



AFTER HOURS TEMPORARY VEHICLE BREAK-DOWN INCIDENT & PERMIT AUTHORIZATION APPLICATION FOR SPECIAL AUTHORIZATION (AFTER HOURS PERMIT AUTHORIZATION)

Passenger Transportation Act SBC Chap. 39, Part 4, Division 5
Passenger Transportation Regulation B.C. Reg. 266/2004, Part 7, Section 24 (Fee)

NOTE: There is a \$25.00 charge for each application. If you are making application for more than one vehicle, please submit each request on a separate application form.

Passenger Transportation Licensee Name: \_\_\_\_\_

Passenger Transportation Licence No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Fax No. : \_\_\_\_\_ Email: \_\_\_\_\_

Passenger Transportation Plate No. \_\_\_\_\_

Substitution Vehicle Information:

Year & Make: \_\_\_\_\_ Registration No.: \_\_\_\_\_

Vehicle Identification No. (V.I.N.): \_\_\_\_\_ (last eight digits)

Name of Registered Owner of Vehicle: \_\_\_\_\_

Wheelchair Accessible? [ ] Yes (See instructions) [ ] No

Duration of Vehicle Breakdown:

The maximum validation period is 5 (calendar) days from the date of vehicle break-down incident notification:

Commencing \_\_\_\_\_ and ending \_\_\_\_\_ midnight
MM/DD/YY MM/DD/YY

VEHICLE DESCRIBED ABOVE MAY BE OPERATED AS A SUBSTITUTE VEHICLE UNDER THE FOLLOWING "CONDITIONS" (failure to comply with the following "Conditions" could result in a violation ticket and/or Administrative Fines/Penalties)

- 1. The "After Hours Permit Authorization" application (Form PT5004) is completed and submitted by a Licensee solely for the substitution of a commercial passenger vehicle that bears a current and valid passenger transportation plate (PT plate) and has undergone a mechanical breakdown and/or accident-related damage, AND The mechanical breakdown and/or accident-related damage has occurred while the Passenger Transportation Branch is closed for business (Monday to Friday between 16:30 to 08:30 hours, Saturdays, Sundays and statutory holidays).
2. The Licensee notifies the Passenger Transportation Branch (Branch) on the first business day following commencement of the "After Hours Permit Authorization" if the break-down incident will exceed the maximum allowed validation period of 5 calendar days (Branch hours are Monday to Friday between 08:30 and 16:30 hours - excluding statutory holidays).
3. The Licensee carries in the substitute vehicle a copy of their current Terms & Conditions of licence, along with a copy of this completed "After Hours Permit Authorization" application, AND restricts the service(s) provided using the substitute vehicle to those authorized under their current Terms & Conditions.
4. The current & valid PT plate is mounted in a conspicuous place at the front of the substitute vehicle and/or the corresponding vehicle identification certificate (VIC) is carried in the substitute vehicle; OR If the PT plate and/or VIC are not available (i.e. impounded/towed with the break-down vehicle), the Licensee has completed the applicable "check box" in the "Break-Down Vehicle Information" section of this application.
5. Prior to commencing passenger transportation service in the substitute vehicle, the Licensee has completed and submitted to the Branch this application form, \$25 application fee and the substitute vehicle registration and mechanical inspection report.



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Break-Down Vehicle Information:

Date & time of vehicle breakdown: MM/DD/YY at HR:MIN [AM/PM]

Nature of Break-down: [Mechanical/Accident/Current PT plate and/or VIC are NOT available]

Year & Make: Registration No.:

Vehicle Identification No. (V.I.N.): (last eight digits)

Name of Registered Owner of Vehicle:

Wheelchair Accessible? [Yes/No]

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...

Licensee Declaration and Signature:

I (we) declare that I have read and understood the aforementioned "Conditions"; the statements and information contained in, attached to and submitted with this notification are true and correct...

This form must be signed by 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:



**AFTER HOURS TEMPORARY VEHICLE BREAK-DOWN  
INCIDENT & PERMIT AUTHORIZATION APPLICATION  
FOR SPECIAL AUTHORIZATION  
(AFTER HOURS PERMIT AUTHORIZATION)**

**Instructions:**

1. Complete your application form in full.
2. The Licensee is subject to a \$25 non-refundable application fee. Complete the attached Credit Card Remittance Slip (PT5051) and submit with your application.
3. The following documents must also be submitted with your application form:

**If the substitute vehicle is registered in British Columbia**

- a) Photocopy of current vehicle registration – “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 correct seating capacity.
- b) Photocopy of the Commercial Vehicle Inspection Report (CVIP), Form MV3104 that verifies the vehicle has been inspected and passed by an approved vehicle inspection facility.

**If the substitute vehicle is registered outside of British Columbia**

- a) Photocopy of current vehicle insurance showing the vehicle has been properly licensed, insured as a commercial passenger vehicle and displaying the correct seating capacity; and
  - b) Photocopy of mechanical inspection report that verifies the vehicle has been inspected and passed by an approved vehicle inspection facility.
4. Wheel Chair Accessible Vehicle: On the first business day, following the commencement of the “After Hours Permit Authorization”, the Branch may require that you show proof that the substitute vehicle is in compliance with Division 44 of the Motor Vehicle Act Regulation.
  5. Completed applications and all required supporting documentation must be received at the Passenger Transportation Branch prior to commencement of passenger transportation services with the substitute vehicle. Submit your application to the Branch by:

Fax: (604) 453-4253      OR      E-Mail: [PassengerTransportationBr@gov.bc.ca](mailto:PassengerTransportationBr@gov.bc.ca)

Prior to commencing passenger transportation services in the “substitute vehicle” you are required to submit your application form (PT5004), \$25 application fee, substitute vehicle registration and mechanical inspection report to the Passenger Transportation Branch. Failure to comply with this directive could result in a violation ticket and/or Administrative Fines/Penalties.



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]