



Rules of Practice and Procedure

Registrar of Passenger Transportation

**Ministry of
Transportation**

Passenger Transportation Branch

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104, 4240 Manor Street
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July 6, 2007

www.th.gov.bc.ca/rpt/

Registrar's Rules of Practice and Procedure

Section A

Compliance with Rules

All persons must comply with these Rules unless the Registrar orders or directs otherwise.

Section B

Rules

Effective June 28, 2004

RULE 1:

Voluntary Withdrawal of a Submitted Special and/or General Authorization Application

- Application file will be closed.
- Application materials will be retained by the Passenger Transportation Branch.
- Application fee is non refundable.
- Identifier fee(s) (if submitted) will be returned to the applicant.

Effective June 28, 2004

RULE 2:

Receipt of a New Special and/or General Authorization Application without the National Safety Code Certificate (for Canadian base-plated vehicles, or a Department of Transport Safety Certificate for American carriers) and/or Application Filing Fee

- The application file will be returned in its entirety to the applicant.
- The application fee will be refunded.
- Identifier(s) fees (if submitted) will be returned to the applicant.

Effective June 28, 2004

RULE 3:

Receipt of a General Authorization Application with Outstanding Information Requirements

- The application will be held for thirty (30) days from the date of the Registration Officer's letter to the applicant.
- If the required information/documents are not received at the Passenger Transportation Branch within the stated time frame, the application will be considered closed.
- Application materials will be retained by the Passenger Transportation Branch.
- Application fee is non refundable.
- Identifier(s) fees (if submitted) will be returned to the applicant.

Effective June 28, 2004

(Superseded by Rule 9 on November 1, 2005)

RULE 4:

Receipt of a Special Authorization Application with Outstanding Information Requirements

- The application will be held for thirty (30) days from the date of the Registration Officer's letter to the applicant.
- If the required information/documents is not received at the Passenger Transportation Branch within the stated time frame, the application will be considered closed.
- Application materials will be retained by the Passenger Transportation Branch.
- Application fee is non refundable.
- Identifier(s) fee(s) (if submitted) will be returned to the applicant.

Effective June 28, 2004

RULE 5:

Requirements to Issue a New General Authorization Licence

- Applicant has one (1) year from date of Registrar's decision letter to request the issuance of the new Passenger Transportation licence.
- If the required documents as specified in the Registrar's letter are not received during the specified time, the application will be closed.
- Application materials will be retained by the Passenger Transportation Branch.
- Application fee is non refundable.
- Identifier(s) fees (if submitted) will be returned to the applicant.

Effective June 28, 2004

RULE 6:

Licensee Issued a General Authorization Licence with at Least One Identifier/Plate

- The application file will be closed upon the issuance of:
 - i) a General Authorization licence, and
 - ii) the number identifiers requested for activation by the applicant at the time the licence is issued (minimum of one identifier/plate).
- Any outstanding identifier fee(s) submitted without a vehicle registration and/or an acceptable mechanical inspection report will be refunded.
- Licensee will be required to file an application (PT5021) for additional General Authorization identifiers – there is no fee to file this application.
- Identifier fee(s) in the amount of \$100.00/identifier is applicable.

Effective April 21, 2005

RULE 7:

Additional Information Required in Support of Application to Convert a Motor Carrier Licence to a Passenger Transportation Licence

- Outstanding requirements on an Expedited Application must be received by the Passenger Transportation Branch no later than the end of the business day on May 05, 2005.
- Non receipt of the outstanding requirements will result with your application being closed.
- If the May 05, 2005 deadline is not met, the applicant will be required to submit a new application, a \$200 application filing fee, and all other information required to satisfy the application requirements for Passenger Transportation licensing.

Effective April 21, 2005

RULE 8:

Applicant Has Already Been Notified of Approval to Convert Motor Carrier Licence to a Passenger Transportation Licence but Additional Information Required in Support of Issuance of a Passenger Transportation Licence

- Outstanding requirements on an Expedited Application must be received by the Passenger Transportation Branch no later than the end of the business day on May 13, 2005.
- Upon the licensee's receipt of the new Passenger Transportation documents and identifiers/plates, the licensee is required to immediately return all Motor Carrier Licence and associated licence plates and certificates to the Passenger Transportation Branch,
OR

- If the Motor Carrier licensee does not wish to immediately activate their new Passenger Transportation Licence, as may be the case for seasonal operators, the Motor Carrier licensee must notify the Passenger Transportation Branch of such in writing no later than the end of the business day on May 13, 2005.
- In these cases, the Motor Carrier licensee must return their Motor Carrier Licence and all associated licence plates and certificates to the Passenger Transportation Branch by the same deadline.

Effective November 01, 2005

**RULE 9:
(Superseded by Rule 10 on July 6, 2007)**

Receipt of a Special Authorization Application with Outstanding Information Requirements

- The application will be held for thirty (30) days from the date of the Registration Officer's letter to the applicant.
- If the required information/documents are not received at the Passenger Transportation Branch within the stated time frame, the application will be forwarded to the Passenger Transportation Board for their review.
- Application fee is non refundable.

Effective July 6, 2007

RULE 10:

Receipt of a Special Authorization Application with Outstanding Information Requirements

- The application will be held for thirty (30) days from the date of the Registration Officer's letter to the applicant requesting required information/documents.
 - a) If the **Registrar** “basic” application requirements” have not been met within the stated time frame, the application will be considered closed.
 - Application materials will be retained by the Passenger Transportation Branch.
 - Application fee is non refundable.
 - Identifier(s) fees (if submitted) will be returned to the applicant.
 - b) If the **Passenger Transportation Board** information/documents requirements, as listed in the Application Handbook, are not received at the Passenger Transportation Branch within the stated time frame, the application will be forwarded to the Passenger Transportation Board for their review.
 - Application fee is non refundable