

PDV Forms Package

Use this package to apply to the Passenger Transportation Board for special authorization to operate passenger directed vehicles (PDVs) in British Columbia.

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PDV Vehicle Proposal

PT Board Form 1

About this Form: Submit this form when you are applying:

- ✓ for a new PT licence to operate Passenger Directed Vehicles (PDVs)
- ✓ to add vehicles to your PDV fleet
- ✓ to change vehicle type or seating capacity in your terms and conditions of licence

You should not buy, lease or rent vehicles before the Passenger Transportation Board makes a decision on your application.

Part A: Proposed Vehicles	
<i>What types of vehicles are you applying for?</i>	<i>How many vehicles are you applying for?</i>
Category 1: Taxis	
Sedan or Minivan Taxi (seating capacity between 2 and 7 passengers plus driver)	
Wheelchair Accessible Taxi (seating capacity between 2 and 7 passengers plus driver)	
Category 2: Limousines and Perimeter Seating Bus (PSBs)	
Sedan Limousine (seating capacity between 3 and 5 passengers plus driver)	
Antique Sedan Limousine (seating capacity between 3 and 5 passengers plus driver) <i>These vehicles are at least 30 years old</i>	
Mid-Size Limousine (seating capacity 6 or 7 passengers plus driver)	
Limousine Van (seating capacity between 6 and 11 passengers plus driver)	
Stretch Limousine (seating capacity between 8 and 11 passengers plus driver)	
Stretch SUV (seating capacity between 8 and 11 passengers plus driver)	
PSB: "Super stretch SUV" (seating capacity between 12-20 passengers plus driver)	
PSB: Limo Bus (seating capacity 21 or more passengers plus driver)	
Category 3: Other Passenger Directed Vehicles ("PDV")	
Motorcycle (seating capacity of up to 2 passengers plus driver)	
Small Shuttle / PDV (seating capacity between 2 and 5 passengers plus driver)	
Large Shuttle / PDV (seating capacity between 6 and 11 passengers plus driver)	
Part B: PDV Fleet Information	
Total vehicles proposed in this application:	
Current maximum fleet size previously approved by the Board (if applicable):	
Total maximum fleet size you propose for your PT licence (if approved):	

Part C: Vehicle Details

(a) Have any vehicles been stretched, modified or rebuilt (salvaged)? ☐ No ☐ Yes (if yes, explain)

(b) Will any vehicles operate only on specific days and times (e.g. peak period taxis)? ☐ No ☐ Yes (if yes, provide details of days and times)

PDV Proposed Terms and Conditions of Licence PT Board Form 2

About this Form:

Submit this form when you are applying:

- ✓ for a new PDV special authorization
- ✓ to amend your service area

Related Information

- Reference Sheet 10: [Sample Terms & Conditions for Special Authorization Licences](#)
- Operational Policy III.4: [Originating Areas: Passenger Directed Vehicles](#)

Part A: Taxis

Service Area

Service

Originating Area:

Transportation of passengers may only originate from:

(This is where you want to pick up passengers.)

! Note

Originating areas may be stated in terms of: municipalities, regional districts or highway corridors. The Board will not accept an originating area of "anywhere in British Columbia". If you want to serve an airport, ferry terminal or other transportation hub, you need to check to see if it is in the municipality you are applying for. If not, you must include it as an originating area.

Destination Area:

Transportation of passengers may terminate at:

(This is where you want to drop off passengers)

! Note

Destination areas may be stated in terms of: municipalities, regional districts or highway corridors. The Board will will accept a destination area of "anywhere in British Columbia". If you want to serve an airport, ferry terminal or other transportation hub, you need to check to see if it is in the municipality you are applying for. If not, you may need to include it as a destination area.

If you have more than one service area, please complete another sheet.

Hours of Operation:

- ☐ All taxis will be available 24 hours, 7 days a week. If not,
- _____ (#) taxis will be available 24 hours, 7 days a week
- _____ (#) taxis will be available at the days and following times
- _____
- _____

Part A: Taxis (continued)	
Return or Reverse Trips	
Please check the appropriate box if you are asking for any of the following terms and conditions. Your application package should explain why you require these authorizations.	
<input type="checkbox"/>	Return Trips - allows you to pick up passengers in a destination area in very limited circumstances Standard Wording The same passengers may only be returned from where their trip terminates in the destination area to any point in the originating area if the return trip is arranged by the time the originating trip terminates.
<input type="checkbox"/>	Reverse Trips (limited) - allows you to pick up passengers in a destination area in very limited circumstances Standard Wording Transportation of passengers may only originate in the destination area if the transportation terminates in the originating area and the cost of the trip is billed to an active account held by the licence holder that was established before the trip was arranged.
<input type="checkbox"/>	Reverse Trips (unlimited) - allows you to pick up passengers in a destination area. ! Note: This is not a common term and condition of licence, especially for vehicles operating in urban areas. Standard Wording Transportation of passengers may only originate in the destination area if the transportation terminates in the originating area.
Taxi Authorizations	
Please check the appropriate box if you are asking for any of the following authorizations. These are common terms and conditions on taxi licences.	
<input type="checkbox"/>	(i) Taxi meters
<input type="checkbox"/>	(ii) Top lights
<input type="checkbox"/>	(iii) Pick up passengers who hail or flag the vehicle
<input type="checkbox"/>	(iv) Flip Seats (Complete Board Form 3.)
Other Terms and Conditions	
Please check the appropriate box if you are asking for any of the following authorizations	
<input type="checkbox"/>	To take passengers out of BC
<input type="checkbox"/>	To provide transportation services under a contract to a company (Attach a copy of the contract or agreement to enter a contract)
<input type="checkbox"/>	Other terms and conditions (Please describe any other term and condition that you would like.)

Part B: Limousines and Other Passenger Directed Vehicles

Service Area

Service # _____

Originating Area:

Transportation of passengers may only originate from:

(This is where you want to pick up passengers.)

! Note

Originating areas may be stated in terms of: municipalities, regional districts or highway corridors. The Board will not accept an originating area of "anywhere in British Columbia". If you want to serve an airport, ferry terminal or other transportation hub, you need to check to see if it is in the municipality you are applying for. If not, you must include it as an originating area.

Destination Area:

Transportation of passengers may terminate at:

(This is where you want to drop off passengers)

! Note

Destination areas may be stated in terms of: municipalities, regional districts or highway corridors. The Board will accept a destination area of "anywhere in British Columbia". If you want to serve an airport, ferry terminal or other transportation hub, you need to check to see if it is in the municipality you are applying for. If not, you may need to include it as a destination area.

If you have more than one service area, please complete another sheet

Return or Reverse Trips

Please check the appropriate box if you are asking for any of the following terms and conditions. Your application package should explain why you require these authorizations.

<input type="checkbox"/>	Return Trips - allows you to pick up passengers in a destination area in very limited circumstances	Standard Wording The same passengers may only be returned from where their trip terminates in the destination area to any point in the originating area if the return trip is arranged by the time the originating trip terminates.
<input type="checkbox"/>	Reverse Trips (limited) - allows you to pick up passengers in a destination area in very limited circumstances	Standard Wording Transportation of passengers may only originate in the destination area if the transportation terminates in the originating area and the cost of the trip is billed to an active account held by the licence holder that was established before the trip was arranged.
<input type="checkbox"/>	Reverse Trips (unlimited) - allows you to pick up passengers in a destination area. ! Note: This is not a common term and condition of licence, especially in urban areas.	Standard Wording Transportation of passengers may only originate in the destination area if the transportation terminates in the originating area.

Part B: Limousines and Other Passenger Directed Vehicles (continued)	
Other Terms and Conditions	
<i>Please check the appropriate box if you are asking for any of the following authorizations</i>	
<input type="checkbox"/>	To take passengers out of BC
<input type="checkbox"/>	To provide transportation services under a contract to a company (Attach a copy of the contract or agreement to enter a contract)
<input type="checkbox"/>	Other terms and conditions (Please describe any other term and condition that you would like.)

Municipal Notice | Taxi Applications

PT Board Form 4

About this Form:

The form has 2 pages. It must be completed by:

- ✓ **Licensees** applying to operate taxis in a new municipality (see **Part 1**)
- ✓ **Licensees** applying to add more taxis to their fleet (see **Part 1**)
- ✓ **New applicants** applying to start a taxi service (see **Part 2**)

Applicants must:

- (a) send completed forms to each municipality where they are licensed or seek a licence to pick up passengers, and
- (b) include copies of completed forms in their application package.

Note: The Passenger Transportation Board sends applicants a copy of any negative comments it receives from a municipality. Applicants have an opportunity to comment.

NOTICE

To: Chief Administrative Officer

Name of Municipality

Date

Please be advised that the Licensee or New Applicant listed on page 2 of this Notice is applying to the Passenger Transportation Board to provide taxi service in your municipality.

A municipality may send comments about this application or taxi services in general to the Passenger Transportation Board by:

Fax: (250) 953-3788

E-mail: ptboard@gov.bc.ca

Mail: PO Box 9850 STN PROV GOVT
Victoria British Columbia V8W 9T5

We recommend that municipalities comment **within 30 days** of receipt of this notice. This should ensure that comments are received on time.

After an applicant sends its municipal notices and submits its application, the Board publishes the application in the Board's "Weekly Bulletin." Bulletins are published on Wednesdays. They may be viewed online at: <http://www.th.gov.bc.ca/ptb/bulletins.htm>. The Board will consider any comments received up until 10 days after publication in the "Weekly Bulletin".

To confirm whether the comment period is still open, municipal representatives can call the Board office at 250-953-3777 or email ptboard@gov.bc.ca.

Part 1: To be completed by PT Licensees

Licensee

Legal Name: _____

Trade Name: _____

PT Licence Number: _____

Operating Area (check one)

☐ I operate in this municipality _____

☐ I am applying to operate in this municipality _____

My total originating area is: _____

Fleet Size (Taxis only)

What is the maximum number of taxis you can operate in this municipality now? _____

How many accessible taxis do you operate in this municipality now? _____

How many taxis do you want to operate in this municipality? _____

How many taxis will be wheelchair accessible taxis? _____

Part 2: To be completed by new applicants

Applicant

Legal Name: _____

Trade Name: _____

Fleet Size Requested

Number of Conventional Taxis: _____

Number of Wheelchair Accessible Taxis: _____

Operating Area

The originating area I'm applying for is:
(please list all municipalities and areas)

Disclosure of Unlawful Activity & Bankruptcy PT Board Form 5**About This Form**

This form must be completed by one or more people, depending on your organization. See question 1 for details. The information you give 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 need more information 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?*
- *What, if any, corrective or remedial activities have you undertaken in relation to any charges or convictions?*

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

Name of person completing form: _____ Year of Birth: _____

1. What type of licensee do you represent? Please check:

- ☐ Sole Proprietorship
- ☐ Partnership (each partner must complete this form)
- ☐ Incorporated Private Company (each director and officer must complete this form)
- ☐ Public Company (the President, Secretary and CEO must complete this form)
- ☐ Society (each director of the society must complete this form)

2. 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) _____

3. 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 3(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 3(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 person completing this form: _____

Position with the applicant: _____

Name of Applicant Company or Partnership or sole proprietor: _____

! (Please insert electronic signature or print, sign and scan)

Signature: _____

Date: _____

Public Explanation of Passenger Directed Vehicle (PDV) Application

PT Board Form 6

About this Form:

- This form is required when you making an application for a new or amended licence or to add vehicles to your fleet..
- This form is not required for a rate change application.
- Information on this form will be published as part of your “application summary”.

Please answer each question in one or two sentences.

1. Why are you making this application? (Tell us if there is anything unique about your application. For example, is it a specialty service? Is there a target market? Etc.)

2. How will your application affect transportation services in your community?

This form has been prepared by the applicant for public information.

Name of Applicant:

Declarations PT Board Form 17**About this Form:**

- This form is required for all licence applications.
- This form must be signed by the **individual** (sole proprietor), **all partners** in the partnership, or the **president or sole director** of the corporation.
- By signing this form, you are making the declarations set out in A & below.

Applicant:

Legal Name: _____

PT Licence No. (if applicable): _____

A. Declaration: Liquor & Cannabis Laws**I DECLARE THAT:**

- 1 I understand that offences under the *Liquor Control and Licensing Act* include:
 - (a) consuming alcohol in a public place, including motor vehicles;
 - (b) operating a motor vehicle while there is liquor in the vehicle; and
 - (c) permitting a minor to consume liquor in a place under your control.
- 2 I understand that offences under the *Cannabis Control and Licensing Act* include:
 - (a) consuming cannabis while operating a vehicle;
 - (b) operating a vehicle knowing that another person is smoking or vaping cannabis in it;
 - (c) operating a vehicle while in personal possession of cannabis contrary to the Act; and
 - (d) operating a vehicle while cannabis is in it contrary to the Act.
- 3 I understand that my passenger transportation licence may be suspended or cancelled if I commit an offence under either the *Liquor Control and Licensing Act* or *Cannabis Control and Licensing Act* related to the operation of a commercial passenger vehicle.
- 4 I will educate my drivers and operators about their responsibilities and how to deal with passengers who consume alcoholic beverages or cannabis in my commercial passenger vehicles.

B. Declaration: Application Information**I DECLARE THAT:**

- 1 The statements and information contained in, attached to and submitted with this licence application package are true and correct.
- 2 I understand that statements and information contained in, attached to and submitted with this licence application package may be verified.
- 3 I understand that false or misleading representations could result in refusal of my application or cancellation of my licence, if my application is approved.

C. Signature(s) ! (Please insert electronic signature or print, sign and scan)

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____