

## Temporary Operating Permits: Taxis, Limousines and other PDVs

The Board makes decisions on some types of temporary operating permit (TOP) applications. The Board reviews applications from operators

- (a) with a Special Authorization: Passenger Directed Vehicle licence and
- (b) who want to increase on a short term basis the number of motor vehicles they may operate.

The Board may approve an application if the Board considers that the operator has an **“urgent”** and **“temporary”** need for the vehicles.

The length of the TOP depends upon the time period for which a permit is required. The maximum time for a TOP is 92 days.

The Board has implemented two streamlined TOP processes to accommodate peak periods. These are Festive Season TOPs for Taxis and Peak Season TOPs for Limousines. Each of these is described below after a discussion of TOPs (regular).

With any TOP, a panel member may require an applicant to provide additional information to the Board or refuse an application if circumstances, including applicant fitness, warrant a refusal.

The Board expects licensees to manage their operations within their current fleet and TOP options available.

Outside the TOP process, operators may, for a fee of \$50 move a plate and identifier from one vehicle to another by submitting a [Move Plate to Alternate \(PTA\) Vehicle form](#) to the Passenger Transportation Branch. The alternate vehicle must be permitted under the operator’s PT licence.

## 1. Temporary Operating Permits (Regular)

### Urgent and Temporary Need

TOPs are considered individually on the basis of urgent and temporary need. However, some examples of approvals for TOPs include:

- Conferences or special events
- Transportation of dignitaries
- Unexpected peaks in demand for services

TOPs are not a means to:

- obtain authority to use a recently purchased vehicle pending filing a formal application for Board approval
- establish public need for a vehicle
- circumvent the application processes

### TOP Processing

The PT Board and PT Branch seek to process Temporary Operating Permits (TOPs) within **2-3 business days**. Processing involves:

- *PT Branch* receives TOP application and payment, checks for completeness, transfers file to PT Board - same day turnover if a complete application and payment are received before 2 p.m.
- *PT Board* receives application, staff prepares TOP review sheet and transfers file to Board member, who writes a decision and sends it to staff to format and issue decision – 1-2 days
- *PT Branch* issues permit if vehicle documentation is received–minimum of 1 business day.

*If you know that you are going to apply for a TOP, do not wait until the day before or the day you want the TOP to start. Processing cannot be guaranteed in this short a time period.*

Your requested **start** date of the TOP should match the **first booking date** for which you need the additional vehicle. **If you need a TOP for the weekend, we strongly recommend that you submit your application by Wednesday morning.**

## Application Information

Licensees must complete a [Temporary Operating Permit](#) application. The application must be submitted to the Passenger Transportation Branch at:

**Passenger Transportation Branch**  
Ministry of Transportation and Infrastructure  
313 – 1500 Woolridge Street, Coquitlam BC V3K 0B8  
Phone: 604-527-2198  
Fax: 604-527-2205  
Toll Free: Call the Enquiry BC number at 1-800-663-7867  
Email: [passengertransportationbr@gov.bc.ca](mailto:passengertransportationbr@gov.bc.ca)

Applicants for regular TOPs should submit information that supports the “urgent” and “temporary” need for the permit. The information may include:

- Contracts to provide service at a conference or special event
- Written confirmation of additional bookings for a **very** time limited period (i.e. less than one month)
- Fleet usage data to show year over year trends as well as daily trip bookings for the **whole fleet** for the TOP period requested. (Also refer to the [Limousine Data Spreadsheets](#).)

The Board may also be interested in strategies that applicants use to manage their fleet to avoid accepting bookings that exceed supply of vehicles.

TOPs may be for a maximum of 92 days. These do not need to be consecutive days.

## TOPs & Additional Vehicle Applications

Operators who want to expand their fleets on a permanent basis should submit an Additional Vehicles application. Board policy is not to approve temporary operating permits pending additional vehicle applications. The exception to this is the Peak Season Temporary Operating Permits for Limousines outlined below.

Operators who buy a vehicle before they get Board approval to increase their fleet size are taking a risk. There is no guarantee that the Board will approve an additional vehicle application.

## 2. Festive Season TOPs for Taxis

The Board recognizes demand for taxis often increases significantly in December and on New Year's Eve (the "festive season"). The Festive Season (FS) TOPs process allows taxi companies to put on more taxis at this time.

Applicants for FS TOPs are not required to provide additional evidence of a *temporary and urgent need* for more taxis. The following operational policies apply:

- (a) Taxi companies may apply for FS TOPs to increase their maximum fleet of full-time vehicles (e.g. vehicles that may operate 24 / 7) by 10% or by 1 vehicle, whichever is greater. (Percentages are calculated with conventional rounding.)
- (b) FS TOPs may cover a period of up to 30 days within the time period of December 1<sup>st</sup> to January 15<sup>th</sup>. To have an FS TOP valid for New Year's Eve the permit would be from December 3<sup>rd</sup> to January 1<sup>st</sup>.
- (c) If a taxi company wants to add more vehicles than allowed under the FS TOP policy, or have permits for longer than 30 days, it must submit a [TOP application](#) that includes evidence of *temporary and urgent need*.
- (d) Fees for an FS TOP application are the same as a TOP application.

### Application Information

Licensees must complete a [Festive Season Temporary Operating Permits form](#). The form must be submitted to the Passenger Transportation Branch at:

**Passenger Transportation Branch**  
Ministry of Transportation and Infrastructure  
313 – 1500 Woolridge Street, Coquitlam BC V3K 0B8  
Phone: 604-527-2198  
Fax: 604-527-2205  
Toll Free: Call the Enquiry BC number at 1-800-663-7867  
Email: [passengertransportationbr@gov.bc.ca](mailto:passengertransportationbr@gov.bc.ca)

## 3. Peak Season TOPs for Limousines

The Board recognizes that limousine operators provide a discretionary service. As such, they often experience spikes in demand at various times of the year. These spikes may occur during the festive, grad, ski or summer season. To meet cyclical demands and serve their client base, operators may need to increase their fleet temporarily.

For this reason, the Board is implementing a TOP application process for Peak Season Temporary Operating Permits (“PS TOPs”) for limousines that:

- Allows limousine licensees to respond to seasonal increases in the need for limousine services
- Streamlines regulatory practices and procedures

Operational policies associated with PS TOPs are as followed:

- (a) PS TOPs may be “cumulative”. In any calendar year, a licensee may apply for a **maximum** of one of the following PS TOP timeframes:
- a. 3 – 30 day PS TOPs,
  - b. 1 – 60 day PS TOP and 1 – 30 day PS TOP, or
  - c. 1 – 92 day PS TOP.
- (b) The calendar year starts on January 1<sup>st</sup>.
- (c) PS TOPs that cover December may finish on any day up to January 7<sup>th</sup> of the following year.
- (d) In any calendar year, the latest date to start a PS TOP is
- a. December 9<sup>th</sup> for a 30 day permit
  - b. November 9<sup>th</sup> for a 60 day permit
  - c. October 8<sup>th</sup> for a 92 day permit
- (e) The maximum number of vehicles permitted for a PS TOP time frame is as follows:

Fleet Size	Number of PS TOP vehicles permitted
<b>1 - 10</b>	<b>1</b>
<b>11-23</b>	<b>up to 2</b>
<b>24+</b>	<b>up to 3</b>

- (f) Licensees must indicate the maximum number of vehicles they are requesting when they submit a PS TOP application.
- (g) Originating areas for PS TOPs will be the same as those on the applicant’s licence.
- (h) Vehicle capacity and type may be different on a PS TOP than on a licence; however the Board may limit the approval of sedan limousines at any time in an area.
- (i) This policy applies only to those licensees who must charge hourly rates pursuant to the Board’s [Minimum-Maximum Rates and Standard Rules for Limousines in BC.](#)

- (j) Fees for PS TOPs application are the same as for regular TOP applications.
- (k) TOP requests outside the PS TOP parameters must be submitted through the regular TOP process where evidence of “temporary and urgent need” is required.

Licensees must manage bookings accordingly and should not expect TOPs over and above PS TOPs unless appropriate supporting data is provided.

### **PS TOP Processing**

The PT Board and PT Branch seek to process Peak Season Temporary Operating Permits (TOPs) within **2-3 business days**. Processing involves:

- *PT Branch* receives application and payment, checks for completeness and transfers file to PT Board - same day turnover if a complete application and payment are received before 2 p.m.
- *PT Board* receives application, staff transfers file to Board member for a decision and sends it to staff to format and issue decision – 1 business day
- *PT Branch* issues permit if vehicle documentation is received–minimum of 1 business day.

### **Application Information**

Licensees must complete a [TOP Peak Season Additional Limousine\(s\) application](#).

The form must be submitted to the Passenger Transportation Branch at:

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Ministry of Transportation and Infrastructure  
313 – 1500 Woolridge Street, Coquitlam BC V3K 0B8  
Phone: 604-527-2198  
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