

Applicant Information

First Name Last Name
Street Address Unit #
City Province Postal Code
Home Phone # Business Phone # Extension
Fax # Email Address

Employment

(Please provide the Private Property Security Contractor Information or the Condominium Corporation or Private Property Address and Owner Information)

Contractor/Condominium Corporation/Private Property Owner

Business Address Unit #
City Province Postal Code
Business Phone # Extension Email Address
Name of Contractor/Property Representative

Authorized Signature _____

I hereby declare that the foregoing information is true and complete to the best of my knowledge. I understand that a false statement can disqualify me from licensing, or result in revocation of my licence.

Applicant's Signature _____

Date _____

Initial Application Fee \$60.00 Annual Renewal \$35.00

Amount Paid Date Receipt #

Basic Requirements

Applications shall include the applicable licence fee and the following documentation:

- i. current valid photo identification
- ii. private property security contractor confirmation of employment, or
- iii. letter from condominium corporation or property owner/management confirming authorization to enforce parking regulations on their property.

Receipt of an application and a licence fee by the City shall not represent approval of the application nor shall it obligate the City to issue a licence.

Disqualifications

A licensing officer shall refuse to issue a licence if:

- a. the applicant has submitted false information in support of the application, or
- b. the applicant fails to successfully complete any testing, training, educational or awareness program required by the City.

Conditions to Remain Licenced

Upon approval of their licensing application, each private property parking enforcement officer must:

1. Attend and successfully complete the training and testing program prescribed by the City Clerk.
2. Attend the Clerk's Office to have a photographic identification card prepared and carry at all times while performing the duties of a private property parking enforcement Officer.
3. Attend court for all tickets issued by the officer that have opted to go to trial.
4. Remain employed by a Private Property Security Contractor that is registered with the City to enforce parking by-laws on private property in the City of Pickering.

I have read the above information and shall comply with the licensing requirements.

Applicant's Signature

Date

Office Use Only

Folder RSN _____ **Data Entry Completed By** _____

Licence Approved By _____ **Licence Issued On** _____

Expiry Date _____ **Training Course Completed On** _____

Identification Card Completed On _____

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*. This information is collected to process this application. Any questions related to the collection of this information should be directed to the City Clerk, One The Esplanade, Pickering, ON L1V 6K7, 905.420.4611.

Alternate formats available upon request at 905.683.7575.