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I, \_\_\_\_\_ of the lot noted below make  
(Print name)  
application for approval of the use of towing for enforcement purposes. I certify that the information on this form, the questionnaire (on reverse), and plan, are correct and understand that any approval may be withdrawn or cancelled if the information is inaccurate or changes.

Property Management Co.: \_\_\_\_\_  
(If applicable)

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code

Phone: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Lot: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Required Attachments for Processing – For Staff Use Only	
2024 Application Fee \$67.00	<input type="checkbox"/>
Completed Application Form	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>
Proposed wording for the Information sign	<input type="checkbox"/>

***Call 604-276-4345 when you are ready for your inspection, if you have any questions, or require further assistance.***

**For Office Use**

Date Received: \_\_\_\_\_ Application Fee: \_\_\_\_\_

File No.: \_\_\_\_\_ Receipt No.: \_\_\_\_\_



**Lot Use:**  Commercial  Industrial  Multi-Family  Assembly/Church

1. a) How many entrances are there? \_\_\_\_\_

b) How many exits are there? \_\_\_\_\_

2. Are the lot boundaries clearly defined on site?

\_\_\_\_\_  
\_\_\_\_\_

3. Do you have a cross-access? (A drive thru to another lot.)  Yes  No

4. Is there a time limit or day restrictions on parking? If yes, specify.

\_\_\_\_\_  
\_\_\_\_\_

5. Do the parking rules change in the evening? If yes, specify wording on your signage.

\_\_\_\_\_  
\_\_\_\_\_

6. Can a car remain on the lot if the driver leaves the lot for any length of time? If yes, specify wording on your signage.

\_\_\_\_\_  
\_\_\_\_\_

7. Who is your towing company?

Towing Co. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Who is authorized to call for a tow?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

8. What is the wording on your Information sign(s)? Attach your rules on a separate sheet of paper. ("Samples" of wording for Commercial and Residential/Multi-Family lots are attached.)

\_\_\_\_\_  
\_\_\_\_\_

9. How do you plan to make the sign(s) visible during non-daylight hours?

Light Standard(s)  Under Building Light(s)  Reflective Lettering on Signage



Richmond's *Vehicle For Hire Bylaw* contains the regulations for towing from private lots. Regulations were introduced in November, 1998.

## City Approval

You, as a property owner or as the property owner's authorized agent, must seek and receive approval from the City prior to commencing any towing activities on your private parking lot.

A Towing Permit Application Form can be obtained at the Permit Centre at City Hall. The completed Towing Permit Application Form, sample of wording for your sign(s), site plan, and the \$67.00 non-refundable Application Fee are required in order to process the application. This will include two (2) inspections of the lot. Additional inspections will be charged at \$34.75 each.

Towing permits are valid for a maximum period of two (2) years from the date of issuance.

## Information Signage

Two separate types of signs are required to be displayed and maintained on a lot as follows:

The first, a Towing Sign (shown below), identifies the name of the towing company, phone number, and address where the vehicle may be retrieved.



The second, an Information Sign, identifies the complex or site name, the parking rules or conditions under which the vehicle can be towed including any time or day related conditions, and information on who can park on the lot (sample of wording attached).

Both types of signs are to be:

- conspicuously displayed at all lot entrances, exits, or cross site exits;
- visible during non-daylight hours;
- located no further than 30 m (98.4 ft.) from any area of the lot being controlled; and
- the Information Signs must be 61 cm (24 in.) by 76.2 cm (30 in.) with letters and numbers of not less than 2.5 cm (1 in.) in height.

## Application Submission

When a Towing Permit application is submitted, Zoning Staff will undertake a general review to confirm the submission is complete.

Only those Applications considered complete and ready for a Towing Permit review will be received for processing. Incomplete applications will be returned to the applicant. You will also be advised by Zoning Staff what is required to process the application.

The following payment options are available:

- a) **Drop Box:** Drop off completed application, together with cheque/money order in an envelope, at City Hall using the drop box located at City Hall Plaza at 6911 No. 3 Road, Richmond, BC.
- b) **By Mail:** Please send completed Towing Permit Application along with cheque/money order to City of Richmond, 6911 No. 3 Road, Richmond, BC V6Y 2C1

## Towing Application Process

When a Towing Permit Application is complete, a Bylaw Liaison Officer will review your application and call you to discuss the application.

### Important

***Do not proceed until your wording and location have been approved in writing by the Bylaw Liaison Officer.***

The Bylaw Liaison Officer will fax or mail you a letter confirming the wording for the Information Signs, as well as the specific location for the Information and Tow Company signs. If the wording is unclear, the Bylaw Liaison Officer can offer alternate wording. The Bylaw Liaison Officer will only attend the site when there are complications.

When the Bylaw Liaison Officer has approved the wording and location of the signage, then you can contact your sign company to have the signs completed and then posted in the areas identified on the lot.

When the Information and Tow Company signs have been installed on the lot, the Bylaw Liaison Officer must be contacted to conduct a final inspection. You are not required to attend the final inspection. Should the City have any concerns regarding the signage, the Bylaw Liaison Officer will contact you.

When the signage has been approved, the Bylaw Liaison Officer will send you your towing permit.

Where more than two inspections are necessary, the non-refundable fee for each inspection after the second inspection is \$34.75.

### Important

***A copy of your approval form **must** be given to your towing company before they can proceed with towing any vehicle from the property.***

If you have not completed your sign installation within 6 months your Application may be cancelled. Application fees are non-refundable and a new application would likely need to be re-submitted.

Please refer to “Private Parking Lot Towing Regulations” brochure for additional information.



The *Vehicle for Hire Bylaw* became effective on November 1, 1998. The following towing requirements are summarized, for convenience purposes in this handout.

## City Approval

Property owners or their authorized agent must seek and receive approval from the City prior to commencing with towing activities on their private parking lot. Towing permits are valid for a maximum period of two (2) years from the date of issuance. The following are exemptions:

### No Parking Area

- A. On private property towing can occur in “**no parking areas**” **without a towing permit** provided the area is **clearly marked**.
- B. The “**no parking area**” is **defined** as an area kept clear for the following purposes:
  - a) Emergency vehicle access;
  - b) Emergency exit route for pedestrians; or
  - c) Garbage disposal vehicle access; and
  - d) Which has been designated by the owner, in accordance with this bylaw, as an area where parking of vehicles is not permitted.
- C. No Parking Area **must be clearly marked** with yellow paint on the curb and/or roadway or by other clearly visible means.

A tow-away sign is clearly displayed adjacent to the no parking area indicating:

  - a) That vehicles parked in the no parking area will be towed;
  - b) Display the name and telephone number of the towing company, which will remove unauthorized vehicles from the property, and the location to which towed vehicles will be taken; and
  - c) A completed Part A of a Tow-away Notice, which the name of the person authorizing the vehicle tow must be clearly printed, still needs to be placed on the vehicle by the property owner, business tenant, employee or agent, none of whom may be in the employ of a towing company.

Towing of any vehicle which is improperly parked for a period of 24 hours or longer.

A Towing Permit Application Form can be obtained at the Permit Centre in City Hall.

## Towing Process

*Preparation to tow a vehicle:*

1. Approval to enforce parking on this lot through towing must be first obtained from the City, unless otherwise exempted; and
2. A Tow-Away Notice (Part A) must be completed by the authorized representative and placed on the vehicle by the authorized representative. The authorized representative’s name must be clearly printed on the notice.

*In order to proceed with the removal of a vehicle, a tow-truck driver must:*

1. Complete and place Part B of the Tow-Away Notice on the vehicle at the time of the tow; and
2. Release the vehicle immediately if it becomes re-occupied after it has been attached to a tow-truck. A drop fee will apply.

*Tow-Truck Drivers may not:*

1. Obstruct or attach the tow-truck to a vehicle on a private parking lot on which parking is time-regulated, until 30 minutes have elapsed from the expiration of the regulated time limit;
2. Tow a vehicle from a private parking lot unless it is taken directly to the licenced impound lot of the tow company;
3. In the case of a reserved tenant stall, the tow truck driver must ensure that 10 minutes have elapsed; and
4. A tow truck licensee or operator must not charge a vehicle owner any fee for the services of any agent of the owner of the property from which the vehicle was towed, or any other fees or charges other than those set out in the *Lien on Impounded Vehicle Regulation* under the *BC Motor Vehicle Act*.

## **Towing Rates**

The rates that a tow company can charge for towing, impounding, and storing vehicles are set in the *Lien on Impounded Vehicle Regulation* under the *BC Motor Vehicle Act*. The release fee is the base tow rate.

24"

**Name of Complex**  
**Address**

**Parking Rules  
&  
Conditions**

**Residential / Multi-Family Lots**

see reverse for  
sample wording

**Any vehicles found in violation of the  
above rules is subject to immediate removal  
at the vehicle owner's expense**

30"

# **“Samples” of Wording**

## **for Residential / Multi-Family Lots**

- **Parking reserved for the exclusive use of *(tenants) (residents)* of the above lot.**
- ***(Tenants) (Residents)* to park in their assigned numbered stalls only.**
- ***(Tenants) (Residents)* not to park in visitor stalls.**
- **Visitors must park in visitor stalls only.**
- **Visitor parking – no more than (3) consecutive days allowed.**
- **No visitor parking allowed.**
- **Visitors must have a parking pass:  
To be obtained from the *(caretaker) (resident manager)* during business hours.**
- **Visitors must have a parking pass:  
To be obtained from the *(caretaker) (resident manager)* within 15 minutes of parking in a visitor parking stall.**
- **Any uninsured vehicles are subject to immediate removal.**
- **Parking in marked stalls only.**
- **Enforcement of rules – 24 hours / 7 days a week.**
- **No parking in roadways / firelanes / or double parking allowed.**



24"

**Name of Complex**  
**Address**

**Parking Rules  
&  
Conditions**

**Commercial Lots**

see reverse for  
sample wording

**If you leave this lot without your vehicle;  
it is subject to immediate removal  
at the vehicle owner's expense**

30"

# **“Samples” of Wording**

## **for Commercial Lots**

- **Parking reserved for the exclusive use of *(customers) (patrons) (owners)* while shopping at the above address.**
- **Parking for *(customers) (patrons)* only.**
- **Parking for *(owners) (merchants)* only.**
- **Reserved parking from ( \_\_\_\_\_ *time*) to ( \_\_\_\_\_ *time*).**
- **No overnight parking between: ( \_\_\_\_\_ *time*) to ( \_\_\_\_\_ *time*).**
- **Parking limited to *(2) (3) (4) (etc.)* hours.**
- **Designated parking for tenants and their customers only.**
- ***(Unreserved) (unmarked)* stalls for tenants and customers for the above address only.**
- **Reserved and numbered parking for authorized employees only.**
- **Parking stalls # \_\_\_\_\_ to # \_\_\_\_\_ for retail customers and merchants only.**
- **Enforcement of rules 24 hours / 7 days a week.**
- **No parking on this lot between: ( \_\_\_\_\_ *time*) to ( \_\_\_\_\_ *time*).**
- **No visitor parking.**
- **Visitor parking only in designated stalls.**
- **No stopping or parking in roadways / firelanes / or double parking.**