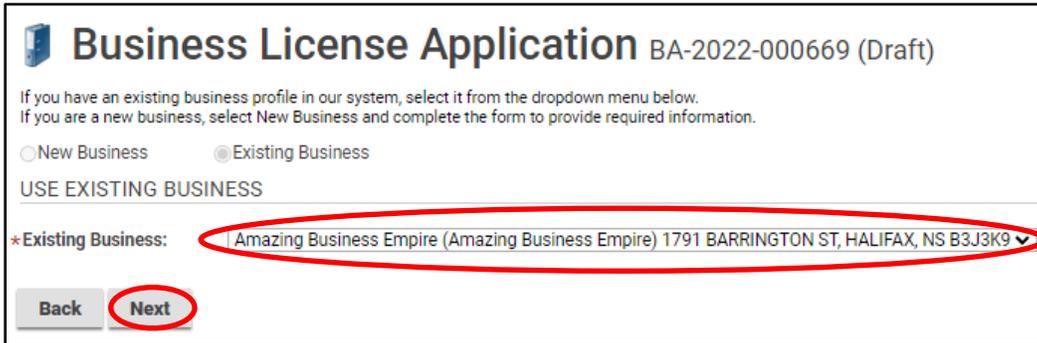
*Activity Start Date:

Next

July 2022						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today

4. Choose an Existing Business or create a New Business (for more information on this process see the job aide). Click Next.



Business License Application BA-2022-000669 (Draft)

If you have an existing business profile in our system, select it from the dropdown menu below.
If you are a new business, select New Business and complete the form to provide required information.

New Business Existing Business

USE EXISTING BUSINESS

*Existing Business:

Back **Next**

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5. Select the type of license. Click Next.

Business License Application BA-2022-000669 (Draft)
BROKER / TNC

* Type of License: (None)
(None)
Broker
Independent Broker
TNC

If selecting a TNC, you will also need to enter the number of vehicles being utilized.

Business License Application BA-2022-000669 (Draft)
BROKER / TNC

* Type of License: TNC

* Number of Vehicles:

6. The required documents will be updated depending on the type of license and then must be uploaded. For more information see the job aide on uploading documents.

Business License Application BA-2022-000669 (Draft)

Upload the required documents outlined below.
All required documents must be uploaded in order to submit application.
Maximum File Size is 100Mb per document.

DOCUMENTS TO ATTACH				
Uploaded	Document Type	Description	Sample Form	
	Letter of Incorporation	Proof that the corporation is legally entitled to conduct business in Nova Scotia.	None	Required
	Proof of Vehicle Insurance - TNC	Obtain and maintain an SPF No. 9 – Transportation Network for Nova Scotia Automobile Policy.	None	Required
	Optional Documents - Business Licensing		None	Optional

UPLOADED DOCUMENTS

* Attachment Type	Description	Acceptance Status
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7. A summary of the application is next and allows for payment of fees.

Business License Application BA-2022-000669 (Draft)

SUBMIT APPLICATION

LICENSE INFORMATION

Activity Start Date: Aug 1, 2022

BUSINESS

Existing Business: Amazing Business Empire (Amazing Business Empire)
1791 BARRINGTON ST, HALIFAX, NS B3J3K9

BUSINESS OWNERSHIP

Legal Entity: Amazing Business (Individual)

LICENSE TYPE

Name	Category	NAICS
Vehicle for Hire - Broker / TNC	Vehicle for Hire	4853

BROKER / TNC

Type of License: TNC
Number of Vehicles: 25

FEES

The following fees must be paid as part of your license application.

Description	Amount	Balance
Vehicle-Broker-TNC Application Fee	\$5000.00	\$5000.00

[Back](#) [Save](#) [Pay Fees & Submit Now](#) [Pay & Submit Later](#)

Until the fees are paid the application remains as a Draft and is **NOT** submitted.

HRM can locate the draft in a search but it does not appear in any queues for processing.

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8. Next the payment method is required.

Checkout

Contact information

First Name Last Name

Email Phone Number

Shipping Information

Address Line 1

Address Line 2 (optional)

City

Country Province Postal Code



Cardholder Name

Card Number MMY Y CW

Billing Address

Same as shipping address

Order Summary

Total **\$100.00**

[Back](#) [Checkout](#)

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9. Confirmation of the application submission is provided along with the Application Number. To view the overview of the application use the [click here](#) link.

Business License Application BA-2022-000669 (Submission Pending)

CONFIRMATION

Your Business License Application was submitted successfully. You will be notified when your Business License is ready to issue.

Application Number: BA-2022-000669

To view the information and status for this Business License Application [click here](#)

Business License Application BA-2022-000669 (Submitted)

LICENSE INFORMATION	APPLICATION ACTIVITIES						
Activity Start Date: Aug 1, 2022	<i>This is where you can make requests on your application. The eligible request types will appear depending on what your application status is. The requests can include:</i>						
BUSINESS	WITHDRAW APPLICATION						
Existing Business: Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9	Withdraw Application						
BUSINESS OWNERSHIP	FEES						
Legal Entity: Amazing Business (Individual)	You have no outstanding fees.						
LICENSE TYPE							
<table><thead><tr><th>Name</th><th>Category</th><th>NAICS</th></tr></thead><tbody><tr><td>Vehicle for Hire - Broker / TNC</td><td>Vehicle for Hire</td><td>4853</td></tr></tbody></table>	Name	Category	NAICS	Vehicle for Hire - Broker / TNC	Vehicle for Hire	4853	
Name	Category	NAICS					
Vehicle for Hire - Broker / TNC	Vehicle for Hire	4853					
BROKER / TNC							
Type of License: TNC							
Number of Vehicles: 25							
RELATED INFORMATION							
<table><thead><tr><th>Type</th><th>Description</th></tr></thead><tbody><tr><td> Business</td><td>Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9</td></tr></tbody></table>	Type	Description	 Business	Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9			
Type	Description						
 Business	Amazing Business Empire (Amazing Business Empire) 1791 BARRINGTON ST, HALIFAX, NS B3J3K9						

MY ACTIVITIES MY INSPECTIONS MY PROJECTS MY BUSINESSES

[Show more...](#)

Note: Permits or Licenses with a status of DRAFT have not been submitted.

Type	File Number	Description	Location	Status	Created Date	Submitted Date	Revisions Required	Next Action
 Business License Application	BA-2022-000669	Amazing Business Empire (Amazing Business Empire) Vehicle for Hire - Broker / TNC	1791 BARRINGTON ST, HALIFAX, NS B3J3K9	Submitted	Jul 21, 2022			