



REGISTRAR OF PASSENGER TRANSPORTATION

MINISTRY OF TRANSPORTATION

SPECIAL AUTHORIZATION LICENCE APPLICATION PACKAGE

Passenger Directed Vehicle (PDV)

and

Inter-City Bus (ICB)

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 application package (PT5010) to apply for:

- ✓ **New Special Authorization (PDV or ICB)**
- ✓ **Amendment of a Passenger Transportation Licence (PDV or ICB)**
- ✓ **Addition of Vehicles (PDV only)**

Other Application Forms for Special Authorization(s)

If you are applying for the following special authorizations, please refer to the Registrar's web site (or contact the Passenger Transportation Branch) for the following application forms packages and applicable filing fees:

- Transfer of Licence with Special Authorization – PDV and/or ICB (Form PT5025)
- Change of Rates and Rules – for PDVs only (Form PT5026)
- Addition of ICB Motor Vehicles (Form PT5023)

Application Filing Fee

The application filing fee is non-refundable once an application is accepted by the Passenger Transportation Branch:

- \$200 (per *each* application form submitted)
- Payable to the Minister of Finance (Canadian funds only)
- Payable by cheque, money order, Visa or MasterCard (*credit card remittance slip attached*)

If you are applying for more than one type of special authorization (PDVs and/or ICBs), addition of motor vehicle(s) (PDV), or amendment(s) to a licence, a single application filing fee will apply, *provided the application is submitted on a single application form*.

The following are some examples of possible application combinations:

- New authorization that includes both PDV and ICB;
- Amendment to add PDV vehicles (fleet expansion) and increase PDV service area;
- Amendment to add a new route schedule to existing ICB authority and change PDV carrying capacity;
- Add a new ICB authorization (to an existing PDV licence) and increase PDV fleet size.

Please note that if you are applying for both special and general authorizations, at the same time, a separate application filing fee is required for each application form submitted (e.g. Special Authorization Application Package (Form PT5010) and General Authorization Application Package (Form PT5005) – the total filing fees will be \$400).



Office Use Only
PT Application# _____

About this form: Do not use this form if you are applying to transfer a licence that includes a special authorization, applying for additional ICBs, or applying for a change of PDV rates and rules. The Registrar 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 FULL 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"): _____

Safety Certificate Number: _____ Home Jurisdiction: _____

BC Insurance Filing Number (BC Financial Responsibility Certificate letter issued by I.C.B.C.): _____

Business Mailing Address: _____
_____ Postal/Zip Code: _____

Physical Location of Records _____
(if different): _____
_____ Postal/Zip Code: _____

Phone: _____ Cell : _____ Fax: _____

Email: _____ Web Site: _____

3. Application for Special Authorization to operate as an Inter-City Bus (ICB)

- New ICB:** I am requesting the following number of identifiers (vehicle plates and decals) _____.
- Amendment of ICB Licence:** My Passenger Transportation Licence Reference Number is _____.

4. Application for Special Authorization to operate as a Passenger Directed Vehicle (PDV)

- New PDV:** I am requesting the following number of identifiers (vehicle plates and decals) _____.
- Amendment of PDV Licence:** My Passenger Transportation Licence Reference Number is _____.
- Addition of Motor Vehicles (PDV):** I am applying to add _____ Identifiers (vehicle plates and decals) to my fleet; and my Passenger Transportation Licence Reference Number is _____.

5. Declarations

I (we) declare that the statements and information contained in, attached to and submitted with this licence 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 licence applied for. I am also confirming my 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: _____



Submit this Signing Authority form to the Registrar, Passenger Transportation Branch with new applications, transfer applications, and any time there is a change in signing authority (including changes in the principals of a corporation and changes in delegated signing authority). **This form cancels and supersedes all previous Signing Authority forms.**

1. Legal Name of Applicant (complete one of the following)

Individual / Sole Proprietor: _____
 Partnership (Name each partner): _____
 Full Name of 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 Licence Number: _____
Business Mailing Address: _____
_____ Postal/Zip Code: _____
Physical Location of Records (if different): _____
_____ Postal/Zip Code: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____ Web Site: _____

3. Persons with Delegated Signing Authority (Optional)

Full Name (Print)	Position	Signature
_____	_____	_____
_____	_____	_____

4 Principal Owner(s)

This form must be signed by the applicant, a principal of the corporation, or all partners in the partnership. Any delegation of signing authority to persons named in section 3 does not relinquish or diminish the authority of applicants, partners or principals to sign for and bind the carrier on matters under the *Passenger Transportation Act*. **I (we) authorize persons named in section 3 above to act on behalf of the carrier in all matters relating to the *Passenger Transportation Act*, Passenger Transportation Act Regulation and policies and orders of the Passenger Transportation Board.**

It is the responsibility of the applicant, a principal of the corporation, or all partners in the partnership to formally advise the Passenger Transportation Branch of any changes to the delegation of authority.

Full Name: _____ Title: _____
Signature: _____ Date: _____
Full Name: _____ Title: _____
Signature: _____ Date: _____

Ministry of Transportation 104 – 4240 Manor Street Phone (604) 453-4250
Passenger Transportation Branch Burnaby BC V5G 1B2 Fax: (604) 453-4253

Registrar of Passenger Transportation 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 is obtained from the Passenger Transportation Board.

Before a licence can be issued, the Branch will contact you to request that you submit the required vehicle documents and identifier (plate and decal) fees.

1. **Basic Application Requirements** – all applicants are required to submit the following (if applicable):

- a) Special Authorization Licence Application (included in this application package)
- b) Signing Authority (Form PT5002 is included in this application package)

The Branch requires specimen signatures for all signatories and for all persons who will be in contact with the Branch regarding Passenger Transportation matters.

This requirement does not apply if you currently hold a Passenger Transportation Licence and there are no changes to your Signing Authority Form on file with the Branch.

- c) Agent Letter of Authorization

If you have hired an agent to prepare your application, the Branch requires a signed letter from the applicant that authorizes the agent to act on your behalf.

- d) Application Filing Fee

Applications received without submission of the filing fee will be returned, unprocessed, to the applicant. Please refer to Page 2 of this application package for information about the application filing fee.

1. **If your business or organization is located in BC the following is required:**

- You have entered your National Safety Code Certificate (NSC) number on the application form in the space provided in section 2.

Applicants must obtain a National Safety Code certificate before making application for a Passenger Transportation Licence. The NSC certificate must bear the legal name of the applicant.

Applications received from applicants who have not yet been issued a NSC certificate will be returned, unprocessed, to the applicant.

To apply for a NSC certificate please call National Safety Code Applications at (250) 952-0576 or visit their web site: http://www.th.gov.bc.ca/cvse/national_safety_code.htm.

2. If your business or organization is located outside BC the following is required:

Please ensure that all submitted documents bear the full legal name of the applicant.

a) You have included identification documents:

1. If you are applying as an **individual**, you have included a legible photocopy of your current driver's licence.
2. If you are applying as a **partnership**, you have included a legible photocopy of all partners' current driver's licence(s).
3. 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 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/corppq/>.

- b) You have included a photocopy of the safety certificate issued by your home jurisdiction with a satisfactory rating.
- c) You have included a photocopy of your 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/state.
- d) 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).

- e) If vehicle(s) have been purchased or leased, and are base plated outside of British Columbia, you have included a copy 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)

Passenger Transportation Board Information Requirements

Applicants must also provide information required by the Passenger Transportation Board. This information is required so that the Board can assess applications in terms of its mandate. This information is explained in **Appendix D and F** of the Board's "Application Handbook".

Board information requirements are set out in the following documents:

- PDV Forms Package – see "checklist" for an overview of requirements
- ICB Forms Package – see "checklist" for an overview of requirements
- Board "Sample Forms" Package
- Application Handbook

These materials are available on the Registrar's web site or at the Passenger Transportation Branch.

The Board may refuse applications that do not meet Board informational requirements.

Other Information

Legislation and Regulations

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

Unofficial versions of this legislation are available on the Passenger Transportation 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 regulations) may be obtained from:

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

Rules of Practice and Procedure and Policy Guidelines

a) *Registrar of Passenger Transportation (the Registrar)*

The Registrar is responsible for accepting all applications, verifying safety requirements and issuing all licences. The Registrar's *Rules of Practice and Procedure* can be viewed on the Registrar's web site: <http://www.th.gov.bc.ca/rpt> or a copy can be requested from the Passenger Transportation Branch.

b) *Passenger Transportation Board (the Board)*

The Board is responsible for determining whether applications for inter-city buses or passenger directed vehicles should be approved. The Board's *Rules of Practice and Procedure and Policy Guidelines* can be viewed on the Board's web site: <http://www.ptboard.bc.ca> or copies can be requested from the Passenger Transportation Board.



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: _____

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