



REGISTRAR OF PASSENGER TRANSPORTATION

MINISTRY OF TRANSPORTATION

SPECIAL AUTHORIZATION

Application for Addition of Motor Vehicle(s)
Inter-City Bus (ICB) (plate and decal)

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>



SPECIAL AUTHORIZATION APPLICATION FORM
for ADDITION of INTER-CITY BUS (ICB) MOTOR
VEHICLE(S) – IDENTIFIER(S) [plate and decal]

Part 4, *Passenger Transportation Act*

Office Use Only
PT Application# _____

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

☐ 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. Number of Identifier(s) (plate and decal)

☐ Add _____ Identifier(s) (plate and decal) to Passenger Transportation Licence number _____.

4. 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: _____

Please note: Upon the issuance of the respective identifier(s) (plate and decal), any outstanding identifier(s) not issued on this application will be considered null and void. The application file will be closed. The licensee will be required to file another application for addition of motor vehicle identifiers. There is no fee to file this application. An identifier fee in the amount of \$100 per motor vehicle (plate and decal) is applicable.

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.

Information Requirements – Application for Addition of ICB Motor Vehicle(s) – Form PT5023

Basic Information Requirements

- a) Special Authorization Application Form for Addition of Inter-City Bus Motor Vehicle(s) (Form PT5023) is included in this application package.
- b) Brief description of the type, model and passenger carrying capacity (excluding the driver) of the proposed vehicle(s) to be utilized.
- c) Signing Authority (Form PT5002)

This requirement is not applicable if there are no changes to your Signing Authority Form on file with the Branch.

If there are changes to the Signing Authority form you have on file with the Branch, blank forms are available on the Registrar's web site <http://www.th.gov.bc.ca/rpt> or by contacting the Passenger Transportation Branch at (604) 453-4250 or toll free at (888) 453-4280.

Vehicle(s) Information

The filing of an application does not confer any permission or authority to operate the additional ICB motor vehicle(s) under your Special Authorization Licence. Applicants are advised to delay the purchase or lease of vehicles until approval is obtained from the Registrar of Passenger Transportation.

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

If vehicles have been purchased, you have included:

Vehicle(s) base plated in BC

- a) \$100 for each identifier (plate and decal) requested (cheques, money orders, Visa and MasterCard payable to the Minister of Finance, in Canadian funds only, are accepted)
- b) Photocopy(ies) of current vehicle registration(s) – “Owner’s Certificate(s) of Insurance and Licence/Vehicle Registration” that:
 - i) show the vehicle(s) to be licensed/registered in the correct I.C.B.C. insurance category;
 - ii) show the vehicle(s) to be classified as “commercial type”; and
 - iii) display the correct seating capacity.
- c) Photocopy(ies) of the Commercial Vehicle Inspection Report(s) (CVIP), Form MV3104, that verify the vehicle(s) have been inspected and passed by an approved vehicle inspection facility (Please note, inspections are required to be performed on a semi-annual basis unless your operation is part of a preventative maintenance program).

Vehicle(s) base plated outside of BC

- a) \$100 for each identifier (plate and decal) requested (cheques, money orders, Visa and MasterCard payable to the Minister of Finance, in Canadian funds only, are accepted)
- b) Photocopy(ies) of current vehicle insurance showing the vehicle(s) have been properly licensed, insured as commercial passenger vehicles and displaying the correct seating capacity.
- c) Photocopy(ies) of mechanical inspection report(s) that verify the vehicle(s) have been inspected and passed by an approved vehicle inspection facility. (Please note that semi-annual inspections are a requirement in BC).
- 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)



CREDIT CARD REMITTANCE SLIP

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: _____

Revised August 2006

[PT5051 Credit Card Remittance Slip]