

This information sheet is for licensees with a Special Authorization to operate Passenger Directed Vehicles (PDVs) who are applying to the Passenger Transportation Board for a Temporary Operating Permit (TOP) for one or more vehicles.

When are TOPs approved?

The Board may approve an application for a TOP if the Board considers there is an **urgent** and **temporary** need for the licensee to increase the number of motor vehicles that are or may be operated under the licence.

What types of circumstances meet the "urgent" and "temporary" need test?

The Board will consider each permit request in light of the circumstances outlined by the applicant. However, some examples of approvals for TOPs include:

- Conferences or special events
- Transportation of dignitaries
- Seasonal spike in demand for services
- Bookings exceed capacity for a limited period of time

Where can I get a TOP application?

Application forms are available from the Passenger Transportation Branch.
Phone: 604 453-4250; Fax: 604 453-4253
Toll Free: 888 453-4280
Email: passengertransportationbr@gov.bc.ca

Can I get a TOP while my additional vehicle application is being processed?

Board policy is not to approve temporary operating permits pending additional vehicle applications.

Licensees who want to expand their passenger directed vehicle fleets on a permanent basis should submit an additional vehicle application, not a temporary operating permit request.

Do I have to submit any documents with my TOP request?

Applicants should submit information that supports the "urgent" and "temporary" need for the permit. The information may include:

- Contracts to provide service at a conference or special event
- Written confirmation of additional bookings for a time limited period
- Booking information that proves that bookings exceed capacity, for a set time period

Applicants should also provide information on rates if these will be different from approved rates.

What is the duration of a TOP?

The length of the TOP depends upon the time period for which a permit is required. The maximum time for a TOP is 92 days.