

REQUEST FOR PREMISES ASSESSMENT FORM

Please note that in order for this form to be processed, please fill in the information and send the requested documents. If incomplete, it will be turned down.

1. DRIVING SCHOOL INFORMATION

Name and first name of the owner: _____

Current address of the school: _____

School recognition number(s) to be assessed: _____

2. APPLICANT'S INFORMATION

Please tick only one of the following boxes:

Owner of the driving school

Person of Authority of the driving school, whose name is: _____

Both owner and Person of Authority of the driving school

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3. DRIVING SCHOOL-TO-BE INFORMATION

Full address: _____

Potential date of moving: _____

Important notice: If you moved without advising the AQTr beforehand, you are considered as non-compliant according to the article 2.16 of the *Detailed Requirements*. Therefore, you have **15 business days** to send to the AQTr this complete form as well as all the documents listed below (number 5).

Please write down your availabilities for the assessment:

1. Date and time: _____

2. Date and time: _____

3. Date and time: _____

4. PREREQUISITE FOR THE ASSESSMENT

In order for the premises to be examined, the premises must be compliant with the law and regulations that allow them to be used as a driving school (cf. art. 2.11 of the *Detailed Requirements*). Thus, please read and sign the dedicated section below.

I, the undersigned, person who requests this assessment, confirm that the use of these premises as a driving school is compliant with municipal bylaws and that I verified with responsible authorities. Thus, I have in my possession a licence or a document as proof of this authorization.

Applicant's signature: _____

5. DOCUMENTS TO SEND WITH THIS FORM:

- The lease or deed of property (i.e. proof of taxes payment) of the driving school-to-be
- A copy of the amendment to the liability insurance contract mentioning the new driving school address
- A proof that the REQ information was updated: the former driving school address is to be changed for the new one.

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6. PROCESS OF THIS REQUEST

Once your request is submitted, it takes between 5 to 10 business days to be processed by your driving school coordinator.

*** Please note that the AQTr will turn down any incomplete request.**

Your school coordinator will let you know in writing once your request is processed. Afterwards, the Service du contrôle et de l'évaluation will contact you to find a suitable assessment date.