

ICB Forms Package

Use this package to apply to the Passenger Transportation Board for special authorization to operate inter-city buses (ICBs) in British Columbia.

Inter-city buses (ICBs) include scheduled bus services.

Checklist for Applications for Special Authorization

Board Form 1 | Updated November 2010

Applicant

Legal Name: _____

About this Checklist: Complete and submit this checklist to indicate the materials you are submitting with your "special authorization" application. This generic checklist may list some items that are not required with your application, and it is not required when only a "Change of Rates" application is made. **For an explanation of the "Application Requirements" that apply to your application, refer to the "Application Handbook for Applicants seeking Special Authorization," especially Appendices C, D, E and F.**

Included

Application Items

Part 1: Registrar's Application Requirements

Use one or more of the following Registrar's application packages that includes the Registrar's application requirements.

- Application Form Package for Special Authorization (PT5010)
- Licence Transfer Application (PT5025)
- Application to Change Rates and Rules (PT5026)

Part 2A: Board Application Materials (ICB & PDV)

- Public Need Indicators [Handbook ss. 3.3 & 4.4 and Appendix G]
- Business Plan [Handbook s. 4.2]
- Financial Statements [Handbook s. 4.3]
- Disclosure of Unlawful Activity and Bankruptcy [Board Form 6; Handbook s. 3.4]
- Disclosure of Passenger Transportation Ownership [Handbook s. 4.7 & Board Sample Form 11]

Part 2B: Board Application Materials (PDV only)

- PDV Vehicle Proposal [Board Form 2]
- PDV Service Proposal for each proposed PDV service [Board Form 3]
- PDV Rates and Rules (including any contract rates) [Handbook sections 3.7 & 4.5 and Appendix C5]
- Rationale for a Proposed Change of Rates [Handbook s. 4.6]
- Municipal Notice of Proposed Change of Taxicab Rates [Handbook s. 4.7]

Part 2C: Board Application Materials (ICB only)

- ICB Application Summary [Board Form 4]
- ICB Route Worksheet for each proposed route [Board Form 5]
- Public Notice of Reduction of Routes / Minimum Route Frequency [Handbook s. 4.7]
- ICB Sample Time Schedule for each proposed route [Handbook s. 4.8]

Part 2C: Board Application Materials (Optional—ICB & PDV)

- Condensed Operating Plan [Board Sample Form 10]
- _____
- _____
- _____
- _____

Applicants are advised to review section 3.1 of the [Application Handbook](#) for a list of information that the Board may consider when making an application decision. In particular, see the *industry profile* information that the Board routinely considers at <http://www.th.gov.bc.ca/ptb/operators.htm>.

ICB Application Summary

Board Form 4 | Updated November 2010

About this Form: Complete and submit this form when making a special authorization application respecting inter-city buses (ICBs).

Do not use this form if you are seeking to transfer a licence with special authorization, or applying for additional ICBs.

Applicant

Legal Name: _____

Current PT Licence:

What types of authorization do you now have with your current PT Licence in BC? (Check all that apply)

- No licence
- General Passenger Vehicles (General Authorization)
- Passenger Directed Vehicles (Special Authorization)
- Inter-City Buses (Special Authorization)

Expiry Date of your PT Licence (BC) (if applicable): _____

Type of ICB Application

Check all the applicable boxes in this section to indicate the type of ICB application you are making.

ICB Applications:

- New Special Authorization (ICB)
- Amendment of Licence (ICB)

Nature of ICB Application

- Add a New Route

How many routes do you want to add? _____

Application Requirement: Complete an ICB Route Worksheet [Board Form 6] for each route.

- Eliminate an Existing Route

How many routes do you want to eliminate? _____

What routes do you want to eliminate? _____

- Amend an Existing Route

How many routes will be affected? _____

What routes will be affected? _____

Do you propose a **reduction in minimum route frequency** on these routes? Yes No

Do you propose an **increase in minimum route frequency** on these routes? Yes No

Do you propose any other **change to the terms and conditions** that are specific to any of these routes? Yes No

Application Requirement: Complete an ICB Route Worksheet [Board Form 6] for each route.

- Include or add "Engaged Carrier" authorization to operate Inter-city buses for another ICB operator.

Application Requirement: Include a letter from one or more ICB licensees that want to "engage" your ICB services under their ICB licence.

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ICB Application Summary (Page 2 of 2)

- Include or change any other ICB Terms and Conditions that are not route specific
Describe what you are proposing below.

Other ICB Information

Use the space below if you want to make any other requests regarding ICB operations, or if there is something the Board should know that may help define the scope of your application.

Application Rationale

Provide a brief summary of why you are making this application. (A more detailed explanation and supporting materials still need to be included in the application package.)

Disclosure of Unlawful Activity & Bankruptcy

Board Form 6 | Created November 2010

About This Form

This form must be completed by:

- ✓ The **individual**, if the applicant is a sole proprietor
- ✓ **Each partner**, if the applicant is a partnership
- ✓ **Each director and officer**, if the applicant is a private company
- ✓ **Each principal officer (president, secretary) and CEO**, if the applicant is a public company
- ✓ **Each director**, if the applicant is a society

This information will be used by the Board as part of its deliberations in assessing if you are a fit and proper person as required by the *Passenger Transportation Act*. The Board may require further information or disclosure, depending on your answers to these questions.

In assessing if you are a fit and proper person, the Board may consider, among other matters:

- *What were the circumstances of any charges, convictions or findings of guilt and any sentence imposed?*
- *How much time has passed between the charge, conviction or finding of guilt and this application?*
- *Does the behavior for which the charges were laid or convictions or finding of guilt, indicate a pattern of poor conduct and character, lack of financial integrity or a threat to the public?*

You must provide truthful answers. If you do not, and this information becomes known to the Board, the Board may refuse the application or, if a licence is approved, attach further conditions, suspend or cancel the licence.

1. Have you, or any business entity with which you are or have been associated as a director, officer or principal shareholder

a) been charged with or convicted of an offence under the Criminal Code of Canada? Yes No

b) been charged with or convicted of an offence under the Controlled Drugs and Substances Act or the Income Tax Act? Yes No

If you answered yes to any of the above questions, please provide the following details for **each conviction or finding of guilt** (attach a separate sheet if needed).

- i. Description of conviction or finding of guilt
- ii. Date of conviction or finding of guilt
- iii. Description of sentence
- iv. Name and location of court
- v. Court file number (if known)

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Disclosure of Unlawful Activity and Bankruptcy (Page 2 of 2)

2. Have you, or any business entity with which you are or have been associated as a director, officer or principal shareholder ever,

a) filed for bankruptcy protection or receivership; been petitioned into bankruptcy or receivership; or made a proposal under any bankruptcy, insolvency or similar law, or had any similar action taken against you, in any jurisdiction? Yes No

b) been denied or refused bankruptcy protection or reorganization under any bankruptcy or insolvency law in any jurisdiction? Yes No

If you answered "Yes" to 2(a), you **must** give the following information for **each** proceeding (attach a separate sheet if needed)

- i. Name and address of entity (if applicable)
- ii. Name and address of filing party
- iii. Date petition filed
- iv. Name and address of Court
- v. Name and address of trustee
- vi. Disposition or outcome

Note: Please enclose a copy of any discharge.

If you answered "Yes" to 2 (b) above, you **must** include the following for each proceeding (attach a separate sheet if needed)

- i. Name and address of entity (if applicable)
- ii. Name and address of filing party
- iii. Date petition filed
- iv. Name and address of Court
- v. Name and address of Trustee
- vi. Disposition or outcome

Name and Signature

Name of Applicant: _____

Name of Person Completing this Form: _____

Position with the applicant (i.e. sole proprietor, partner, officer, director, principal): _____

Signature: _____

Date: _____