

Customer Portal Series

Vehicle for Hire – Taxi Owner Application

An Owner's License is required for a Taxi, Accessible Taxi, or Limousine.

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. Under Vehicle for Hire, select the Vehicle for Hire – Owner license type.

Vehicle for Hire

(Taxi, Limo, and TNC)

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.

[Vehicle for Hire - Broker / TNC](#)

[Vehicle for Hire - Driver - Conditional](#)

[Vehicle for Hire - Driver - Permanent](#)

[Vehicle for Hire - Owner](#)

[Vehicle for Hire - Owner - Waitlist](#)

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3. Enter the requested Activity Start Date.

Business License Application BA-2022-000674 (Draft)

DETAILS

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

*Activity Start Date:

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

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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:

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5. Enter the information related to the vehicle itself as well as the company the vehicle will be driving for.

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VEHICLE FOR HIRE OWNER

An answer of Yes or No must be selected for each question (do not choose NONE)

* Own Company: Yes No (None)

* Company Name:

* Leasing Agreement: Yes No (None)

* License Type:

* Year:

* Make:

* Model:

* Colour:

* VIN:

* Plate Number:

* Insurance Company:

* Insurance Broker:

* Insurance Policy Number:

* MVI Number:

* MVI Expiration Date: Month: Year:

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Select the License Type.

Business License Application BA-2022-000674 (Draft)

VEHICLE FOR HIRE OWNER

An answer of Yes or No must be selected for each question (do not choose NONE)

* Own Company: Yes No (None)

* Company Name:

* Leasing Agreement: Yes No (None)

* License Type:

- Limousine
- (None)
- Taxi
- Limousine
- Accessible
- Towncar

* Year:

* Make:

* Model:

* Colour:

* VIN:

* Plate Number:

* Insurance Company:

* Insurance Broker:

* Insurance Policy Number:

* MVI Number:

* MVI Expiration Date: Month: Year:

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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-2022-000674 (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	
	Child Abuse Registry Check Results	Must have completed within 30 days prior to the date that the license application is submitted.	None	Required
	Motor Vehicle Inspection Certificate	A vehicle that passes a Motor Vehicle inspection will receive a Motor Vehicle Inspection Sticker and Inspection Certificate. Copy of Motor Vehicle Inspection Certificate (original document must be in the vehicle at time of inspection.) MVI must still be valid for 30 days past the date of your taxi inspection.	None	Required
	NS Vehicle Registration Permit		None	Required
	Proof of Vehicle Insurance	A document proving appropriate automobile insurance coverage.	None	Required
	Statutory Declaration	Witnessed and signed by a Commissioner of Oaths at application.	None	Required
	Company Letter	Company Letter for which the vehicle is working under.	None	Optional
	Meter Calibration Slip	Required when the type of vehicle is not a Limo.	None	Optional
	Optional Documents - Business Licensing		None	Optional
	Payment Receipt of CRC / VS	Payment Receipt of Criminal Record Check / Vulnerable Sector Check - Must have completed within 30 days prior to the date that the license application is submitted.	None	Optional
	Registry of Joint Stocks Certificate	DO NOT UPLOAD ORIGINAL CRIMINAL RECORD CHECK DOCUMENT - ONLY UPLOAD RECEIPT OF PAYMENT. ORIGINAL SHOULD BE BROUGHT TO AN HRM CUSTOMER SERVICE CENTRE.	None	Optional
	Vehicle Lease Agreement	Registry of Joint Stocks Certificate for which the vehicle is working under.	None	Optional
		The owner license holder must be present. If the vehicle is in a current lease agreement, a copy of the lease agreement must be provided.	None	Optional

UNLOADED DOCUMENTS

+ Upload File

* 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-2022-000674 (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 - Owner	Vehicle for Hire	4853

VEHICLE FOR HIRE OWNER

Own Company: No
Company Name: Airport Limo
Leasing Agreement: No

License Type: Limousine

Year: 2020
Make: Lincoln
Model: Towncar
Colour: Black
VIN: MNJ777777777777
Plate Number: MYLIMO
Insurance Company: Blue Insurance
Insurance Broker: My Broker
Insurance Policy Number: 777888888
MVI Number: 999999999999999
MVI Expiration Date: **Month:** 06 **Year:** 2023

FEES

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

Description	Amount	Balance
Vehicle for Hire Owner Application Fee	\$50.00	\$50.00

[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**

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9. Confirmation of the application submission is provided along with the Application Number. [Click here](#) to view the overview of the application.

Business License Application BA-2022-000674 (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-2022-000674

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

Business License Application BA-2022-000674 (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 - Owner</td><td>Vehicle for Hire</td><td>4853</td></tr></tbody></table>	Name	Category	NAICS	Vehicle for Hire - Owner	Vehicle for Hire	4853	
Name	Category	NAICS					
Vehicle for Hire - Owner	Vehicle for Hire	4853					
VEHICLE FOR HIRE OWNER							
Own Company: No							
Company Name: Airport Limo							
Leasing Agreement: No							
License Type: Limousine							
Year: 2020							
Make: Lincoln							
Model: Towncar							
Colour: Black							
VIN: MNJ7777777777							
Plate Number: MYLIMO							
Insurance Company: Blue Insurance							
Insurance Broker: My Broker							
Insurance Policy Number: 777888888							
MVI Number: 999999999999999							
MVI Expiration Date: Month: 06 Year: 2023							
RELATED INFORMATION							
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