

The information required in the form is necessary to process your application. All confidential information will be kept confidential except to the extent provided by the laws administered by the Commission des transports du Québec. The information may be released to another public body, if applicable, under an agreement for this purpose under the terms of the Act respecting access to documents held by public bodies and the protection of personal information.

IMPORTANT

The “**Documents required**” section informs you what documents you must attach to your application and **appendix 1** describes vehicle conformity.

CTQ use only

Numéro de demande:

Numéro de revenu :

1 – Identification of the applicant

Business

Business name

Québec Enterprise Number – NEQ

Other name under which the permit will be operated, if applicable.

Individual Male Female

Last name Given name

Québec Enterprise Number – NEQ

Other name under which the permit will be operated, if applicable.

Business address (If you do business from your home, this address becomes your business address).

Number Street Apartment

City, village or municipality Québec Province Postal code

Area code Telephone Extension Area code Cell Area code Fax*

E-mail address *

* I accept to receive all documents that may be sent to me at the e-mail address or the fax number mentioned above and I agree to advise the Commission des transports of any change.

Required documents

You must provide the required documents. Without them, the processing of your application may be delayed and a decision could be rendered based on the partial information available in the file.

- ✓ Certificate of positive or negative search (criminal background check search certificate compiled by a police department). An application form is available on our website. If you are a natural person or a co-owned entity, you must provide us with a valid certificate that concerns you and your partners personally. If you are a legal person or a company, you must submit a valid certificate for your primary shareholder, as well as for each of your officers. A certificate of search must be provided by a police force in Québec and it remains valid for three (3) months from the date attesting to the completion of the police background check.
- ✓ Copy of your taxi driver's permit allowing you to practice your occupation in the area for which you have requested a taxi permit;
- ✓ A document proving that you possess the knowledge or experience to operate a taxi transportation business;
- ✓ An inventory of your human and material resources for the purpose of establishing your ability to administer the taxi transportation business;
- ✓ Budget estimates covering a period of at least twelve (12) months in order to evaluate the profitability of your business;
- ✓ Document regarding the vehicle that will be attached to the permit (e.g., purchase contract, vehicle registration) Consult appendix 1 for conformity of the vehicle.
- ✓ Document attesting that the vehicle has been adapted or will be adapted for the transportation of persons with handicaps. Consult appendix 1 for conformity of the vehicle. **The Commission may render an unfavourable decision if the vehicle in question is not a handicapped accessible vehicle.**
- ✓ If the vehicle has not been adapted, document demonstrating that the number of handicapped accessible taxis is sufficient to meet the needs of handicapped persons.

If you are a legal person, a partnership or a co-owner, you must attach:

- ✓ A list of your shareholders, partners, co-owners including identification of the natural persons. This list must contain the following information: last name and given name, driver's permit number along with the number of shares held by each shareholder or the percentage of assets for each partner and co-owner;
- ✓ Resolution authorizing the filing of the application (legal person or co-ownership);
- ✓ Proof of Canadian citizenship or permanent residence within the meaning of the Immigration Act (partner and co-owner).

If you are a natural person, you must attach:

- ✓ Proof of Canadian citizenship or permanent residence within the meaning of the Immigration Act;
- ✓ Proof of majority;
- ✓ Copy of your driver's permit.

It is your responsibility to deposit with the Commission along with the required documents any other relevant documents in support of your application (for example: letter of support, petition, resolution of the municipal authorities involved, etc.).

Fees

In order to determine the amount of the payment that you should send with your application, please consult the form "[Fees-Taxi](#)" (CTQ-342A) that is available on our website. The various ways to make the payment are also mentioned on the form.

Submit your application

Send the signed form along with the payment and the required documents:

By secure email

www.ctq.gouv.qc.ca/en/to_reach_us

By Fax

514 873-4720 or 418 644-8034

By mail

Commission des transports du Québec
200, chemin Sainte-Foy, 7th floor
Québec (Québec)
G1R 5V5

In person

545, boulevard Crémazie East
10th floor, Office 1000, Montréal

200, chemin Sainte-Foy,
7th floor, Québec

To reach us

Internet address

www.ctq.gouv.qc.ca

By phone

Montreal area : 514 873-6424

All other areas : 1 888 461-2433

Appendix 1 – Conformity of the vehicle to be used

General requirements

The automobile or the vehicle which will be used must be:

- ✓ a sedan or a station wagon-type automobile to transport a maximum of nine persons;
- ✓ a van with net weight under 3500 kg and equipped by the manufacturer to transport a maximum of nine persons. It has a running board and three or four side doors, each with its own window;
- ✓ a utility vehicle with net weight under 3500 kg and equipped by the manufacturer to transport a maximum of nine persons. It is equipped with three or four side doors and four drive wheels or a device allowing full traction;
- ✓ a disabled accessible vehicle with net weight under 3500 kg (or with net weight is up to 4 000 kg if the vehicle is equipped with a wheelchair lift) and equipped by the manufacturer to transport a maximum of nine persons. It is equipped with a ramp for wheelchair access or a wheelchair lift, fitted to carry at least two persons in wheelchairs and equipped with a restraining device, fixed to the floor with four anchorages, used to keep each wheelchair in the same position as the permanent seats installed by the manufacturer, as well as seat belts for each wheelchair consisting of a shoulder belt and a lap belt.

The automobile or the vehicle must also:

- ✓ meet the requirements of the Motor Vehicle Safety Act (Statutes of Canada, 1993, c.16);
- ✓ be equipped by the manufacturer with at least 4 safety belts;
- ✓ be equipped with a solid roof;
- ✓ be equipped with at least four side doors.

Sedan or station wagon-type automobile, utility vehicle, van

In addition to the general requirements mentioned above, the automobile or the vehicle must:

- ✓ On the island of Montreal (taxi agglomerations A.5, A.11 and A.12) : be a model that is no more than three years old at the time of the application to the Commission to have it attached to a taxi owner's permit;
- ✓ Elsewhere : be a model that is no more than five years old at the time of the application to the Commission to have it attached to a taxi owner's permit, except for a disabled accessible vehicle which may, on the date of the application to the Commission to have it attached to a taxi owner's permit, be no more than 6 years old;
- ✓ have a wheelbase of at least 261 centimetres.

Limousine

In addition to the general requirements mentioned above, the automobile or the vehicle must:

- ✓ be a model that is no more than two years old at the time of the application to the Commission to have it attached to a taxi owner's permit;
- ✓ correspond to the most luxurious make marketed by its manufacturer at the time;
- ✓ have a wheelbase of at least 280 centimetres;
- ✓ be equipped with at least four side doors with power windows;
- ✓ be equipped by the manufacturer with temperature-controlled air conditioning;
- ✓ have an interior without any stains or tears;
- ✓ have a rust-free g1r005
- ✓ body coated with paint that is neither flaking nor scratched.

“De grand luxe” limousine

In addition to the general requirements mentioned above, the automobile or the vehicle must:

- ✓ be a model that is no more than four years old at the time of the application to the Commission to have it attached to a taxi owner's permit;
- ✓ correspond to the most luxurious make marketed by its manufacturer at the time;
- ✓ have a wheelbase of at least 340 centimetres or have a wheelbase of more than 330 centimetres and less than 340 centimetres if the chassis has not been modified;
- ✓ be equipped by the manufacturer with at least 4 side doors with power windows;

- ✓ have a partition separating the front seat from the passenger compartment;
- ✓ be equipped with temperature-controlled air conditioning and heating that can be controlled by passengers in the back seat;
- ✓ be equipped with a cellular phone accessible to clients;
- ✓ have a rust-free body coated with paint that is neither flaking nor scratched.