



Ministry of
Transportation
and Infrastructure

REGISTRAR OF PASSENGER TRANSPORTATION

TEMPORARY OPERATING PERMIT (TOP) APPLICATION PACKAGE

SPECIAL AUTHORIZATION

FESTIVE SEASON ADDITIONAL TAXI(S)

(available for up to 30 days between December 1st and January 15th)

Application forms are available on the Registrar's website or by request at the Passenger Transportation Branch.

Send your application to:

Registrar of Passenger Transportation
Ministry of Transportation and Infrastructure
Passenger Transportation Branch
Suite 313 – 1500 Woolridge Street
Coquitlam, BC V3K 0B8

Contact Information:

Phone: 604-527-2198
BC residents can call toll free through Enquiry BC:
Victoria: 250-387-6121
Elsewhere in BC: 1-800-663-7867
Fax: 604-527-2205
Email: PassengerTransportationBr@gov.bc.ca
Website: <http://www.th.gov.bc.ca/rpt/>

Use this application package (PTR 5048) to apply for

- ✓ **Temporary Operating Permit (TOP) to operate additional taxi(s) for up to 30 days within the time period between December 1st and January 15th (Festive Season)**

For a temporary taxi fleet increase of up to 10% or 1 vehicle, whichever is greater.

Note: 10% is calculated using conventional rounding and excluding peak period taxis.

This form is NOT for use by taxi operators who want a TOP to temporarily increase their fleet by more than 10% during the Festive Season and/or who want to operate additional taxis on days that do not fall within the time period between December 1st and January 15th. For these instances use form [PTR5045: TOP Additional Passenger Directed Vehicle\(s\)](#) and include evidence of a *temporary and urgent need* for more taxis.

Application Fee

- The application fee is required at the time of application and is **non-refundable**.

TOP Duration

1 to 14 days

15 to 30 days

TOP Application Fee

\$25 for *each* vehicle requested

\$50 for *each* vehicle requested

- Payable to the Minister of Finance (Canadian funds only)
- Payable by cheque, money order, Visa or MasterCard
 - ⊘ *Note: If you pay with a credit card*
 - Do not send credit card information with your application.
 - Check the “Credit Card” box in Section 3 of the application (Form PTR 5048).
 - When your application is received at the Passenger Transportation Branch a staff member will contact you by telephone to request your credit card information and authorization.

Collection, Use and Disclosure of Information

The personal information requested on forms is collected under the authority of, and used for the purpose of, administering and enforcing the *Passenger Transportation Act* and Passenger Transportation Regulation.

The information collected may be disclosed to other public bodies or individuals as authorized by the *Passenger Transportation Act*, Passenger Transportation Regulation and/or the provisions of the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection Act*. The *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection Act* can be viewed on the Office of the Chief Information Officer’s website at http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

If you have questions about the collection, use or disclosure of personal information, contact the **BC Privacy Helpline**:

Phone: Victoria: 250-356-1851

BC residents from outside the Victoria area can call toll free through Enquiry BC:

Vancouver 604-660-2421

Elsewhere in BC: 1-800-663-7867

Fax: 250-953-0455

Email: CPIAadmin@gov.bc.ca

Legislation and Regulations

The legislation and regulations referred to in this application package are subject to amendment and judicial interpretation.

Unofficial versions of the *Passenger Transportation Act* and Passenger Transportation Regulations are available on the Passenger Transportation website at <http://www.th.gov.bc.ca/rpt/>. The versions available on the website may not reflect recent amendments to the legislation and should not be relied upon as an accurate statement of the existing laws. Official versions of the legislation (and regulations) may be obtained from:

Crown Publications
521 Fort Street
Victoria BC V8W 1E7

Telephone: 250-386-4636

Website: <http://www.crownpub.bc.ca>

The *Motor Vehicle Transport Act, 1987 (Canada)* is available on the Department of Justice Canada's website at http://laws.justice.gc.ca/eng/AnnualStatutes/2001_13/FullText.html or a copy may be obtained from:

Department of Justice Canada

Communications Branch (General Inquiries):

284 Wellington Street
Ottawa, Ontario
Canada K1A 0H8

Telephone: 613-957-4222

TDD/TTY: 613-992-4556

Fax: 613-954-0811

The *Passenger Transportation Act* and Regulation apply to holders of passenger transportation licences and temporary operating permits.

Roles and Responsibilities

The **Passenger Transportation Board** (Board) and the **Registrar of Passenger Transportation** (Registrar) are separate entities with distinct responsibilities under the [Passenger Transportation Act](#) and the [Motor Vehicle Transport Act, 1987 \(Canada\)](#).

In the Passenger Transportation (PT) Branch's office, the **Registrar** accepts all applications (including those which require Board approval), verifies safety requirements for vehicles proposed for licensing and issues all licences. The Registrar is also responsible for initiating compliance and enforcement actions against both licensed and unlicensed operators. Registrar *Rules of Practice and Procedure* can be viewed on the Registrar's website at <http://www.th.gov.bc.ca/rpt/> or a copy can be requested from the PT Branch.

The **Board** is an independent tribunal in British Columbia. It is established under the *Passenger Transportation Act*. The Board makes decisions on applications relating to the licensing of passenger directed vehicles (e.g. taxis, limousines, shuttle vans) and inter-city buses in British Columbia. Board *Rules of Practice & Procedure* and *Operational Policies* can be viewed on the Board's website at <http://www.ptboard.bc.ca/> or copies can be requested from the Board at 250-953-3777.

Application Process Overview

- Applicants are encouraged to send their Festive Season TOP applications to the PT Branch as early as possible in the fall.
- TOP applications are processed during business hours – Monday through Friday, excluding statutory holidays, between 08:30 and 16:30 hours.
- Incomplete applications cause processing delays.
- Board information requirements and application processes are streamlined for Festive Season TOP applications.
- Festive Season TOP applications are approved at the discretion of the Board in accordance with the Board's authority under the *Passenger Transportation Act* and its Festive TOP Policy (Refer to Operational Policy II.7, "Festive Season TOPs" available on the Board's website at http://www.th.gov.bc.ca/ptb/operational_policies.htm#II_7).
- The applicant's Terms & Conditions of Licence (excluding peak period taxi services) and applicable rates apply to the operation of vehicles under an approved Festive Season TOP.
- The Board sends copies of its decisions on TOP applications to applicants and the Registrar at the PT Branch.
- After Board approval, PT Branch staff
 - contact applicants to request the required vehicle documents
 - issue TOPs after all safety requirements are met
 - require a MINIMUM of 1 business day to issue TOPs
 - forward TOPs to applicants

Licensees must put a copy of the Festive Season TOP and the Board's decision in the commercial passenger vehicle.

A person commits an offence if he or she does not carry a valid copy of the TOP in the vehicle while it is operated as a commercial passenger vehicle.

For more information about TOPs:

- Visit the Registrar's website at <http://www.th.gov.bc.ca/rpt/top.htm>
- Review Division 5 of the *Passenger Transportation Act* (http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_04039_01) and Part 5 of the *Passenger Transportation Regulation* (http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/266_2004)
- Contact the PT Branch.

Passenger Transportation Board Information Requirements

The Board recognizes demand for taxis often increases significantly in December and on New Year's (the Festive Season). Applicants for Festive Season TOPs are not required to provide evidence of a *temporary and urgent need* to increase the number of motor vehicles that may be operated under their licence.

The Board Operational Policy on Festive Season TOPs can be viewed on their website at http://www.th.gov.bc.ca/ptb/operational_policies.htm#II_7.

For information about Board TOP application requirements, refer to *Temporary Operating Permits: Taxis, Limousines and other PDVs (Reference Sheet 17)* which is available on the Board's website at <http://www.th.gov.bc.ca/ptb/forms.htm>. You may also request a copy of this sheet from the Passenger Transportation Branch. Additional information on Board processes and policies can be viewed on their general website at <http://www.ptboard.bc.ca/>.

Registrar of Passenger Transportation Information Requirements

Applicants are advised to delay the purchase, lease, or rental of vehicle(s) until after approval is obtained from the Board (refer to the *Important Applicant Advisory* section in this package).

1. Basic Registrar Application Requirements

All applicants are required to submit the following:

a) Temporary Operating Permit Application Form No. PTR 5048
(included in this application package)

b) Application Fee

Applications received at the PT Branch will not be accepted until the application fee is processed (refer to the *Application Fee* section in this package).

Vehicle(s) Information

A vehicle operated under any temporary operating permit must maintain:

- A valid commercial vehicle inspection decal
- Insurance coverage appropriate for the type of commercial passenger transportation provided
- Compliance with the [Passenger Transportation Act](#) and [Regulation](#) as well as other applicable laws and regulations

Vehicles registered (base plated) outside BC:

- The legal name shown on the application form MUST match the BC Financial Responsibility (i.e. insurance) AND vehicle registration document(s) or apportioned cab card(s)

If the vehicle(s) have been purchased, leased or rented include for each vehicle:

1. Vehicle(s) base plated in BC

- a) Photocopy of current vehicle registration – “Owner’s Certificate of Insurance and Licence/Vehicle Registration” that:
 - i) shows the vehicle to be licensed/registered in the correct I.C.B.C. insurance category;
 - ii) shows the vehicle to be classified as “commercial type”; and
 - iii) displays the correct seating capacity.
- b) Photocopy of the Commercial Vehicle Inspection Report (CVIP), Form MV3104 that verifies the vehicle has been inspected and passed by an approved vehicle inspection facility (semi-annual inspections are a requirement unless your operation is part of a preventative maintenance program).
- c) For **wheelchair accessible vehicle(s)**, you must include a photocopy of the Vehicle Inspection Report (CVSA), Form MV3110, of the British Columbia Commercial Vehicle Inspection Program (CVSE).

2. Vehicle(s) base plated outside BC

- a) Photocopy of current vehicle insurance showing the vehicle has been properly licensed, insured as commercial passenger vehicles and displaying the correct seating capacity; and
- b) Photocopy of mechanical inspection report that verifies the vehicle has been inspected and passed by an approved vehicle inspection facility. (semi-annual inspections are a requirement in BC).

Vehicle(s) Information (cont'd)

- c) For **wheelchair accessible vehicle(s)** you must include a photocopy of the Vehicle Inspection Report (CVSA), Form MV3110 of the British Columbia Commercial Vehicle Inspection Program (CVSE); or equivalent if the vehicle is not registered in British Columbia; or a clear photograph of the secondary manufacturer label displaying the Canadian Motor Vehicle Safety Standards (CMVSS) or the Federal Motor Vehicle Safety Standards (FMVSS) approval.
- d) Photocopy of the apportioned cab card showing proof that the vehicle is licensed under the International Registration Plan (IRP) to operate in British Columbia; **OR**

If the vehicle is not registered with IRP, attach a written statement to explain how you intend to pay British Columbia vehicle licensing fees. For example, prior to entering British Columbia you will contact the Provincial Permit Centre* to purchase a non-resident single commercial vehicle permit (NRSCV) or a non-resident quarterly commercial vehicle permit (NRQCV).

For further information on IRP please call your local IRP office.

- e) Photocopy of a valid BC Insurance Filing letter issued by the Insurance Corporation of British Columbia; **OR**

If you do not have a BC Insurance Filing letter issued by the Insurance Corporation of British Columbia, attach a written statement to explain how you intend to meet motor vehicle liability insurance requirements. For example, prior to entering British Columbia you will contact the Provincial Permit Centre* to purchase a non-resident single commercial vehicle permit (NRSCV) or a non-resident quarterly commercial vehicle permit (NRQCV) that includes insurance.

For further information on British Columbia Financial Responsibility (BC Insurance Filing) please call 604-443-4624 or Toll Free 1-800-665-4336.

* Provincial Permit Centre Contact Information:

Phone (Toll Free): 1-800-559-9688

Web: http://www.th.gov.bc.ca/cvse/permit_centre.htm

Important Applicant Advisory

The filing of an application does not confer any authority to the applicant to operate additional taxis on a temporary basis.

Applicants are advised to delay the purchase, lease or rental of vehicles until approval is obtained from the Passenger Transportation Board.

Before a temporary operating permit can be issued, the PT Branch will contact applicants and request the required vehicle documents.

The Registrar of Passenger Transportation (Registrar) must then be satisfied that a vehicle has met safety requirements before it can be operated as a commercial passenger vehicle.

In British Columbia, commercial passenger vehicles must be in compliance with provincial regulations as specified under Section 29 (Special Authorization) of the *Passenger Transportation Act* which can be viewed on the Registrar's website at: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_04039_01.

Division 10 of the provincial Motor Vehicle Act Regulation (MVAR) sets out the regulations governing commercial passenger vehicles and requires compliance with Canada Motor Vehicle Safety Standards (CMVSS) under the mandate of Transport Canada.

Prior to the purchase, lease or rental of vehicles, applicants are advised to learn about provincial and federal regulations for commercial passenger vehicles.

The *Commercial Vehicle Safety & Importation Information Sheet* (Form PTR 5005A) is available on the Registrar's website at <http://www.th.gov.bc.ca/rpt/> or by request at the PT Branch.

MVAR Division 10 can be viewed in full on the Commercial Vehicle Safety and Enforcement (CVSE) Branch website at:

http://www.th.gov.bc.ca/cvse/safety_and_standards.htm.

Vehicle Safety and Standards Notices and Bulletins are also posted on this website.

If you have questions regarding CMVSS compliance standards you can contact the CVSE Branch at:

Phone: 250-952-0577

Fax: 250-952-0578

Email: Vehicle.Safety.Standards@gov.bc.ca

Changes to Business Address, Information and Records

It is your responsibility to submit written notice to the Registrar, Passenger Transportation Branch, for any changes to:

- Legal Name
- Directors/Officers
- Business mailing address and/or physical location of records
- Authorized and/or delegated signatories

The following forms are available on the [Registrar's website](#) or by request at the Passenger Transportation Branch:

- Change of Address (Form PTR 5009)
- Signing Authority (Form PTR 5002)



TEMPORARY OPERATING PERMIT (TOP) SPECIAL AUTHORIZATION Festive Season Additional Taxi(s) Part 4, Passenger Transportation Act

Office Use Only PT Application# P _____

About this form: Licensees with Special Authorization to operate taxis can use this form to apply for a Festive Season TOP to operate additional taxi(s) on a temporary basis under their current Terms & Conditions of Licence (excluding peak period taxi services) within the time period between December 1st and January 15th (the Festive Season). This form is NOT for use by taxi operators who want a TOP to temporarily increase their fleet by more than 10% during the Festive Season and/ or who want to operate additional taxis on days that do not fall within the Festive Season. For these instances submit form PTR5045: TOP Additional Passenger Directed Vehicle(s) and include evidence of a temporary and urgent need for more taxis. This form is NOT for use by those licensees who seek approval to increase their fleet size on a permanent basis. For these instances other application forms and reference materials are available on the Registrar's website or by request at the Passenger Transportation Branch.

1. Licensee Information:

Licensee Name: _____
Passenger Transportation Licence Number: _____
Business Mailing Address: _____ Postal/Zip Code: _____
Phone: _____ Cell: _____
Fax: _____ Email: _____

2. Permit Request Details:

Note: To have a Festive Season TOP valid for New Year's Eve the permit duration would be from December 3rd to January 1st.

I am requesting a Festive Season TOP to operate _____ additional taxi(s):

Requested Start Date: _____ (MM DD YY) Requested Expiry Date: _____ (MM DD YY) (maximum duration 30 days)

[] FAX my TOP [] EMAIL my TOP [] Call when my TOP is ready for PICK UP

3. Application Fee:

Total Amount Paid: \$ _____ Enter amount and check the appropriate box below.

[] Cheque (attached) [] Money Order (attached) [] Credit Card [] Other: _____

Note: DO NOT SUBMIT CREDIT CARD INFORMATION. Refer to the Application Fee section in this package.

4. Vehicle(s) Information:

The filing of an application does not confer any authority to operate additional taxis on a temporary basis. Applicants are advised to delay the purchase, lease or rental of vehicle(s) until approval is obtained from the Passenger Transportation Board.

[] I have already purchased, leased or rented vehicle(s) proposed for operation under the Festive Season TOP. I have attached the required vehicle documents. Refer to the Vehicle Information section in this package for instructions.

Number of wheelchair accessible vehicles: _____ [] NONE

[] I have NOT yet purchased, leased or rented the vehicle(s) proposed for operation under the Festive Season TOP. I will submit the required vehicle documents on approval.

- a) Refer to Section 5 of this application form (Compliance with Terms & Conditions of Licence); and
b) Refer to the Vehicle Information section in this package for instructions.

Number of wheelchair accessible vehicles: _____ [] NONE [] NOT YET KNOWN



Office Use Only
PT Application# P _____

5. Passenger Transportation Board Information Requirements:

Reference: Board information requirements and application processes for Festive Season TOPs are streamlined. Applicants are not required to provide evidence of a temporary and urgent need for more taxis.

Pending passenger transportation licence application(s)

Do you now have any passenger transportation licence applications pending with the Passenger Transportation Branch or Passenger Transportation Board?

- Yes Application No(s):
No

Compliance with Terms & Conditions of Licence and Board approved Rates

- I/we confirm that taxis operated under any Festive Season TOP approved by the Board will comply with the same Terms & Conditions of Licence...
I/we confirm that taxis operated under any Festive Season TOP approved by the Board will charge only taxi rates that are approved by the Board...
Additional Comments:

6. Declaration(s)

I (we) declare that the statements and information contained in, attached to and submitted with this TOP application form are true and correct; and I (we) understand that they are subject to verification and that any false or misleading representations could result in the refusal or cancellation of the application and/or TOP.

This form must be signed by the individual (sole proprietor), all partners in the partnership, a principal of the corporation or a person with delegated signing authority as filed with the Passenger Transportation Branch.

Full Name: Title:
Signature: Date:
Full Name: Title:
Signature: Date: