



BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

## REGISTRAR OF PASSENGER TRANSPORTATION

### MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

#### TEMPORARY OPERATING PERMIT

Extra-provincial Undertaking  
(originating outside of British Columbia)

#### APPLICATION PACKAGE

Application forms and guidelines are available at the Passenger Transportation Branch and are posted on the Registrar's web site. Please submit all applications to:

*Registrar of Passenger Transportation*  
Passenger Transportation Branch  
Ministry of Transportation  
and Infrastructure  
104 – 4240 Manor Street  
Burnaby BC V5G 1B2

**Contact Information:**

Phone: 604-453-4250

Toll Free: 888-453-4280

Fax: 604-453-4253

Email: [passengertransportationbr@gov.bc.ca](mailto:passengertransportationbr@gov.bc.ca)

Web: <http://www.th.gov.bc.ca/rpt>

## Collection, Use and Disclosure of Information

The personal information requested on this form is collected under the authority of, and used for the purpose of, administering and enforcing the *Passenger Transportation Act* and Passenger Transportation Regulation. The collected information may be disclosed to such 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*. If you have any questions about the collection, use or disclosure of personal information, contact the Passenger Transportation Branch at (604) 453-4250.

## Information about Extra-provincial Undertaking Temporary Operating Permits

### What is the Extra-provincial Undertaking Temporary Operating Permit?

The Extra-provincial Undertaking Temporary Operating Permit is approved at the discretion of the Registrar of Passenger Transportation; and

- Is restricted to commercial passenger carriers, originating trips outside of British Columbia, that do NOT have a British Columbia passenger transportation licence; and
- Is for an Extra-provincial undertaking originating outside of British Columbia.
- The restrictive conditions of the Extra-provincial Undertaking permit specify that it can only be used when the Permittee is engaged in the Extra-provincial transportation of passengers into British Columbia provided that the same carrier transports the same group of passengers out of British Columbia, or drops them off in British Columbia on the same trip. The pickup of passengers in British Columbia is not permitted.
- The maximum period for which an Extra-provincial Undertaking temporary operating permit may be issued is seven (7) consecutive days.

### Can I purchase the Extra-provincial Undertaking Temporary Operating Permit for trips over 7 days?

The issuance of “back to back” Extra-provincial temporary undertaking operating permits on the same trip (e.g. carrier requires a 14 day permit to complete the trip) is NOT permitted.

If trips are frequent or over 7 days, you should apply for annual licensing. Information on applying for a BC passenger transportation licence can be obtained by visiting the Branch web site: <http://www.gov.bc.ca/rpt> or by calling the Passenger Transportation Branch at 604-453-4250 (Toll Free in BC/Alberta: 1-888-453-4280).

### Where can I purchase the Extra-provincial Temporary Undertaking Operating Permit?

- *Provincial Permit Centre (PPC)* - Extra-provincial Temporary Operating Permits (Form PT5044R) are available from the Provincial Permit Centre (PPC) toll-free vehicle permit line: 1-800-559-9688 (Canada and the United States). The 1-800 number is available to callers anywhere in Canada or the United States. Other permits are also available from the permit line (e.g. non-resident commercial vehicle permits and motor fuel tax permits).

*Prior to entering BC you can call the PPC to obtain permit(s). Staff is available to answer your questions and issue permits 24 hours a day, seven days a week.*

- *Passenger Transportation Branch* – Extra-provincial Undertaking Temporary Operating Permits are available by completing this application package (Form PT5046, Temporary Operating Permit, Extra-provincial Undertaking) and submitting it to the Registrar of Passenger Transportation. If approved, the Passenger Transportation Branch will issue an Extra-provincial Undertaking Temporary Operating Permit (Form PT5011R).

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

## Passenger Transportation Branch Processes for Application Package No. PT5046

- Temporary operating permits for Extra-provincial undertakings are granted at the discretion of the Registrar of Passenger Transportation (Registrar).
- The Branch issues approved temporary operating permits once the Registrar is satisfied that all safety requirements have been met.
- If approved by the Registrar, the Branch requires a MINIMUM of 1 business day to process your temporary operating permit application once your requirements have been successfully met.
- Incomplete applications may cause delays in processing.
- For more information refer to the Registrar of Passenger Transportation's web site *and/or* contact the Passenger Transportation Branch *and/or* see PART 5 of the Passenger Transportation Regulation and Division 5 of the *Passenger Transportation Act*.

## Permit Application Fee

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

<u>permit duration requested</u> <b>1 to 7 days (maximum)</b>	<u>permit application fee (per vehicle requested)</u> <b>\$25 for each temporary vehicle requested</b>
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- Payable to the Minister of Finance (Canadian funds only)
- Payable by cheque, money order, Visa or MasterCard (credit card remittance slip attached)

## Registrar of Passenger Transportation Information Requirements

Basic Application Requirements – all applicants are required to submit the following:

- Temporary Operating Permit Application Form No. PT5046 (included in this application package)
- Permit Application Fee – Applications received without submission of the permit application fee will be returned, unprocessed, to the applicant. Refer to the “Permit Application Fee” section of this application package for information about the permit application fee.

If your business is located outside of British Columbia:

Submit the following identification information/documents:

- Applications submitted by an individual, or as a partnership, must include a legible photocopy of the individual's, or all partners', driver's licence(s).
- If you are applying as a **corporation, limited liability company or society** you have included:
  - i) a photocopy of your Company's certificate of incorporation/articles of incorporation issued by your home jurisdiction, and a list of directors and officers; **AND**
  - ii) a photocopy of your Company's BC Certificate of Incorporation (issued by the BC Registrar of Companies and showing registration in BC as an Extra-provincial company), **OR**

a signed letter declaring that your Company is exempt, from being a BC registered company, under the Business Corporations Act, SBC2002 Chapter 57 – Part 11, Section 375.

To find out how to register your Company in BC, or if your Company is exempt from registering in BC, please visit the BC Corporate Registry web site at <http://www.fin.gov.bc.ca/registries/corppg/>.

## Registrar of Passenger Transportation Information Requirements (Continued)

If your business is located outside of British Columbia (Continued):

Submit the following identification information/documents (Continued):

- A photocopy of a safety certificate issued by your home jurisdiction, with a satisfactory rating.
- A photocopy of the Extra-provincial or inter-state operating authority, issued by your home jurisdiction, indicating that you are authorized by your home jurisdiction to operate as a commercial passenger carrier beyond the boundaries of your home province or state.
- You have entered your British Columbia Financial Responsibility Certificate (BC Insurance Filing) number on your application form, in the space provided in Section 2, if your vehicle(s) are base plated outside of British Columbia and you hold a valid BC Insurance Filing letter issued by the Insurance Corporation of British Columbia (ICBC); **OR**

If you do not have a BC Insurance Filing number, you have included a written explanation on how you are intending to meet your motor vehicle liability insurance requirements (e.g. prior to entering British Columbia 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).

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

## Vehicle Information Requirements

**The filing of an application does not confer any permission or authority to operate a passenger transportation service. Applicants are advised to delay the purchase or lease of vehicles until approval for temporary operating permit is obtained from the Registrar of Passenger Transportation.**

Before a temporary operating permit can be issued the Branch will contact you to request that you submit the required vehicle(s) documents.

**If you have already purchased or leased a vehicle, include the following vehicle information, for each vehicle, with your temporary operating permit application:**

For each vehicle registered outside of BC – applicants are required to submit the following:

- A photocopy of the current vehicle insurance showing the vehicle has been properly licensed 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. Inspections are required to be performed on a semi-annual basis unless your operation is part of a preventative maintenance program.
- A photocopy of your apportioned cab card showing proof that your vehicle is registered in British Columbia with the International Registration Plan (IRP); **OR**

## Vehicle Information Requirements (Continued)

For each vehicle registered outside of BC – applicants are required to submit the following (Continued):

If you are not registered with IRP, you have included a written explanation on how you are intending to pay your British Columbia vehicle licensing fees (e.g. prior to entering BC 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).

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

For each vehicle registered in British Columbia – applicants are required to submit the following:

- A photocopy of the current vehicle registration (e.g. “Owner’s Certificate of Insurance and Licence / Vehicle Registration”) that:
  - i. show the vehicle to be licensed/registered in the correct I.C.B.C. insurance category;
  - ii. show the vehicle to be classified as “commercial type”; and
  - iii. display the seating capacity of the vehicle.
- A photocopy of the Commercial Vehicle Inspection Report, form MV3104 of the Commercial Vehicle Inspection Program (CVIP) that verifies that the vehicle has been inspected and passed by an approved vehicle inspection facility. Inspections are required to be performed on a semi-annual basis unless your operation is part of a preventative maintenance program.

## Legislation and Regulation

The Passenger Transportation legislation and regulation referred to in this application package are subject to amendment and to judicial interpretation.

Unofficial versions of this legislation are available on the Registrar’s web site at <http://www.th.gov.bc.ca/rpt>. This application package may not reflect recent amendments to the legislation and should not be relied upon as an accurate statement of the existing law. It is a guide only. An official version of the legislation (and regulation) may be obtained from:

Crown Publications  
521 Fort Street Victoria BC V8W 1E7  
Telephone: (250) 386-4636; or  
<http://www.crownpub.bc.ca>



TEMPORARY OPERATING PERMIT APPLICATION
Extra-provincial Undertaking (originating outside of British Columbia)

Office Use Only
PT Application # \_\_\_\_\_

About this form: Do NOT use this form if you want to:
1) Temporarily expand your passenger directed vehicle fleet.
2) Temporarily expand your inter-city bus vehicle fleet.
3) Apply for a permanent British Columbia Passenger Transportation Licence.
The Registrar's web site has other application forms and guidelines for use in these instances.

1. Legal Name of Applicant (check one of the following and write legal name in space provided)

Form with three checkboxes: Individual / Sole Proprietor, Partnership (name each partner), Legal Entity (i.e. Corporation, LLC, Society, City):

Legal Name(s): \_\_\_\_\_

2. Identification and Contact Information

Form for identification and contact information including fields for trade names, safety certificate number, home jurisdiction, BC insurance filing number, business mailing address, phone, cell, fax, email, and web site.

3. Type of Permit Requested

[ ] Extra-provincial Undertaking (for trips originating outside of British Columbia)

Note:

- Extra-provincial Undertaking Temporary Operating Permits are restricted to commercial passenger carriers, originating trips outside of British Columbia, that do not have a British Columbia passenger transportation licence;
The restrictive conditions of the Extra-provincial Undertaking permit specify that it can only be used when the Permittee is engaged in the Extra-provincial transportation of passengers into British Columbia, provided that the same carrier transports the same group of passengers out of British Columbia on the same trip; the pickup of passengers in British Columbia is not permitted.
The maximum period for which an Extra-provincial temporary operating permit may be issued is seven (7) consecutive days.

4. Permit Details

I am requesting a permit to operate \_\_\_\_\_ temporary vehicle(s).
Requested Start Date: \_\_\_\_\_ Requested Expiry Date: \_\_\_\_\_
[ ] Fax permit to: ( ) or [ ] Call for pick up at: ( )

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TEMPORARY OPERATING PERMIT APPLICATION
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Office Use Only
PT Application # \_\_\_\_\_

5. Vehicle Information – To be completed ONLY if the information is available. (Use additional paper if required)
Do not complete if a vehicle has not been acquired.

The filing of an application does not confer any permission or authority to operate a passenger transportation service. Applicants are advised to delay the purchase or lease of vehicles until approval for temporary operating permit is obtained from the Registrar of Passenger Transportation.
Before a temporary operating permit can be issued the Branch will contact you to request that you submit the required vehicle(s) documents.

Year and Make: \_\_\_\_\_ Last 7 Digits of VIN \_\_\_\_\_
(Vehicle Identification Number): \_\_\_\_\_
Vehicle carrying capacity \_\_\_\_\_ Vehicle Registration No: \_\_\_\_\_
(excluding driver): \_\_\_\_\_

For each vehicle registered in British Columbia, your application must include:

- Photocopy of current vehicle registration
Photocopy of commercial vehicle inspection report

For each vehicle registered outside of British Columbia, your application must include:

- Photocopy of current vehicle insurance
Photocopy of the mechanical inspection report
Photocopy of the apportioned cab card. (If you have vehicle(s) that are not registered with IRP, refer to the "Vehicle Information Requirements" section of this application package for more information.)

IMPORTANT: Vehicles 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, and
• compliance with the Passenger Transportation Act and other applicable laws and regulation.

6. Declarations

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

This form must be signed by the applicant, a principal of the corporation or all partners in the partnership.
Full Name: \_\_\_\_\_ Title: \_\_\_\_\_
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
Full Name: \_\_\_\_\_ Title: \_\_\_\_\_
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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1. Passenger Carrier Client Information

Legal Name: \_\_\_\_\_

Trade Name (doing business as): \_\_\_\_\_

British Columbia Passenger Transportation Reference or Client Number: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

2. Credit Card Information

Payment Amount (Canadian dollars): \$ \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiry (mm/year): \_\_\_\_ / \_\_\_\_

Name of Card Holder: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

Date: \_\_\_\_\_

3. Processing Information (OFFICE USE ONLY)

Information Quoted:  Yes  No

Information: \_\_\_\_\_

\_\_\_\_\_

Operator ID: \_\_\_\_\_

Transaction No.: \_\_\_\_\_

Transaction Date: \_\_\_\_\_

Processed by: \_\_\_\_\_

[PT5051 Credit Card Remittance Slip]