

This cover page contains information about the contents of the PDF document that follows.

**Name of document:**

Acknowledgement form - Commercial Parking Lots who issue private invoices as a demand for payment

**Overview:**

Commercial Parking Lots were required to be licensed by the City as a Public Garage with a Parking Lot Endorsement (PG-PL). The following **Acknowledgement form** should be completed by licensees who to issue private invoices as a demand for payment for the unpaid use of parking space.

**Who to contact for more information:**

Licence & Permit Issuing Office  
East York Civic Centre, 850 Coxwell Avenue, 3rd Floor  
Located at Coxwell and Mortimer.  
Open Monday to Friday, 8:30 a.m. to 4:00 p.m., except on statutory holidays.  
Information line: 416-392-6700

E-mail: [mlsbusinesslicence@toronto.ca](mailto:mlsbusinesslicence@toronto.ca)

Fax: 416-392-4515

Website: [www.toronto.ca/mlslicences](http://www.toronto.ca/mlslicences)

Tracey Cook, Executive Director

**Municipal Licensing and Standards  
Licence and Permit Issuing Office**  
East York Civic Centre  
850 Coxwell Avenue, 3<sup>rd</sup> Floor  
Toronto, Ontario  
M4C 5R1

Reply to: **Richard Mucha**  
**Manager, Licensing Services**  
Tel: 416-392-6700  
Fax: 416-392-4515  
[rmucha@toronto.ca](mailto:rmucha@toronto.ca)  
[www.toronto.ca](http://www.toronto.ca)

## **ACKNOWLEDGEMENT FORM FOR COMMERCIAL PARKING LOT OPERATORS THAT ARE ISSUING PRIVATE INVOICES**

I am the owner or operator of a location that demands compensation in relation to the use of a parking space, and I have chosen to issue private invoices as a demand for payment for the unpaid use of parking space. I am applying to have my current business licence (Public Garage: Parking Lot) endorsed as "Licensee Can Issue Private Invoices".

I am aware of the requirements of By-law No. 804-2015 and understand that:

- Operators must post clear and uniform parking signage, filed with and approved by ML&S, before private invoicing can be conducted
- The amount of any private invoice issued, must be consistent with the amount posted on signage; and a copy of the private invoice must be filed with and approved by ML&S, before any issuance is permitted
- Only licensed Private Parking Enforcement Agencies, Municipal Law Enforcement Officers, or the Toronto Police Service may issue City tickets (parking infraction notices) and undertake towing
- Operators must maintain payment mechanisms and provide proof of payment
- Operators must respond to public inquiries
- Operators must not consent to any vehicle parking:
  - in an accessible parking space, where no accessible parking permit is displayed;
  - in an emergency access of fire route;
  - where more than one parking space is being occupied;
  - in a location that prevents other vehicles from entering/exiting the premises; and
  - where a vehicle is un-plated

Vehicles parked in contravention of these requirements will be automatically subject to ticketing/towing by the Toronto Police Service; no private invoice may be issued.

- Operators may not restrain/immobilize vehicles

By emailing this acknowledgement form to ML&S along with the required:

1) Proof of parking signage which must include:

- the rate/charge for parking;
- information on the way(s) in which payment for parking may be made;
- a clear statement advising patrons that they may receive a private demand for payment/invoice and the amount that may be demanded; as well as
- the commercial parking lot's business hours, registered business name, licence number, telephone number and email address for the public to make direct inquiries.

And

2) A copy of the private invoice to be issued, which must:

- clearly outline the alleged contravention of parking terms and conditions;
- not resemble in colour or design a City of Toronto parking infraction notice;
- not contain the City of Toronto logo;
- state the invoice is not a City of Toronto parking infraction notice and is a private notice;
- include detailed information on how payment may be made and how an invoice may be disputed;
- provide the operator's registered business name, licence number and contact information (telephone number and email address).

And

3) Proof of Authorization:

- IF you are NOT owner of the property and are operating the parking lot on behalf of the owner.

I am declaring that I have signing authority as the licensee, or have authority to sign on behalf of the corporation, and consent to provide Municipal Licensing & Standards an email address that will be utilized by Municipal Licensing & Standards for the purposes of business licensing only.

**Business Licence No:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

If Corporation, State Authority (i.e. President, Officer, Signing Authority)

**Date:** \_\_\_\_\_

**Email Instructions:** The signed and completed Acknowledgement Form, along with all the required information can be scanned in .JPG, .PNG, .TIFF, .GIF, or .PDF format. The files must be less than 5MB each and have a file name less than 25 characters long; and sent to [mlsbusinesslicence@toronto.ca](mailto:mlsbusinesslicence@toronto.ca)