

**REQUEST FOR PREMISES ASSESSMENT FORM**

Please note that in order for this form to be processed, it has to be duly completed and it must include all the requested documents.

**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 check 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

**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 only processes forms that have been duly completed.**

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.

