



Ministry of
Transportation
and Infrastructure

REGISTRAR OF PASSENGER TRANSPORTATION

Perimeter Seating Bus (PSB) Special Authorization Licence Application Package

(For licensees holding an existing General Authorization)

Application forms and reference guide are available on the Registrar's website, by request at the Passenger Transportation Branch or the Passenger Transportation Board's web site.

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/>

Purpose of the PSB Application

General Authorization Licensees must use this application to apply for a transition of their Perimeter Seating Bus vehicle(s) to a special authorization, if you:

- Hold a Passenger Transportation Licence with a General Authorization on February 27, 2015,
- Provide a passenger directed service,
- Operate vehicles with mostly perimeter seating that seat a driver and 12 or more passengers, and
- Want to continue operating perimeter seating buses after April 30, 2015

Important Dates

- After April 30, 2015 a licensee cannot operate PSB vehicle(s) under a General Authorization.
- On May 01, 2015 GA Licensees will require special authorization to operate PSB vehicles.
- The streamlined application process is available until August 28, 2015.

Registrar of Passenger Transportation Forms and Information Requirements

1. Basic Registrar Application Requirements

All applicants are required to submit the following:

- a) Perimeter Seating Bus (PSB) - Special Authorization Licence Application Package Form PTR 5011 PSB is included on page 7.

Note: There is no application fee for filing this application.

- b) Attach your current National Safety Code (NSC) vehicle listing & identify all PSB vehicle(s). Contact a Duty Inspector at: PassengerTransportationBr@gov.bc.ca to request your vehicle listing.

When requesting a listing include the following information:

- Name of the Licensee
- Passenger Transportation Number
- National Safety Code Number

Request must be submitted by individual (sole proprietor), a partner in the partnership, a principal of the corporation or a person with delegated signing authority on file with the PT Branch.

Note: Vehicle information will be verified.

2. Optional Forms

- c) Agent Letter of Authorization (if applicable)

If the applicant has hired an agent to prepare their application, the PT Branch requires a letter signed by the applicant authorizing the agent to act on their behalf.

Passenger Transportation Board Forms and Supporting Information Requirements

Licensees must also submit the Passenger Transportation Board's Perimeter Seating Bus (PSB) Board Forms and supporting information requirements. You can find the PSB information on this link: [PT Board Streamlined Application Package for Licensees with a General Authorization \(GA\)](#). PSB Web Page at <http://www.ptboard.bc.ca/psb.htm>

This information is required so that the Board can assess applications in terms of its mandate. *The Board may dismiss or refuse applications that do not meet Board requirements.*

Visit the Board's website at: <http://www.ptboard.bc.ca> to learn more about Board policies. The Board's website also provides access to additional information including, the *Weekly Bulletin*, industry information and Board operational policies and procedures.

Application Process Overview

Application materials are sent to the PT Branch. The PT Branch reviews the materials to confirm that they are complete. The PT Branch does not review the quality of the materials. Complete applications contain all the information required by the PT Branch and the Board. The PT Branch sends complete applications to the Board for publication, review and decision.

Incomplete applications that have missed information required by the PT Branch and/or Board:

The PT Branch informs applicants what information is missing and will set a 7 day deadline to submit the information. If applicants submit the missing information by the set date, the PT Branch sends the complete application to the Board.

If applicants do not provide the requested information by the set date, the PT Branch will send the incomplete application to the Board. The Board may, after giving notice to applicants, dismiss incomplete applications.

Dismissed applications will not be processed any further.

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 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 established under the *Passenger Transportation Act*. The Board's primary responsibility is to make decisions on applications relating to the licensing of passenger directed vehicles (e.g. taxis, limousines, shuttle vans, and perimeter seating buses) 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 copy can be requested from the Board at 250-953-3777.

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
284 Wellington Street
Ottawa, Ontario
Canada K1A 0H8

Communications Branch (General Inquiries):

Telephone: 613-957-4222

TDD/TTY: 613-992-4556

Fax: 613-954-0811

Important Applicant Advisory

The filing of an application does not confer any permission or authority to operate a passenger transportation service.

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.

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 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 at or by request at the Passenger Transportation Branch:

Registrar's web site: <http://www.th.gov.bc.ca/forms/results.aspx?group=21>

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

Registrar of Passenger Transportation Issues Licences

If the PT Board approves your application for PSBs, the Registrar must issue you a Special Authorization licence if you meet specified safety requirements.

Identifier Fees

If the application is approved, the Identifier(s) fee is:

- \$100 for each identifier (plate and decal) requested
- Payable to the Minister of Finance (in Canadian funds only)
- Payable by cheque, money order or credit card
- If a Special Authorization for PSB vehicle(s) is approved by the Passenger Transportation Board, and the Registrar, Passenger Transportation is satisfied the vehicle safety requirements have been met; a Passenger Transportation Branch staff member will contact you by telephone to request your credit card information and authorization.

Annual Renewal of Licences (Registrar)

If a Special Authorization licence is approved, and issued, it is valid for one year from the date of issue unless otherwise specified by the Passenger Transportation Board. Renewals are under the authority of the Registrar of Passenger Transportation. The annual licence renewal fee is \$100 for each Special Authorization licensed vehicle.

If a licence is not renewed the licence expires. If the licence expires, any pending application(s) associated with that licence will also expire.

Licensees with Special Authorization who fail to renew their licence within the time specified under 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. An application filing fee of \$200 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.



PERIMETER SEATING BUS SPECIAL AUTHORIZATION LICENCE APPLICATION

Part 4, Passenger Transportation Act

Office Use Only PT Application#

1. Legal Name of Applicant (check one of the boxes and write the FULL legal name(s) on the line below)

Legal Name(s):

Passenger Transportation Licence Number:

Safety Certificate Number:

2. Identification and Contact Information

Phone: Cell:

Email:

3. Special authorization to operate Perimeter Seating Bus(s)

- Special Authorization: I am requesting identifiers (vehicle plates and decals). Addition of PSB Motor Vehicle(s): I am requesting to add identifiers (vehicle plates and decals) to my special authorization licence.

4. Declaration(s)

I (we) declare that the statements and information contained in, attached to and submitted with this licence 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 licence. I (we) also confirm my (our) commitment to safe operation as identified in the Passenger Transportation Act.

This form must be signed by the individual (sole proprietor), all partners in the partnership, a principal of the corporation.

Full Name: Title:

Signature: Date:

Full Name: Title:

Signature: Date: