





## 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.**

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.

As the case may be, you must also attach the following documents:

Authorization to specialize in a limousine or a "de grand luxe" limousine

- ✓ A document proving that you possess the knowledge or experience to offer such specialized service.
- ✓ An inventory of your human and material resources in order to establish your ability to administer such specialized service.
- ✓ A document showing that the specialized services you intend to offer meet a service need in the territory concerned.
- ✓ Budget estimates covering a period of at least 12 months in order to evaluate the profitability of the specialized service.
- ✓ Copy of the automobile purchase, leasing or rental contract, which must have been concluded for a term of at least one year. Those contracts may be conditional to the Commission's authorization to specialize the service.
- ✓ Written confirmation by the business or workshop who has converted the vehicle, if applicable. That document must mention the vehicle identification number (VIN).
- ✓ The vehicle importation document if it's in regard of a stretched limousine.
- ✓ A document mentioning the rates you intend to charge.

Authorization to specialize in transportation for personal attendants for beneficiaries of the health care system

- ✓ A document proving that you possess the knowledge or experience to offer such specialized service.
- ✓ An inventory of your human and material resources in order to establish your ability to administer such specialized service.
- ✓ A document proving that the specialized services you intend to offer meet a service need in the territory concerned.
- ✓ A written commitment, to have all holders of a taxi driver's permit at your service, if the CTQ authorizes the specialization of said services, take at least the part of the course referred to in the first paragraph of section 27 of the Taxi transportation regulation, that bears on the knowledge required for the transportation of disabled persons.
- ✓ Budget estimates covering a period of at least 12 months in order to evaluate the profitability of the specialized services.
- ✓ A copy of the contract for transportation with personal attendants for beneficiaries of the health care system concluded with a public institution within the meaning of the Act respecting health services and social services, or a regional health and social services council within the meaning of the Act; the contract may be conditional upon service specialization authorization by the CTQ.
- ✓ A copy of the purchase, leasing or rental contract of the vehicle to be used; the contract must have been concluded for a term of at least one year.

## 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:

<b>By secure email</b>	<a href="http://www.ctq.gouv.qc.ca/en/to_reach_us">www.ctq.gouv.qc.ca/en/to_reach_us</a>	
<b>By fax</b>	514 873-4720 or 418 644-8034	
<b>By mail</b>	Commission des transports du Québec 200, chemin Sainte-Foy, 7 <sup>e</sup> étage Québec (Québec) G1R 5V5	
<b>In person</b>	545, boulevard Crémazie Est, 10 <sup>e</sup> étage, Bureau 1000, Montréal	200, chemin Sainte-Foy, 7 <sup>e</sup> étage Québec

## To reach us

<b>Internet address</b>	<a href="http://www.ctq.gouv.qc.ca">www.ctq.gouv.qc.ca</a>
<b>By phone</b>	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.

### 1 – Regular permit or special need

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.

### 2 – Specialized limousine service

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 body coated with paint that is neither flaking nor scratched.

### 3 – Specialized “de grand luxe” limousine service

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 centimeters or have a wheelbase of more than 330 centimeters and less than 340 centimeters 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.

### 4 – Specialized service in transportation with personal attendants for beneficiaries of the health care system

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;
- ✓ Have a wheelbase of at least 261 centimeters;
- ✓ Be equipped by the manufacturer with temperature-controlled air conditioning;
- ✓ Be equipped with a cellular phone or an intercommunication system that allows the driver to “radio” the main establishment of the business or of its contracting party.