

PDV Forms Package

Use this package to apply to the Passenger Transportation Board for special authorization to operate passenger directed vehicles (PDVs) in British Columbia.

Passenger directed vehicles (PDVs) include commercial passenger vehicles such as taxicabs, limousines and other small vehicles that accommodate a driver and not more than 11 passengers.

Checklist for Applications for Special Authorization

Board Form 1 | Updated November 2010

Applicant

Legal Name: _____

About this Checklist: Complete and submit this checklist to indicate the materials you are submitting with your “special authorization” application. This generic checklist may list some items that are not required with your application. This checklist is not required when a “Change of Rates” application is made on its own. **For an explanation of the application requirements that apply to your application, refer to the [Board Application Handbook](#), especially Appendices C, D, E and F.**

Included

Application Items

Part 1: Registrar’s Application Requirements

Use one or more of the following Registrar’s application packages that includes the Registrar’s application requirements.

- Application Form Package for Special Authorization ([PT5010](#))
- Licence Transfer Application ([PT5025](#))
- Application to Change Rates and Rules ([PT5026](#))

Part 2A: Board Application Materials (ICB & PDV)

- Public Need Indicators [*Handbook ss. 3.3 & 4.4 and Appendix G*]
- Business Plan [*Handbook s. 4.2*]
- Financial Statements [*Handbook s. 4.3*]
- Disclosure of Unlawful Activity and Bankruptcy ([Board Form 6](#); *Handbook s. 3.4*)
- Disclosure of Passenger Transportation Ownership [*Handbook s. 4.7 & Board Sample Form 11*]

Part 2B: Board Application Materials (PDV only)

- PDV Vehicle Proposal [[Board Form 2](#)]
- PDV Service Proposal for each proposed PDV service [[Board Form 3](#)]
- PDV Rates and Rules (including any contract rates) [*Handbook sections 3.7 & 4.5 and Appendix C5*]
- Rationale for a Proposed Change of Rates [*Handbook s. 4.6*]
- Municipal Notice of Proposed Change of Taxicab Rates [*Handbook s. 4.7*]
- Priority Dispatch Plan for Accessible Taxis [*Handbook ss. 3.6, 4.10 & Guidelines*]
- Flip Seat Request [*Handbook s. 4.11 & Board Form 17*]

Part 2C: Board Application Materials (ICB only)

- ICB Application Summary [[Board Form 4](#)]
- ICB Route Worksheet for each proposed route [[Board Form 5](#)]
- Public Notice of Reduction of Routes / Minimum Route Frequency [*Handbook s. 4.7*]
- ICB Sample Time Schedule for each proposed route [*Handbook s. 4.8*]

Part 2C: Board Application Materials (Optional—ICB & PDV)

- Condensed Operating Plan [[Board Sample Form 10](#)]
- _____
- _____
- _____

Applicants are advised to review section 3.1 of the [Application Handbook](#) for a list of information that the Board may consider when making an application decision. In particular, see the *industry profile* information that the Board routinely considers at <http://www.th.gov.bc.ca/ptb/operators.htm>.

PDV Vehicle Proposal

Board Form 2 | Updated February 2009

About this Form: Complete and submit this form when your application is for (a) a new PDV special authorization, (b) additional PDVs and (c) to amend the vehicle type or seating capacity. (To request flip seat authorization, use form 17.)

Vehicles should not be bought or leased, and other business related expenses should not be incurred, before a decision is made on any application.

Fleet Size (PDVs only)

Current Maximum Number of Vehicles: _____

Number of New or Additional Vehicles Requested: _____

Proposed Maximum Number of Vehicles: _____

Proposed "New" or "Additional" Vehicles

What types of "new" or "additional" passenger directed vehicles are you applying for?	Number of Vehicles	"Vehicle Capacity" [†]	
		Maximum seating of smallest vehicle (excluding driver)	Maximum seating of largest vehicle (excluding driver)
<input type="checkbox"/> Accessible Taxi	_____	_____	_____
<input type="checkbox"/> All Wheel / 4 Wheel Drive	_____	_____	_____
<input type="checkbox"/> Classic Vehicle (more than 30 yrs)	_____	_____	_____
<input type="checkbox"/> Limousine	_____	_____	_____
<input type="checkbox"/> Sedan Limousine	_____	_____	_____
<input type="checkbox"/> Shuttle Van	_____	_____	_____
<input type="checkbox"/> Sport Utility Vehicle	_____	_____	_____
<input type="checkbox"/> Taxicab	_____	_____	_____
<input type="checkbox"/> Other type: _____	_____	_____	_____

[†]Vehicle Capacity Examples:

1. An applicant wants to operate 2 limousines. One has 8 seats, plus the driver. The other has 10 seats, plus the driver. This applicant would then check "limousine" and indicate that "2" of this type of vehicle would be operated. Under "vehicle capacity," the applicant would write "8" in the column for the smallest vehicle and "10" for the largest vehicle.

2. An applicant wants to operate 1 taxicab with 3 seats, plus driver. This applicant would then check "taxicab" and indicate that "1" of this type of vehicle would be operated. Under "vehicle capacity," the applicant would write "3" in the column for the smallest vehicle and "3" for the largest vehicle.

Other Vehicle Information (optional)

Complete this section to provide any other information about the vehicles you want to operate as passenger directed vehicles.

PDV Service Proposal

Board Form 3 | Updated July 2010

Complete and submit one form for each PDV service you propose to operate or amend. Complete each section that applies to your application.

Operating Area (BC)

Proposed "Originating Area"

Complete the following statement to define the *originating area* from where you propose to pick up passengers at the start of their trip. **"Transportation of passengers may only originate from..."**

Proposed "Destination Area"

Complete the following statement to define the *destination area* where you propose to drop off passengers at the end of their trip. (Acceptable references include boundaries of municipalities, regional districts and passenger transportation districts, as well as areas within x "road kilometres" of such areas.) **"Transportation of passengers must terminate at..."**

Other "Operating Area" Information

Provide additional information or details that the Board should be aware of.

Express Authorization Requests (Taxicab Services)

Yes	No	Authorizations Requested
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<input type="checkbox"/>	<input type="checkbox"/>	I wish to use a taxi meter in the vehicles
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<input type="checkbox"/>	<input type="checkbox"/>	I wish to have a toplight on the vehicles
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<input type="checkbox"/>	<input type="checkbox"/>	I wish to provide transportation to person who hail or flag the vehicle from the street.
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How many vehicles do the "express authorizations" apply to? _____ or Not applicable.

If applicable, provide additional details that the Board should be aware of:

Other Terms and Conditions

Return Trips: Are you applying to be able to return passengers from where their trip terminates in the destination area to any point in the originating area if the return trip is arranged by the time the originating trip terminates? Yes No

Trips Outside BC: Are you applying for extra-provincial authority to carry passengers across the British Columbia border? Yes No

Trips Under Contract: Will passenger transportation be provided under contract with individuals, organizations or companies? (If yes, attach a copy of the contracts or letters of intent to enter a contract.) Yes No

Express Authorization to use Flip Seats: Use Board Form 17 in the Board Sample Forms package. Yes No

Other Information or Proposed Terms and Conditions:

Describe any other requests (e.g. another type of authority, limitation, or definition) in the spaces below.

Disclosure of Unlawful Activity & Bankruptcy

Board Form 6 | Created November 2010

About This Form

This form must be completed by:

- ✓ The **individual**, if the applicant is a sole proprietor
- ✓ **Each partner**, if the applicant is a partnership
- ✓ **Each director and officer**, if the applicant is a private company
- ✓ **Each principal officer (president, secretary) and CEO**, if the applicant is a public company
- ✓ **Each director**, if the applicant is a society

This information will be used by the Board as part of its deliberations in assessing if you are a fit and proper person as required by the *Passenger Transportation Act*. The Board may require further information or disclosure, depending on your answers to these questions.

In assessing if you are a fit and proper person, the Board may consider, among other matters:

- *What were the circumstances of any charges, convictions or findings of guilt and any sentence imposed?*
- *How much time has passed between the charge, conviction or finding of guilt and this application?*
- *Does the behavior for which the charges were laid or convictions or finding of guilt, indicate a pattern of poor conduct and character, lack of financial integrity or a threat to the public?*

You must provide truthful answers. If you do not, and this information becomes known to the Board, the Board may refuse the application or, if a licence is approved, attach further conditions, suspend or cancel the licence.

1. Have you, or any business entity with which you are or have been associated as a director, officer or principal shareholder

- a) been charged with or convicted of an offence under the Criminal Code of Canada? Yes No
- b) been charged with or convicted of an offence under the Controlled Drugs and Substances Act or the Income Tax Act? Yes No

If you answered yes to any of the above questions, please provide the following details for **each conviction or finding of guilt** (attach a separate sheet if needed).

- i. Description of conviction or finding of guilt
- ii. Date of conviction or finding of guilt
- iii. Description of sentence
- iv. Name and location of court
- v. Court file number (if known)

...Continued

Disclosure of Unlawful Activity and Bankruptcy (Page 2 of 2)

2. Have you, or any business entity with which you are or have been associated as a director, officer or principal shareholder ever,

a) filed for bankruptcy protection or receivership; been petitioned into bankruptcy or receivership; or made a proposal under any bankruptcy, insolvency or similar law, or had any similar action taken against you, in any jurisdiction? Yes No

b) been denied or refused bankruptcy protection or reorganization under any bankruptcy or insolvency law in any jurisdiction? Yes No

If you answered "Yes" to 2(a), you **must** give the following information for **each** proceeding (attach a separate sheet if needed)

- i. Name and address of entity (if applicable)
- ii. Name and address of filing party
- iii. Date petition filed
- iv. Name and address of Court
- v. Name and address of trustee
- vi. Disposition or outcome

Note: Please enclose a copy of any discharge.

If you answered "Yes" to 2 (b) above, you **must** include the following for each proceeding (attach a separate sheet if needed)

- i. Name and address of entity (if applicable)
- ii. Name and address of filing party
- iii. Date petition filed
- iv. Name and address of Court
- v. Name and address of Trustee
- vi. Disposition or outcome

Name and Signature

Name of Applicant: _____

Name of Person Completing this Form: _____

Position with the applicant (i.e. sole proprietor, partner, officer, director, principal): _____

Signature: _____

Date: _____