



REGISTRAR OF PASSENGER TRANSPORTATION

MINISTRY OF TRANSPORTATION

TEMPORARY OPERATING PERMIT

Substitute Special Authorization Vehicle

Passenger Directed Vehicle (PDV) and Inter-City Bus (ICB)

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
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
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.

Use this Temporary Operating Permit Application Package (PT5046) to apply for:

✓ Substitute Special Authorization Vehicle

For the replacement of existing vehicle(s), which display a Special Authorization Vehicle Identifier (plate and decal), that are incapable of operation (e.g., breakdown).

Permit Application Fee

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

<u>permit duration requested</u>	<u>permit application fee (per vehicle requested)</u>
1 to 14 days	\$25 for each temporary vehicle requested
15 to 30 days	\$50 for each temporary vehicle requested
31 to 60 days	\$75 for each temporary vehicle requested
61 to 92 days	\$100 for each temporary vehicle requested

- Payable to the Minister of Finance (Canadian funds only)
- Payable by cheque, money order, Visa or MasterCard (credit card remittance slip attached)

Additional Information

- Temporary operating permits, for substitute special authorization vehicles, 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*.

The *Passenger Transportation Act* and Regulation apply to holders of both passenger transportation licences and temporary operating permits.

Registrar of Passenger Transportation Information Requirements

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

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

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 in this application package for information about the permit application fee.

If your business is located outside of British Columbia:

- 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. 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) please call (604) 443-4624 or Toll Free 1 (800) 665-4336.

Vehicle Information Requirements

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.

Vehicle Information Requirements (Continued)

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

- A photocopy of the current vehicle registration 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**

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. 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.

Legislation and Regulations

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**
Substitute Special Authorization Vehicle
(Passenger Directed Vehicle & Inter-City Bus)Part 4, Division 5 of the *Passenger Transportation Act*

Page 1 of 2

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)☐ Individual / Sole Proprietor:☐ Partnership
(name each partner):☐ Legal Entity
(i.e. Corporation, LLC, Society, City):Legal Name(s): _____
_____**2. Identification and Contact Information**

All trade names (i.e. "doing business as"): _____

Passenger Transportation Reference Number: _____

Safety Certificate Number: _____ Home Jurisdiction: _____

British Columbia Financial Responsibility Certificate (BC Insurance Filing) Number: _____

Business Mailing Address: _____

Postal/Zip Code: _____

Phone: _____ Cell : _____ Fax: _____

Email: _____ Web Site: _____

3. Type of Permit Requested (Use additional paper if required)☐ Temporary Substitute Special Authorization Vehicle

(for the replacement of an existing vehicle, which displays a Special authorization vehicle identifier (plate and decal), that is incapable of operation (e.g., breakdown)

• Reason for requesting temporary substitute vehicle: _____

• Passenger Transportation Special Authorization Vehicle Identifier (plate) Number: _____
(for the vehicle incapable of operation)

• Registration number for the vehicle incapable of operation: _____

• Last 7 digits of the VIN (vehicle identification number) for the vehicle incapable of operation: _____



Office Use Only
PT Application# _____

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: ()

5. Vehicle Information (Use additional paper if required)

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

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
(excluding driver): _____ Vehicle Registration No: _____

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 registration
- ☐ 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 regulations.

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, all partners in the partnership or a person with delegated signing authority as filed with the Passenger Transportation Branch.

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____



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/yyyy): ____ / ____

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: _____

Revised August 2006

[PT5051 Credit Card Remittance Slip]