

General Permit Guidelines & Information

3-1	Definitions	1
3-2	Overview	1
3.2.1	Permit Exemptions	1
3.2.2	Free Permits	3
3-3	Obtaining a Permit	3
3.3.1	Provincial Permit Centre	3
3.3.2	TPS Web	4
3.3.3	Methods of Payment	4
3-4	Single Trip Oversize/Overweight Permits	6
3.4.1	Duration	6
3.4.2	General Guidelines	6
3.4.3	Overweight Permits	7
3.4.4	Fees	9
3-5	Term Oversize/Overweight Permits	10
3.5.1	Duration	10
3.5.2	Term Oversize Permits	10
3.5.3	Overweight Term Permits Specific Guidelines	12
3.5.4	Fees	13
3-6	427 Term Permits	13
3-7	T-Form Overview	14
3.7.1	Permit Conditions	14
3.7.2	Administrative T-Forms	16
3-8	Permit Restrictions	16
3.8.1	National Parks	16

Chapter THREE

3.8.2	Alaska Highway	16
3.8.3	Pattullo Bridge	17
3.8.4	Golden Ears Bridge (GEB)	17
3.8.5	Queensborough Bridge	18
3.8.6	Municipal Roads	18
3.8.7	General Holidays	18
3-9	Seasonal Restrictions	19
3.9.1	General	19
3.9.2	Exemptions	19
3.9.3	Restriction Types	19
3.9.4	Guidelines	19
3.9.5	Notices	20
3.9.6	District Highways Manager May Exempt	21
3-10	Emergency Operations	21
3-11	Amendments, Cancellations & Refunds	22
3.11.1	Amendments	22
3.11.2	Cancellations	23
3.11.3	Refunds	23
3-12	Inspection Station Credit Accounts	24
3-13	Contacts	28
3.13.1	Commercial Transport Program	28
3.13.2	Commercial Transport Manager	28
3.13.3	CVSE Provincial Permit Centre	28
3.13.4	Construction and Maintenance	28
3.13.5	Inspection Station Accounts	28
3.13.6	National Safety Code (NSC)	29

3-1 Definitions

“**British Columbia Transportation Permitting System (BCTPS)**” means the system CVSE currently uses to issue permits through the Provincial Permit Centre

“**Commercial Transport Management System (CTMS)**” means the system CVSE used to issue permits with prior to April 1, 2008

“**CVSE**” means Commercial Vehicle Safety & Enforcement

“**CTPO**” means Commercial Transport Program Officer

“**GVW**” means gross vehicle weight

“**Peace River Area**” comprises an area from the BC/AB Border on the East to the Pine Pass (Azuzetta Lake) in the West, and from the Monkman Park area in the South to the BC/YT and NWT Borders in the North. The Peace River at Taylor further divides this area into the North and South Peace areas respectively

“**PPC**” means the Provincial Permit Centre located in Dawson Creek, BC.

“**TPS Web**” means the online version available to the general public for ordering and obtaining their own permits

3-2 Overview

Vehicles and loads that exceed the legal dimensions as specified in the Commercial Transport Act and Regulations will require permits (if eligible).

Outlined in this chapter are the general principles to be applied when completing oversize and/or overweight permits as well as information on general permit issuance. Chapters 4 & 5 of this manual will go into more detail on specific commodities and vehicles.

3.2.1 Oversize and Overweight Permit Exemptions

3.2.1.A. BC Hydro/Power Authority

Vehicles driven by BC Hydro employees under the direction of BC Hydro are not subject to the size and weight requirements of the Commercial Transport Act and Regulations, whether the vehicle is owned by BC Hydro or leased by it. If the driver requests an oversize/overweight permit, they are issued at no fee.

Chapter THREE

Vehicles leased or rented by BC Hydro and driven by anyone other than BC Hydro employees are subject to regulations in the same manner as any other commercial vehicles.

Through mutual arrangements with BC Hydro, their vehicles will be checked at the various weigh scales, and if violations are noted, a Notice and Order will be made out in the usual manner and forwarded to Victoria headquarters. Make sure that the Notice and Order contains all necessary details for follow-up action.

BC Hydro vehicles operating in excess of current oversize or overweight policies (Bridge Formula, etc.) will not be allowed to proceed without clearance from Victoria headquarters.

3.2.1.B. Highway Maintenance Contractors

The Ministry of Transportation and Highways has amended the Maintenance Permit Agreements to include oversize/overweight vehicles during the summer and winter periods. Therefore, permits are not required. The driver must keep a copy of their Highway Maintenance Agreement at all times when operating on the highway.

This Permit Agreement does not include additional weight exceeding legal weights during non-winter servicing months while hauling asphalt, sand, gravel, etc.

Heavy haul operations are not permitted under this Permit Agreement.

3.2.1.C. Specially Authorized Vehicles

Oversize and overload authorization forms (T-62) will be used in lieu of a permit for the following vehicles with or without load:

- Indian War Canoes
- Parade Floats
- Vehicles used for exhibition purposes at fairs and exhibitions
- Other such vehicles as may be authorized by the Ministry through our Victoria office

i) Authority

These authorizations are issued pursuant to Divisions 7.02(1) of the Commercial Transport Act Regulations and no fee is to be charged.

ii) Limitations

These authorizations can be issued to existing policy limits. Any requests to exceed policy limits must be directed to the Commercial Transport Department at CVSE Head Office in Victoria.

iii) Guidelines

- a) T-62 must be completed and carried in the vehicle at all times – must be able to be presented to a peace officer upon request,
- b) Include return trip, if applicable, on T-62, and
- c) Pilot car requirements are applicable

iv) Issuance

T-62 authorizations can be obtained by calling the PPC at 1-800-559-9688. Once completed, the authorization will then be faxed or emailed to the applicant.

3.2.2 Free Permits

Permits are required, but no fee is charged for a vehicle owned or leased and operated by:

- a) the government of Canada or any province or territory,
- b) the government of the United States of America,
- c) the government of any state or county in the United States of America,
- d) a municipality, or
- e) a school district outside of BC (S. 9 *Commercial Transport Act*)

3-3 Obtaining a Permit

3.3.1 Provincial Permit Centre

Permits are available by calling the PPC at 1-800-559-9688. The core hours of service are from 6 a.m. to 10 p.m., seven (7) days a week and most statutory holidays. In the event the PPC is closed, the call will be directed to the overflow Inspection Stations (Pacific and Kamloops). Permits are issued in Pacific Daylight Time (PDT).

Permits available:

- Non-Resident Permits
- Term Oversize and/or Overweight Permits
- Single Trip Oversize and/or Overweight Permits
- Motive Fuel User Permits
- Extra-Provincial Temporary Operating Permits (EPTOP)
- Temporary Operating Permits (TOP) – in emergency situations only
- Highway Crossing Permits

Chapter THREE

3.3.2 TPS Web

On October 31, 2008, CVSE launched the new [Transportation Permitting System \(TPS\) Online](#) service. Clients must be registered to use this service. This service is available on a 24 hour 7 day a week basis, except when maintenance is required.

3.3.2.A. Permits available online

- Term Oversize permit
- Non-Resident single trip permit
- Motive Fuel User permit
- Overweight permits
- Oversize Overweight permits, and
- FR Application

In addition to the ability to purchase permits, clients will also have the ability to view and manage the permits purchased online through the “My Permits” search function.

3.3.2.B. Registration Process

To complete the TPS Online Registration, the following is required:

- i) An ICBC Client number. An ICBC Client Number can be obtained by calling the BC PPC at: 1-800-559-9688.
- ii) A valid Business BCeID account.
 - a) To obtain a BCeID account, apply online at the BCeID Website at <http://www.bceid.ca> or by calling the BCeID Helpdesk at 1-888-356-2741 for more information.
- iii) An e-mail account
- iv) A phone number

Once all the above requirements are met, follow the online instructions at:

http://www.th.gov.bc.ca/cvse/tps/tps_registration.htm to complete the registration process.

3.3.3 Methods of Payment

3.3.3.A. By Phone or Online

CVSE accepts the following methods of payment for permits called in to the Provincial Permit Centre or ordered online:

- Credit Card – Visa, Mastercard and American Express
- Inspection Station Account (see 3.12 Inspection Station Accounts for more details)

3.3.3.B. Walk-in

CVSE accepts the following methods of payment for permits obtained through walking in to the PPC or over-flow vehicle Inspection Stations* (Pacific and Kamloops Eastbound), government agents**.

- Cash – Canadian or US
- Cheque – Canadian or US
- T-Chek or Comchek
- Debit Card
- Credit Card – Visa, Mastercard and American Express
- Inspection Station Account

* Permits must be purchased prior to the transport of a vehicle/load on a highway. This means that the only time CVSE will accept cash, cheque or debit at the above noted locations is when the permit is being purchased prior to the start date of the move, OR if the vehicle was stopped at one of the overflow Inspection Stations without a permit, and it was determined the vehicle needed one prior to proceeding.

** Government agents no longer issue permits. They can, however, accept payment for permits after the permit has been issued through the PPC. Government agent offices will assist clients in contacting the permit centre by providing access to a phone.

3.3.3.C. Cheque Guidelines

Ordinary reasonable precautions are taken when accepting cheques, and the matter rests with the permit issuer and/or the Vehicle Inspection Station Supervisor or Commercial Transport Permit Officer. If a cheque is accepted that proves to be worthless, as long as reasonable precautions have been taken, it is not a reflection on the permit issuer concerned.

“Ordinary reasonable precautions” means that cheques can be accepted from local firms and BC firms, and also out-of-province firms which have had previous dealings with the Ministry or which can be vouched for by a reliable person.

- i) Handling Procedures
 - “Third-party” cheques shall NOT be accepted
 - Example of a third party cheque situation: John pays Tom, the handyman, with a personal cheque for house repairs. Tom purchases groceries and wants to use John’s cheque to pay Ralph, the grocer.
 - Cheques must be made out for the exact amount

- Adequate identification must be presented to the permit issuer, and that information must be recorded on the back of the cheque by the permit issuer accepting the cheque. The information required is:
 - the driver's licence number,
 - telephone number and
 - exact postal address of the person presenting the cheque.
- All cheques shall be made payable to the "Minister of Finance"
- Cheques shall NOT be accepted from persons who have previously tendered worthless cheques
- Permits for insurance will not be issued if money is owed to ICBC. Permit issuer to ensure ICBC Debts are checked prior to issuing insurance permit

3.3.3.D. US Cash\Cheque Guidelines

When payment is being made by US cash or a cheque drawn on a US bank, the permit cost shall be converted to US funds. The exchange rate in BCTPS shall be used. BCTPS will automatically calculate the correct fee to be charged in US currency.

3-4 Single Trip Oversize/Overweight Permits

3.4.1 Duration

By policy, single trip permits may be issued for up to seven (7) days. There are some instances where a permit will need to exceed that limit and can be issued up to a maximum of 30 days. These exceptions must be approved by the CTPO at the PPC or a Commercial Transport Inspector at an overflow Inspection Station.

3.4.2 General Guidelines

3.4.2.A. Permit Conditions

Conditions of travel will be contained within the applicable T-Forms (see 3-7 T-Form Overview for more information) and are based on the sizes and weights of the vehicle or commodity and/or load being transported.

3.4.2.B. Return Trips

If permits are required to leave BC from your initial destination, you can purchase the return trip on one permit provided the sizes and/or weights are the same. The permit fee will be doubled.

3.4.2.C. Permit to be Issued to Power Unit

All single trip permits are to be issued to the power unit.

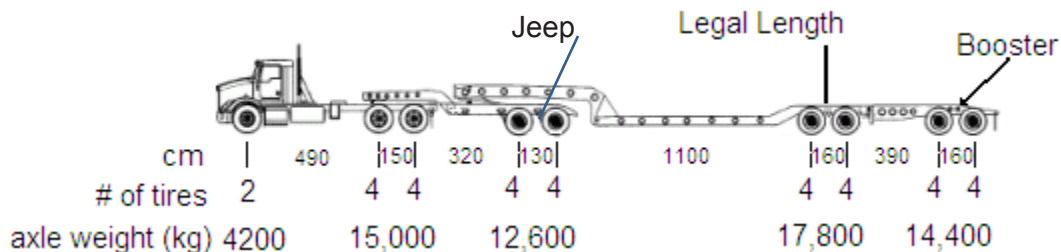
3.4.3 Overweight Permits

3.4.3.A. Overload Calculation

Overload fees are determined from Commercial Transport Fee Regulations (see 3.4.4 Fees).

According to S7.14(1) of the Commercial Transport Regulations, for the purpose of issuing overweight permits, “overload” means:

- a) any positive weight difference between.
 - i) the axle weight and the maximum axle unit weight or the maximum gross weight for a group of axles allowed under these regulations
 - ii) the gross vehicle weight and the gross vehicle weight allowed for the particular vehicle or vehicle combination under these regulations, or
 - iii) the gross vehicle weight and the licensed gross vehicle weight, or
- b) the total weight of any axle unit or group of axles, beyond 27.5 m overall length, of an empty (noload) vehicle combination.
 - iii) When calculating gross vehicle weight (GVW) allowable on overload permits, the lesser of the actual weight or legal allowable must be used for all axles or axle groups. When actual weights are known from weighing of a vehicle/load this may cause the GVW allowable to be lesser than the legal allowable as shown in example below.



Actual GVW = 64 000 kg

Licensed GVW = 63 500 kg

Tire Size - 27.9 cm x 55.9 cm

Legal Allowable: (5 500 + 28 000 + 31 000) kg = 64 500 kg (Table 1)

GVW Allowable (6 Weight Section of MV 4000

(4 200 + 15 000 + 12 600 + 31 000)kg = 62 800 kg

Overload = 1200 kg (actual - GVW allowable)

Chapter THREE

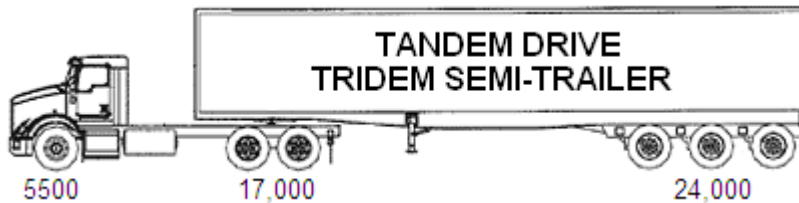
3.4.3.B. Increase GVW

In some instances, it is necessary for companies to purchase overweight permits to temporarily increase their vehicle's GVW. In most cases, it is more beneficial, for economic reasons, to increase a vehicle's licensed GVW rather than purchase overweight permits. Companies can increase their licensed GVW through their Autoplan Agent.

This truck tractor and semi-trailer have a licensed GVW of 39 500 kg.



The driver has accepted a load, reducible or not, that requires him/her to utilize a tridem semi-trailer.



The driver would require a temporary increase of GVW to 46 500 so he/she could transport the additional weight. The overweight permit would be based on an overload of 7 000kgs (the difference between the licensed GVW and the actual GVW).

- i) Restrictions
 - a) GVW must not exceed the allowable gross vehicle weight of the vehicle or combination of vehicles
 - b) A reducible load shall not exceed the allowed axle group weights as permitted by the Commercial Transport Regulations

3.4.4 Fees

- i) Oversize single trip permit
\$15.00 per trip (S.3(e)(i) Commercial Transport Fees Regulation)
- ii) Overweight single trip permit

For single trip permits, overload fees are calculated according to the table below:

Overload in Kilograms

Fee for each 10 km of operation or fraction thereof (minimum \$25.00)		
-	2 000	\$0.95
2 001	- 3 000	\$1.15
3 001	- 4 000	\$1.40
4 001	- 5 000	\$1.60
5 001	- 6 000	\$1.85
6 001	- 7 000	\$2.15
7 001	- 8 000	\$2.45
8 001	- 9 000	\$2.95
9 001	- 10 000	\$3.35
10 001	- 11 000	\$3.75
11 001	- 12 000	\$4.25
12 001	- 13 000	\$4.95
13 001	- 14 000	\$5.60
14 001	- 15 000	\$6.25
15 001	- 16 000	\$7.25
16 001	- 17 000	\$8.25
17 001	- 18 000	\$9.15
18 001	- 19 000	\$10.10
19 001	- 20 000	\$10.90
20 001	- 21 000	\$11.85
21 001	- 22 000	\$12.70
22 001	- 23 000	\$13.95
23 001	- 24 000	\$14.95
24 001	- 25 000	\$16.10
25 001	- 26 000	\$17.85
26 001	- 27 000	\$19.85
27 001	- 28 000	\$21.40

The fee payable for overload permits issued to vehicles exceeding 28 000 kg is \$21.40 plus \$1.85 for each 900 kg or portion thereof exceeding 28 000 kg, for each 10 km of operation or fraction thereof.

The amount due for each overload permit issued will be rounded to the nearest dollar and any amount ending in 50¢ or more will be raised to the next highest dollar. (S.3(d) Commercial Transport Fees Regulation)

- iii) Oversize/Overweight single trip permit
\$15.00 (size portion) + fee calculated by using the table on the previous page
(weight portion)

3-5 Term Oversize/Overweight Permits

3.5.1 Duration

Term permits may be issued for a one-month period or more up to 12 months, for loads, vehicles or combination of vehicles as outlined by the applicable T-Forms.

3.5.2 Term Oversize Permits

3.5.2.A. General Term Permits

General term permits include the dimensions as outlined below. Applicants can request additional commodities be added to their term permit (see 3.5.2 B Additional Commodities below), or they can request a term permit specific to one commodity. The price of the permit does not change if additional commodities are added to the term permit. The applicant is responsible for ensuring they are following the correct conditions as listed on the appropriate T-Form.

- 16 m in overall length for a single vehicle
- 27.5 m in overall length for heavy haul operations
- 31.5 m in overall length for mobile homes, modular buildings, etc...
- 31 m in overall length for vehicle combinations
- 3.8 m in overall width
- 4.3 m in overall height (5.33 metres in the Peace River Area)
- 3 m front projection beyond the kingpin or forward of the front bumper
- 6.5 m rear projection beyond the turn centre

Conditions as per: T-53, T-53A, T-53C

i) General Term Permit Wording Example

The sizes listed below should be entered on the face of the permit unless the term permit is specific to one commodity.

Dimensions (in metres)

The dimensions set out below are the maximum allowed, unless additional T-Form(s) are required and attached to this permit.

Over-all:	Length:	31.00	Front Projection:	3.00
	Width:	3.80	Rear Overhang:	6.50
	Height:	4.30		

Note: The maximum for a single vehicle is 16 m in overall length.

If a T-Form restricts dimensions further than those listed on the face of a permit due to a specific commodity or vehicle configuration, the conditions of the T-Form(s) shall apply.

If the term permit is commodity specific, then the maximum allowable dimensions allowed for that commodity by the applicable T-Form shall be entered on the face of the permit.

ii) Commodity Specific Permit Wording Example

Dimensions (in metres)

The dimensions set out below are the maximum allowed, unless additional T-Form(s) are required and attached to this permit.

Over-all:	Length:		Front Projection:	
	Width:	3.05	Rear Overhang:	
	Height:			

Note: The maximum for a single vehicle is 16 m in overall length.

If a T-Form restricts dimensions further than those listed on the face of a permit due to a specific commodity or vehicle configuration, the conditions of the T-Form(s) shall apply.

Chapter THREE

3.5.2.B. Additional Commodities

As indicated above, applicants may include different commodities on one term permit. All other applicable T-Forms must be included on the term permit in the Additional Permit Conditions section.

Additional Permit Conditions

MV4000 LIMITATIONS AND CONDITIONS

T-53 (3 PAGES)

T-53A TERMS and CONDITIONS (2 PAGES ATTACHED)

Movement of loads over 3.2 m to 3.8 m wide, vehicle combinations over 25 m to 31 m overall length, and vehicles/loads with front/rear projections requiring a pilot car.

T-53C TERMS AND CONDITIONS (2 PAGES ATTACHED)

Movement of mobile homes, modular buildings and houseboats over 3.2 m to 3.8 m wide and 28.5 m to 31.5 m overall length

T-57 TERMS AND CONDITIONS (2 PAGES ATTACHED)

Movement of round hay bales (two wide) to a maximum width of 3.5 m

T-57A TERMS AND CONDITIONS (2 PAGES ATTACHED)

Movement of round hay bales (two wide) to a maximum width of 3.5 m in the Peace River Area only

T-56 TERMS AND CONDITIONS (2 pages attached)

Movement of overlength boomsticks and poles

Applicants should review 3-7 T-Form Overview of this Chapter to ensure all correct T-Forms are requested. (see Chapters 4 & 5 for more specific commodity and vehicle information)

3.5.3 Overweight Term Permits Specific Guidelines

3.5.3.A. General Issuance

Issued to:

- Motor vehicles with fixed equipment
- Tow cars with overloaded axles towing disabled vehicles
- Truck tractor and fixed weight semi-trailers such as coil tubing units, pumper units, etc., provided these two vehicles are married in combination together at all times and the overall width of the semi-trailer does not exceed 3.2 m wide
- Permanently equipped trucks (e.g., coil tubing) combined with fixed weight trailers

3.5.3.B. Restrictions:

- Bridge formula or policy maximums are not to be exceeded
- Not available for loads hauled on trailers (e.g., heavy haul, expandos, steering trailers, etc.), or fixed equipment on own axles operating as semi-trailers.

3.5.3.C. Increased Weight

If permitted weights increase (provided Bridge Formula and policy maximums are not exceeded) after the Overweight Term Permit has been initially issued, it will be necessary to modify the permit. The permit holder must contact the PPC to amend the permit.

3.5.3.D. Permit to be issued to power unit or trailer

All permits are issued to power units except term permits may be issued to trailers to take into account loads on commercial trailers exceeding 1 400 kg. For trailers, the original or photocopy of the permit may be carried on the trailer or the power unit as long as the driver can produce it when required.

3.5.4 Fees

3.5.4.A. Oversize Term Permit

\$30.00 per month (S.3(e)(ii) Commercial Transport Fees Regulation)

3.5.4.B. Overweight Term Permit

\$100.00 per month (S.3(d) Commercial Transport Fees Regulation)

NOTE: There is no prorating of monthly fees when a permit is issued or cancelled during a given month.

3.5.4.C. Oversize/Overweight Term Permit

Oversize\Overweight term permits are not available. Two separate term permits must be issued.

3-6 427 Term Permits

427 oversize and overweight permits were revolving term permits that were issued in the Commercial Transport Management System (CTMS). 427 permits are no longer available and expired December 31, 2010.

3-7 T-Form Overview

3.7.1 Permit Conditions

There are 29 forms that are designed to be attached to and form part of oversize and/or overweight permits depending on the weights and dimensions of the vehicle/load requested on the permit. T-forms can be found on the CVSE website at: <http://www.cvse.ca/CTPM/T-Forms/index.htm>

T-Form	Description
T-20	To be used to permit the operation of long wheelbase truck tractors in combination with semi-trailers
T-30	Approved Routes: For operating extended length B-trains with a maximum overall length of 27.5 m and a maximum overall height of 4.45 m, hauling beetle-killed wood chips
T-48	Lower Mainland Overheight Routes Over 4.3 m up to and including 4.88 m in overall height
T-49	Limitations for the operation of stinger steered transporters, hauling automobiles, campers, or boats
T-50A	Limitations for vehicles and/or loads traveling on Highway 20 from Anahim Lake to Hagensborg
T-51	Limitations for the operation of overloaded axles on single steer and tandem drive axle tow trucks during tow truck operations towing disabled vehicles
T-52	Limitations for the operation of overloaded axles on single steer and tridem drive axle tow trucks during operations towing disabled vehicles.
T-53	Limitations for vehicles and/or loads <ul style="list-style-type: none">• Over 2.6 m wide up to and including 3.2 m and/or• Up to 25 m in length for vehicle combinations and/or• Up to 16 m in overall length for single vehicles with load and/or• Up to 4.3 m in overall height (5.33 m in the Peace River Area) and/or• Up to 6.5 m rear projection
T-53A	Limitations for vehicles and/or loads <ul style="list-style-type: none">• Over 3.2 m wide up to and including 3.8 m and/or• For loads over 25 m to 31 m in overall length and/or• For vehicles/loads with front/rear projections requiring a pilot car
T-53C	Limitations for mobile homes, modular buildings, and houseboats <ul style="list-style-type: none">• Over 3.2 m wide up to and including 3.8 m and/or• For mobiles/modular buildings up to 31.5 m in overall length
T-53D	Limitations for movement of houses, buildings and large structures <ul style="list-style-type: none">• Over 6 m wide and/or• Over 4.88 m in overall height (5.33 m in the Peace River Area)

- T-54 Weight limitations for bridges
- T-55 Limitations for vehicles and/or loads
 - Over 3.8 m wide up to and including 4.4 m and/or
 - For loads exceeding 31 m in overall length
- T-55A Limitations for mobile homes, modular buildings and houseboats
 - Over 3.8 m wide up to and including 4.4 m and/or
 - For mobiles/modular buildings up to 31.5 m in overall length
- T-56 Limitations for boomsticks and poles.
- T-57 Limitations for round hay bales (2 wide)
 - Up to 3.5 m wide
- T-57A Limitations for round hay bales (2 wide) in the Peace River Area
 - Up to 3.8 m wide
- T-58 Limitations for transporting Long Logs 17 – 20.1 m in overall length.
- T-59 Limitations for the operation of Long Combination Vehicles (LCV)
- T-59A Long Combination Vehicles (LCV) Designated Routing
- T-59C Limitations for the operation of Long Combination Vehicles from the Lower Mainland to Kamloops
- T-59D Approved routes for the operation of Long Combination Vehicles from the Lower Mainland to Kamloops
- T-60 Approved Routes: To be used for the movement of beetle killed wood using overwidth bunks up to a maximum of 2.9 m
- T-62 Free Oversize/Overweight Authorization
- T-64 Limitations for transporting Short Logs
- T-67 Limitations for Bus and Pony Trailer combinations.
- T-69 Limitations for vehicles and/or loads in the Peace River Area
 - Over 4.4 m wide up to and including 6.0 m and/or
 - Up to 36 m in overall length and/or
 - Up to 5.33 m in overall height
- T-69A Limitations for vehicle and/or loads (ROUTE SPECIFIC)
 - Over 4.4 m wide up to and including 5.0 m and/or
 - Up to 31.5 m in overall length and/or
 - Up to 4.88 m in overall height
- T-69B Limitations for Mobile Homes or Modular Buildings exceeding 4.4 m wide up to and including 6.0 m wide in the Peace River area.

3.7.2 Administrative T-Forms

There are two (2) forms that are designed to be completed in order to perform an administrative function. Copies of these T-forms can be found on the CVSE website at: <http://www.cvse.ca/CTPM/T-Forms/index.htm>

T-14 Certificate of Weight of Motor Vehicle

T-61A Rig Move application form

3-8 Permit Restrictions

3.8.1 National Parks

3.8.1.A. Height

i) Mount Revelstoke and Glacier (Highway 1)

Due to the low clearances in the snowsheds, permits to exceed an overall height of 4.30 m shall not be issued under any circumstance.

ii) Yoho and Kootenay (Highway 1 and Highway 93)

Round hay bales are permitted up to 4.80 m from BC/AB Border entering at Yoho National Park, Kootenay National Park and Crowsnest Pass to an area encompassing Golden, Radium, Invermere, Kimberley, Cranbrook and all points in between, except the Iron Gates Tunnel on Hwy 93 east of Radium Hot Springs, which is limited to 4.5 m OAH. (Refer to T-57)

iii) Banff (Highway 1)

Permits may be issued through Banff to an overall height of 4.72 m.

3.8.1.B. Width

i) Banff (Highway 1)

Widths in excess of 5 m must contact the Federal Highway Services Centre for approval at 250-837-7512.

3.8.2 Alaska Highway

Highway 97, in the Peace River Area, from Mile 83.6 to the Yukon Territory border, is under the jurisdiction of the Federal Government – Public Works Department.

3.8.2.A. Size

From the junction of Highway 97 and Highway 77, the size restrictions are as follows:

- Maximum of 4.4 m in overall width
- Maximum of 36 m in overall length

3.8.2.B. Weight

From Mile 83.6 on Hwy 97 to the junction of Highway 97 and Highway 77, the weight is restricted to 85 000kg. Please contact a Commercial Transport Advisor if the load exceeds 85 000kg. The Commercial Transport Advisor will make application to Public Works on the applicant's behalf.

From the junction of Highway 97 and Highway 77 to the Yukon border, the weight is restricted to 64 000kg. Please contact a Commercial Transport Advisor if the load exceeds 64 000kg. The Commercial Transport Advisor will make application to Public Works on the applicant's behalf.

3.8.3 Pattullo Bridge

No oversize and/or overweight loads or vehicles are permitted at any time to cross the Pattullo Bridge located in the Lower Mainland.

3.8.4 Golden Ears Bridge (GEB)

3.8.4.A. Size

Overall width maximum = 4.4 m

Overall length = 31 m

Overall height = 4.47 m

3.8.4.B. Weight

Requests for extraordinary loads over 64 000 kg, to a maximum of 80 000 kg (with an appropriate permit), are subject to approval from CVSE and from the bridge partnership contractor.

To request approval, email an Extraordinary Loads CVSE Approval Request Form to:

CVSE ExtraOrdLoads.DC@gov.bc.ca

Contractor bernardo.morgenztern@pi.bifinger.ca

(with a copy to bob.moore@translink.ca)

Chapter THREE

3.8.5 Queensborough Bridge (Hwy 91A)

3.8.5.A. Weight

Tandem axle – 17 000 kg maximum: Tridem axle – 24 000 kg maximum

3.8.6 Municipal Roads

Permit applicants are responsible for obtaining approval or authorization when operating on roads that are not under the jurisdiction of the Ministry of Transportation and Infrastructure.

3.8.7 General Holidays

Where a permit or T-Form restricts travel on General Holidays, no travel is permitted from 14:00 (2:00 pm) on the day preceding the holiday to 24:00 (Midnight) on the day of the holiday, or as specified by CVSE. If the General Holiday falls on Saturday or Sunday (except Easter Sunday), the additional designated day of observance (e.g. Friday or Monday) may also be considered a General Holiday. In the Lower Mainland (west of Hope and south of Squamish), travel is permitted on General Holidays from 04:00 to 07:00 and from 09:00 to 14:00.

General Holiday Travel Restrictions			
	General Holiday	From	To
2012	Good Friday	15:30 on Thursday, April 5	00:01 on Saturday, April 7
	Easter Sunday	15:30 on Saturday, April 7	00:01 on Monday, April 9
	Victoria Day	00:01 on Sunday, May 20	00:01 on Tuesday, May 22
	Canada Day	00:01 on Sunday, July 1	00:01 on Tuesday, July 3
	BC Day	00:01 on Sunday, August 5	00:01 on Tuesday, August 7
	Labour Day	00:01 on Sunday, September 2	00:01 on Tuesday, September 4
	Thanksgiving Day	00:01 on Sunday, October 7	00:01 on Tuesday, October 9
	Remembrance Day	00:01 on Sunday, November 11	00:01 on Tuesday, November 13
	Christmas Day	15:30 on Monday, December 24	00:01 on Thursday, December 27
	Boxing Day		
2013	New Years Day	15:30 on Monday, December 31	00:01 on Wednesday, January 2
	Family Day	00:01 on Sunday, February 17	00:01 on Tuesday, February 18
	Good Friday	15:30 on Thursday, March 28	00:01 on Saturday, March 30
	Easter Sunday	15:30 on Saturday, March 30	00:01 on Monday, April 1
	Victoria Day	00:01 on Sunday, May 19	00:01 on Tuesday, May 21
	Canada Day	00:01 on Sunday, June 30	00:01 on Tuesday, July 2
	BC Day	00:01 on Sunday, August 4	00:01 on Tuesday, August 6
	Labour Day	00:01 on Sunday, September 1	00:01 on Tuesday, September 3
	Thanksgiving Day	00:01 on Sunday, October 13	00:01 on Tuesday, October 15
	Remembrance Day	00:01 on Sunday, November 10	00:01 on Tuesday, November 12
	Christmas Day	15:50 on Tuesday, December 24	00:01 on Friday, December 27
	Boxing Day		

3-9 Seasonal Restrictions

3.9.1 General

The Ministry of Transportation and Infrastructure (MoTI) imposes seasonal weight restrictions usually during the spring. The Ministry is authorized to impose these restrictions under S.66 of the *Transportation Act*.

3.9.2 Exemptions

Seasonal road restrictions do not apply to;

- A single steering axle
- Vehicles with a licensed GVW of 5 500 kg or less
- Beam trucks operated by the Ministry of Transportation and Infrastructure and used to establish axle weight restrictions are allowed to operate at 100% legal axle loadings when 70%, 50%, or lower restrictions are in effect
- Tow trucks which are involved in emergency situations are permitted to tow the vehicle(s) to the nearest safest location
- Highway maintenance contractors while performing work on behalf of MoT
- Vehicles exempted by District Highways Manager (see 3.9.6 on following page)

3.9.3 Restriction Types

These restrictions are intended to refer only to axle weights and are generally shown as follows:

- i) 100 % of legal axle loading
- ii) 70 % of legal axle loading
- iii) 50 % of legal axle loading

3.9.4 Guidelines

The table in S.7.17 of the Commercial Transport Act Regulations (CTAR) is exempted when determining permissible legal weights for non-divisible loads during seasonal road restrictions subject to the following minimum interaxle spacings (distance between two axle units measured from the centres of each of the axles that is the closest to the other axle unit).

- i) Tandem to single interaxle spacings >3.0 m
- ii) Tridem to single interaxle spacings >3.0 m
- iii) Tandem to tandem interaxle spacings >4.0 m
- iv) Tridem to tridem interaxle spacings >4.20 m

Chapter THREE

- a) Jeeps and Boosters may be utilized in combination with lowbed semi-trailers for non-reducible loads provided the interaxle spacing condition above is met. (The table in S.7.17 CTAR applies to interaxle spacings less than the above).
- b) Single steering axles are not restricted. Twin steering axles are restricted to a maximum weight of 15 500 kg.
- c) For the transportation of logs or poles the applicable percentage of weight allowances provided under Section 7.26(1) CTAR shall apply.
- d) During seasonal load restrictions only, a tridem pony trailer's restriction percentage will be based on 24 000 kg rather than 21 000 kg, provided the actual axle weight does not exceed 21 000 kg (Appendix E CTAR)

Example: 0.50 (50% road ban) \times 24 000 = 12 000 kg



TRIDEM PONY TRAILER AXLE WEIGHTS DURING SEASONAL RESTRICTIONS	RESTRICTION PERCENTAGE BASED ON	ALLOWABLE WEIGHT
100% (x)	LEGAL (21 000 kg)	21 000 kg
70% (x)	24 000 kg	16 800 kg
50% (x)	24 000 kg	12 000 kg

- e) When 100% of legal axle loading restrictions are enforced, five and six axle cranes (with a boom dolly) will be allowed the following weights on the axles:
 - i) 7 300 kg per axle on the first three axles
 - ii) 7 500 kg per axle on the last two or three axles

3.9.5 Notices

Seasonal Load Restriction Notices can be found at www.drivebc.ca or by contacting the PPC or your local vehicle inspection station.

The notices imposing these restrictions usually state "NO OVERWEIGHT PERMITS WILL BE ISSUED." This is NOT to be interpreted as overweight permits to under-licensed vehicles

providing the axle weight do not exceed the restrictions. It will be incumbent upon permit issuers to issue overweight permits for GVW and or allowable weights in excess of the table in Section 7.17 CTAR during the seasonal road restriction, provided legal axle unit weights are not exceeded, and the interaxle spacing requirements as outlined in 3.9.4 are met.

3.9.6 District Highways Manager May Exempt

For roads restricted less than 100% of legal axle loading, the District Highways Managers may continue to provide exemptions to trucking companies, farmers, etc., using the following criteria:

- Serious economic impacts
- One-time only
- No travel in two directions
- Not on a continuous basis

These exemptions are to be issued by the District Highways Manager and a copy of the exemption letter is to be carried by the operator. Some non-reducible heavy haul loads may also require oversize/overweight permits and will be referred to the PPC for permitting.

3-10 Emergency Operations

Emergencies such as fire, flood, explosion, derailment, etc., are usually of a local nature. A derailment or washout of a mainline is considered an “emergency” and permits are issued by our PPC to policy limits (compliant with bridge formula). A derailment or washout of a siding will only be considered an “emergency” if there is a threat to life, environment or it is creating a blockage of the mainline. Such emergency situations may call for immediate transportation of cranes, bulldozers, loaders, or other overweight and/or oversize equipment.

3.10.A. General

- i) Prior to transport, a permit must be obtained from the PPC. Should they not be open, the overflow Inspection Stations will issue the permit.
- ii) All safety precautions must be taken by vehicle operator (i.e., Pilot Cars, Flags, Lights, etc.)
- iii) Overall width not to exceed 4.4 metres (unless traveling on an approved 5.0 m wide route).
- iv) If highway structures involved are restricted or loads exceed the bridge formula, approval must be obtained from the Commercial Transport Manager in Victoria.
- v) Vehicles or loads must be reduced in weight and size to conform to the applicable policies upon return.

3.10.B. Emergencies During Seasonal Load Restrictions

For emergency moves during seasonal load restrictions, the following procedures shall apply for those roads restricted at 100% legal axle:

- i) Once a District Highways Manager has imposed weight restrictions he may not undertake to make exceptions.
- ii) Should requests for exceptions be received they are to be referred to the Commercial Transport Manager in Victoria.
- iii) The Commercial Transport Manager will be responsible for evaluating the claimed emergency.
- iv) The Commercial Transport Manager will not allow any exception to weight restrictions other than cases of a bona fide emergency.
- v) Where more than one district is involved, the Commercial Transport Manager will advise all appropriate parties.

3-11 Amendments, Cancellations & Refunds

3.11.1 Amendments

3.11.1.A. BCTPS Permits

Permit holders must contact the PPC if there are any changes to an issued permit. These changes can include, but are not limited to:

- i) Adding new routes
- ii) Extending routes
- iii) Date changes
- iv) Adding or deleting limitations and/or conditions
- v) Changing vehicle or plate number
- vi) Changes in size or weight

Once the change to the permit has been approved and processed the permit holder will receive a revised copy of the permit. This change will be updated in BCTPS and if additional charges result from this change it will be automatically calculated and payment will be requested. A new payment receipt will then be issued.

If a refund is required as a result of this modification, a permit clerk will complete a Permit Cancellation/Change/Refund Form and submit this for review. Once the refund has been approved and processed the permit holder will receive a revised copy of the permit and a new payment receipt showing the refund. (see 3.11.4 Refunds)

3.11.2 Cancellations

3.11.2.A. BCTPS Permits

Single trip permits may be cancelled if the request is received prior to the effective date.

Term permits can be cancelled for the following reasons:

- i) Vehicle is sold, demolished or taken off the road for a lengthy period of time
- ii) The permit is no longer required
- iii) Data entry error
- iv) Duplicate permit

Please contact the PPC at 1-800-559-9688 to cancel a permit.

3.11.3 Refunds

3.11.3.A. General

The maximum allowable refund for any permit is one year. This refund is calculated from the start date of the permit, and will not exceed the cost of the original permit.

A permit may also be refunded;

- a) if requested before the start date of the permit
- b) if it is a duplicate of another permit
- c) if a data error is made by the issuing clerk

3.11.3.B. BCTPS Permits

BCTPS permit refunds are shared between the PPC and CVSE Finance Administration.

Process

1. Contact the PPC or CVSE Financial Administration to request a refund.
2. A Permit Cancellation/Change/Refund Form will be completed by the clerk or revenue officer and submitted for approval.
3. Submit the following documentation to the office completing the refund form by fax or email to support your refund request:
 - a) A letter outlining reason for the cancellation and request for refund
 - b) Any other documentation to support request (i.e., weight slips, copies of bills of sale, licensing documents etc.)

Chapter THREE

The PPC can issue refunds up to \$500.00. CVSE Finance Administration can issue refunds for requests exceeding \$500.00.

Refunds will be made by cash, credit card, or account depending on the initial payment method for the permit.

Approved Requests

The refund is usually reimbursed to the original method of payment. A revised permit and refund receipt will be sent out to the original permit requestor and/or client.

If another method of refund is required other than the original payment method (credit account has been closed, credit card replaced) please advise the clerk at the time the refund form is being completed.

Unapproved Requests

If the refund request is not approved, the refund requestor will be advised by letter. This letter will indicate the refund was not approved and the reasons for the refusal.

3.11.3.C. Non-Refundable Permits

The following CVSE permits are non-refundable:

- i) Quarterly Non-Resident Commercial Permit – (unless cancelled before start date)
- ii) Highway Crossing Permits – Insurance Certificates
- iii) Temporary Operation Permits (TOP) – (requests must be directed to ICBC)
- iv) Extra-Provincial Temporary Operating Permits (EPTOP)
- iv) Insurance Premiums (FR) – (requests must be directed to ICBC)
- v) Motive Fuel

Please refer to Chapter 2 for Motive Fuel User Permits refund requests.

3-12 Inspection Station Credit Accounts (Financial Administration)

3.12.A. Background

Inspection Station Credit Accounts (formerly known as Weigh Scale Accounts) were initially established to provide trucking companies and owner operators with a quick easy method of payment when calling in or stopping by to an inspection station for their oversize and overweight permits.

The credit account was also necessary in order to purchase 427 oversize and overweight permits in CTMS. The client was billed at the beginning of every month for the previous months' 427's. The 427 Permits are no longer available.

With the release of the BCTPS, all permits except for Non-Resident permits, can be charged to an inspection station credit account.

3.12.B. Benefits

- Clients with an account do not have to carry cash nor use a credit card; they just advise the permit staff, or overflow inspection station, to place the permit on their account. Billings, for the purchase of permits charged to an account, take place at the end of the month.

This method of payment works well for companies that have numerous drivers or owner operators that require permits. Drivers or dispatchers may call in for their own permits and the company does not have to supply each employee with a company credit card.

- A number of companies prefer one bill per month which is sent to the accounts payable department to issue one monthly cheque.

3.12.C. Authorized Users

The owner of a credit account may allow other drivers, owner operators or companies to charge to their existing or new inspection station credit account. The request must be made in writing on company letter head and signed by a principal of the company or signing authority.

The letter should contain the name of the authorized user, plate number of the vehicle and the driver's licence number or the registered owner.

The owner of the account will be notified of the correct client number to be used when ordering permits for the authorized user. Permits must be issued in the correct registered owner name; their client number will be linked to the account.

It is the full responsibility of the owner of the account to maintain an up to date record of all their authorized users. The Ministry of Transportation and Infrastructure is not responsible if the owner of an account fails to remove an authorized user from their account and permits are purchased after the user is no longer working for that company.

3.12.D. Billing - Statements

The Inspection Station Credit Account presently records permits purchased through TPS and TPS Web, and a billing statement is sent the first week of every month for the previous month's purchases.

The statement that is produced shows the initial purchase of the permit and includes the permit number, plate of the vehicle and permit cost. It also shows modifications and refunds allowing the client to confirm the costs being charged for permitting their vehicles. This account must be paid within 30 days of receipt of the monthly billing.

3.12.E. Credit Limits

Accounts are set up with credit limits and these are monitored daily. Once a credit limit is exceeded, the account is placed on "Cash Only", removing the option of charging further permits to the account through TPS. Once the balance is brought below the credit limit the account is re-activated. Although an account is on "Cash Only" the client may still purchase permits by using cash or credit card.

3.12.F. Collections – Overdue Accounts

Collection activity will take place on any overdue accounts. When an account is over 90 days overdue, it will be placed on "No Service". Section 7.02 (10) of the *Commercial Transport Act* specifically provides for the refusal of any further applications for permits and/or cancellation of permits until such delinquent fees have been paid. Cancellation of permits, due to failure to keep account current, will include all valid term permits presently in effect.

3.12.G. Application

Inspection Station Accounts may be issued to individuals, proprietorships, and companies. Partnerships have to have at least one of the companies registered in BC and if they do not, one of the individuals of the partnership must apply for the account in their own name and add the registered owner of the vehicles as users on the account. Only companies registered in BC are permitted to apply for an Inspection Station Credit Account. Companies outside BC must be registered as an extra-provincial company before they apply.

The application must be completed in full and signed by a principal of the company. The guarantor information must also be completed and signed. The guarantor information may only be waived if a letter of credit is provided covering the amount of credit requested. A credit check will be run on the applicant and the guarantor.

Limited companies must send a copy of their Certificate of Incorporation and a recent company summary for Company Registry along with the application. The company summary may be obtained by contacting the Company Registry or from a government agent.

This application along with the supporting documentation may be mailed to:

Ministry of Transportation and Infrastructure
Finance Department
PO Box 9850 STN PROV GOV
Victoria B.C V8W 9T5
Attn: Inspection Station Credit Accounts

The application and supporting documentation may be faxed to:

Fax: 250-387-7645
Ph: 250-952-0422 or 250-387-4859
Attn: Inspection Station Credit Accounts

Upon approval a deposit in the amount of \$500.00 is required to activate the account. This deposit is not held in trust. It is used to open the account with a credit balance. Once the initial deposit is used by purchasing permits the account will then bill you for outstanding purchases. A statement will be sent monthly showing the credit balance.

All permits and statements may now be received through e-mail. The application has a section that may be completed to take advantage of these options.

An application for an Inspection Station Credit Account can be found at the end of this Chapter.

Chapter THREE

3-13 Contacts

3.13.1 Commercial Transport Program

Extraordinary Load Approvals: Preferred contact: ExtraOrdLoads.DC@gov.bc.ca
Secondary contact: Fax (250) 784-2280
Phil Folz: (250) 784-2251 Hank Glover: (250) 261-5745

General Inquiries: Commercial.Transport@gov.bc.ca
Jan Lansing (250) 953-4026

Website: www.cvse.ca and click on Commercial Transport Program

3.13.2 CVSE Commercial Transport Manager

Jeff Monty
Phone: (250) 953-4017
Email: Jeff.Monty@gov.bc.ca

3.13.3 CVSE Provincial Permit Centre

Toll-Free: 1-800-559-9688
Fax: (250) 784-2426
Email: DAWCREEK@gov.bc.ca

3.13.4 Highways Department – Construction and Maintenance

Manager, Maintenance Programs
Phone: 250 387-7812

3.13.5 Inspection Station Accounts (Financial Administration)

Shari Bennett	Todd Haliday
Inspection Station Account Clerk	Inspection Station Account Clerk
Phone: (250) 952-0422	Phone: (250) 387-4859

Debbie Faykes
Revenue Supervisor
Phone: (250) 356-9811
Email: ISFinance@gov.bc.ca

3.13.6 National Safety Code (NSC)

Phone: 250-952-0576

Fax: (250) 952-0578

Email: National.Safety.Code@gov.bc.ca