



LICENCE RENEWAL INFORMATION

The purpose of this information sheet is to assist licensees in the renewal of Passenger Transportation Licences. Under Division 4, Section 34 of the *Passenger Transportation Act* (PTA), a Passenger Transportation Licence expires annually, and the licensee must apply to the Registrar of Passenger Transportation to “renew” its licence.

Expiry of Your Passenger Transportation Licence

Your Passenger Transportation Licence Expiry Date is displayed on the top right hand side of your Notice to Renew – Form PT5015.

Division 4, Section 34 of the PTA states:

- A licence issued under this Part expires one year after the date of its issue
- If the board specifies a different term for a licence, the licence expires at the end of that specified term.
- A person wishing to renew a licence must, before the expiry of the licence, apply to the registrar under this section for the renewal.

Renewal of Your Passenger Transportation Licence

Please carefully review and verify the information provided on this renewal notice to ensure all requested documentation is submitted with your signed Notice to Renew Passenger Transportation Licence (Notice to Renew) form to avoid processing delays of your licence renewal.

Basic Renewal Requirements for all Licensees

- Completed Notice to Renew form, signed by an authorized signatory currently on file at the Passenger Transportation Branch (i.e. Signing Authority form)
- Required documentation – review the instructions that apply to your business on page 2
- Payment of the Special Authorization Vehicle Identifier fee(s) and/or the General Authorization Licence Renewal fee

Required Documentation:

For each vehicle registered in British Columbia – you must include the following:

- A photocopy of current vehicle registration (e.g. "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 a "commercial type";
 - iii. displays the seating capacity of the vehicle; and
 - iv. displays the Licensee's "NSC no. and name" and "P.T. ref. no. 00007xxxx"

- A photocopy of the Commercial Vehicle Inspection Report, form CVSE0014 of the Commercial Vehicle Inspection Program (CVIP) that verifies that the vehicle has been inspected and passed by an approved vehicle inspection facility. (Note, inspections are required to be performed on a semi-annual basis unless your operation is part of a preventative maintenance program).

If your business or organization is located outside of British Columbia you must include the following:

- A photocopy of your Company's certificate of incorporation/articles of incorporation issued by your Company's home jurisdiction, and a list of the Company's directors and officers

- A photocopy of a current valid British Columbia Financial Responsibility Certificate (BC Insurance Filing) issued by the Insurance Corporation of British Columbia (ICBC); **OR**

If you do not have a BC Insurance Filing include a current written explanation on how you are intending to meet your motor vehicle liability insurance requirements (e.g. you will purchase a non-resident single commercial vehicle permit (NRSCV) or a non-resident quarterly commercial vehicle permit (NRQCV), that includes an insurance certificate, from the Provincial Permit Center's toll-free vehicle permit line: 1-800-559-9688 or at an Inspection Station, formerly known as a weigh scale when entering British Columbia).

For further information on British Columbia Financial Responsibility Certificate (BC Insurance Filing number) call (604) 443-4624 or toll free (800) 665-4336.

- A photocopy of the current vehicle insurance showing the vehicle has been properly licensed and insured as a commercial passenger vehicle and displaying the correct seating capacity.
- A photocopy of the mechanical inspection report that verifies the vehicle has been inspected and passed by an approved vehicle inspection facility. (Note, inspections are required to be performed on a semi-annual basis unless your operation is part of a preventative maintenance program).
- A photocopy of the apportioned cab card showing proof that the vehicle is registered in British Columbia with the International Registration Plan (IRP); **OR**

If you are not registered with IRP, include a written explanation on how you are intending to pay your British Columbia vehicle licensing fees (e.g. you will purchase a non-resident single commercial vehicle permit (NRSCV) or a non-resident quarterly commercial vehicle permit (NRQCV) from the Provincial Permit Center's toll-free vehicle permit line: 1-800-559-9688 or at an Inspection Station, formerly known as a weigh scale when entering British Columbia.)

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

Special Authorization Vehicle Identifier(s)

A Special Authorization Vehicle Identifier (plate and decal) is vehicle specific and cannot be “moved” from one vehicle to another without approval from the Registrar of Passenger Transportation. If you intend to use an identifier on a vehicle other than what is already specified under the “Your Special Authorization Identifier Holders (Passenger Carrier Plates)” section of the Notice to Renew, enter the replacement (new) vehicle information to the right of the identifier to be moved. You must record the Vehicle Registration #, Make, Year and specify if this is a wheelchair accessible vehicle or not and the type of fuel used. When entering the fuel type of the new vehicle, please use one of the following:

G = Gasoline	D = Diesel
GH = Gasoline/hybrid (e.g. Prius)	DH = Diesel/hybrid
GP = Gasoline/plug-in hybrid	DP = Diesel/plug-in hybrid
GE = Gasoline/ethanol (flex fuel)	DB = Diesel/biodiesel
N = Natural Gas (100%)	P = Propane
NG = Natural Gas/gasoline (bi-fuel)	H = Hydrogen
EV = Electric	

If you are requesting a Special Authorization Vehicle Identifier move as part of this licence renewal, you must include the information identified in the Vehicle Documentation Requirements section above for the new vehicle.

Please Note: A Licensee must not move the Special Authorization Vehicle Identifier to the new vehicle until approval has been granted and a new decal and Vehicle Identification Certificate has been issued.

Document Requirements for Vehicles Equipped with a Taxi Camera

Licensees that have digital taxi cameras installed in their taxicabs must operate these cameras in accordance with the applicable rules of the Passenger Transportation Board (Board). Compliance with taxi camera rules is a term and condition of the licence.

All licensees operating under a Board-approved taxi camera program are required to submit the Taxi Camera Equipment Compliance Declaration with their annual licence renewal. Failure to do so may delay renewal processing.

Licensees can download the Taxi Camera Equipment Compliance Declaration (form PTR5016) at <http://www.th.gov.bc.ca/forms/getForm.aspx?formId=1348>.

More Information:

- Board Rule on BC Taxi Camera Programs, Standards & Requirements: http://www.ptboard.bc.ca/documents/rule_BC_Taxi_Camera.pdf
- List of Licensees who operate under the BC Taxi Camera Program: <http://www.ptboard.bc.ca/cameras.htm>
- Industry Notice on “Taxi Cameras” (posted October 28, 2013): http://www.th.gov.bc.ca/rpt/Documents/131028_Taxi%20Cameras.pdf

General Authorization Vehicle Identifier(s)

A General Authorization Vehicle Identifier (GAVI) must be displayed on the vehicle below the driver’s window, or in the rear window, or on the rear bumper for each vehicle you intend to use for your General Passenger Transportation service.

The size of the letters and numbers on the GAVI must be at least 5 centimetres (approx. 2”) high and will not be supplied by the Branch, but rather it is the responsibility of the licensee for their manufacturing and displaying.

Failure to Renew Your Passenger Transportation Licence

- General Authorization licensees who fail to renew by the expiry date of their licence will be required to reapply for a new licence. This means that they must cease their passenger transportation service and apply for a new licence. Filing of a new application fee will apply.
- Licensees with Special Authorization who fail to renew their licence within the time specified within the *Passenger Transportation Act* must re-apply for a licence. This means that they must cease their passenger transportation service and submit an application for a new licence which will require approval from the Passenger Transportation Board. Filing of a new application fee will apply. In deciding whether or not to approve an application, the Board will consider public need for the service, applicant fitness and sound economic conditions in the transportation industry.

Licensees with Special Authorization who fail to renew by the expiry date of their licence may have the special authorization licence renewed by the Registrar if (a) the licensee applies for renewal within 7 days after the licence expiry date; and (b) the Registrar is satisfied that failure to renew was inadvertent.

The Passenger Transportation Board has published an Industry Advisory Notice on “Consequences for Not Renewing a Licence with Special Authorization.” This notice can be viewed at http://www.th.gov.bc.ca/ptb/Bulletins/2006/060111_Bulletin.pdf.

If you have any questions about the licence renewal process or Division 4, Section 34 (Expiry and Renewal of Licences) of the *Passenger Transportation Act*, please contact the Passenger Transportation Branch at the contact information displayed at the bottom of the first page of this notice.

Please give yourself sufficient time before the licence expiry date to complete and submit your signed Notice to Renew, applicable documentation and required fee(s) to the Passenger Transportation Branch. The Branch requires a minimum of 10 business days to process your renewal application once your renewal requirements have successfully been met.