

Timelines for Special Authorization Applications

Most applications that involve special authorization go through the following steps toward a decision on the application:

| Step | Estimated Time* (Each Step) |
|--|---|
| 1. Branch logs, processes and forwards application to the Board office. | 10 days |
| 2. Board staff draft application summary, send it to the applicant for verification, and publish it in the PT Board Bulletin (at the Board web site) | 2 weeks |
| 3. Public Submission Period | 15 days (10 days for rate applications; 7 days for administrative transfer applications) |
| 4. Applicant receives any written submission and sends Reply to the Board. | 10 days |
| 5. Board staff complete an overview of the application file. | 3 weeks |
| 6. Board Chair appoints the Panel (i.e. a Panel Chair and possibly other Panel Members) who will consider and decide the application. Board staff forward the application file to the Panel. | 1 week |
| 7. Application Considerations and Decisions | |
| a. Review of file materials only | 4 weeks |
| b. Review of file materials and Board Investigation into application | 6 weeks |
| c. Review of file materials and Registrar Investigation into application | 7 weeks (3 with Registrar plus 4 with the Board) |
| d. Oral Application Hearing | 4 months |
| 8. Licence Activation by Registrar (if the Board approves the application) | 4 days |

****Actual timelines vary from one application to another.*** External factors can affect application timelines. These include the completeness of an application when received, the payment of required fees, the number of submissions received after publication in the PT Board Bulletin, the timeliness in supplying additional information or meeting additional requirements if applicable, the complexity of the issues raised by a particular application, and whether there are any external disruptions such as a hearing adjournment. The timelines set out above do not apply to applications where an urgent public need is found (by the Board) to exist, applications for administrative transfer, or to applications for Temporary Operating Permits (not addressed in this Handbook).

Calendar days are used for the timeline estimates noted on this page.