
Private Property Parking Enforcement Application for Site Approval

To submit or renew an application for Private Property Parking Enforcement, please provide the following:

- ☐ A completed Private Property Parking Enforcement Application for Site Approval.
- ☐ Payment in the amount of \$108.00 as set out in the Town's Fees and Charges By-law #7220-17, as amended.
- ☐ Annual renewal fee is \$27.00, as amended in accordance with the Town's Fees and Charges By-law #7220-17.
- ☐ Proof of commercial general liability insurance in the amount of 2 million dollars complete on the Town's Certificate of Insurance form.
- ☐ Proof of property ownership, or a signed letter of authorization confirming authority to act on behalf of the property owner(s).

Payment Options:

- **Option 1:** Submit your completed application with the required documents to our office located at 3050 Garden Street Unit 102, Whitby, ON L1R 2G7. Payments are accepted by debit, cash or cheque made payable to the Town of Whitby.
- **Option 2:** Drop your payment and completed application into the Town's drop box located at 575 Rossland Road E, Whitby, ON L1N 2M8.

Additional Information:

- The site shall be subject to a sign inspection by an Officer to verify the signage meets the requirements of the Town's Traffic By-law #8059-24 prior to the issuance of site approval permit.
- The property owner and/or authorized agent shall be responsible for maintenance of the required signage and ensuring compliance with the Town's Traffic By-law #8059-24, as amended. Failure to comply could result in tickets being cancelled and permit revoked.
- Licences expire annually from the date of issuance.

Please Note:

- If you wish to utilize a security company or an individual seeking appointment for the purpose of issuing tickets on private property, such entities must be authorized by the Town to do so. Please refer to the Town's Private Property Officer Appointment Application for further details.
- Site approval is not required for Town staff to issue parking infractions in designated fire routes and accessible parking spaces on private property, in accordance with the Town's Traffic By-law.

Site Location Requesting to Issue Town of Whitby Penalty Notices	
Address:	
Property Owner Information for the Site Requesting Enforcement	
Person/Company Name:	
Address:	
Phone:	Email:
Applicant Information (If different than property owner)	
Contact Person at Address:	
Street Number and Address:	
Phone:	Email:
Type of Application	
☐ New Application (\$108.00) ☐ Renewal Application (\$27.00)	
Please select the Appointed Agent to Issue Tickets	
☐ Town of Whitby staff on request by owner/agent and enforced as directed	
☐ Security Company	Security Company:
☐ Appointed Individual	Name:

The undersigned hereby applies for private property parking enforcement site approval application as described and agrees to comply with all municipal by-laws and regulations and all other application requirements.

In consideration of the application approval which is the subject matter of this application, the undersigned (joint and severally, if more than one) covenants and agrees to indemnify and save harmless the Town, its officers, employees, servants, agents, contractors and assigns, with respect to any and all actions, causes of action, claims, demands, proceedings, cost damages and expenses howsoever arising either directly or indirectly for the approval of this application.

Property Owner/ Authorized	
Signature	
Date	

Personal information on this form is collected under the authority of the Municipal Act, 2001, c. 25, and will be used to determine compliance with the provisions of the Town's Traffic By-law #8059-24. Questions about this collection should be directed to the Town Clerk, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, 905.430.4315.

Private Property Fees

Item	Fee	Service
New Site Application	\$108.00	• Application processing • Sign inspection for the property
Private Property Site Renewal	\$27.00 (annually)	• Application processing
Private Property Parking Officer Training	\$114.00	• Officer training • Processing fee • Appointment Letter • Identification card
Private Property Parking Officer Renewal Fee	\$27.00 (per person)	• Application processing • Issuance of new ID Card
Request to remove an unauthorized vehicle (office hours)	\$108.00	Request to have Town Parking Enforcement remove an unauthorized vehicle during business hours. (Monday to Friday, 8:30 a.m. to 4:30 p.m.)
Request to remove an unauthorized vehicle (outside office hours)	\$215.00	Request to have Town Parking Enforcement remove an unauthorized vehicle outside of business hours.