



Do I need a licence to start a limousine or other Passenger Directed Vehicle Authorization (PDVA) service?

Yes. You need a passenger transportation licence to operate a limousine or other passenger directed vehicle authorization services in British Columbia. The type of licence you need is a **Special Authorization: Passenger Directed Vehicle Authorization**. The type of vehicle you will operate is a passenger directed vehicle. Limousines and other PDVA services are not considered taxis or transportation network services.

The Passenger Transportation Board makes decisions on applications for special authorization licences.

Table of Contents

I.	About Limousines and Other PDVA Services.....	2
II.	Exclusions from PDVA Requirements and Exemptions from Licensing.....	2
III.	Application Process	3
1.	Branch Receipt of Application	3
2.	Board Decision-Making Process	3
3.	Board Considerations	5
4.	Licences Issued by the Branch	6
IV.	Checklist for Applications	6
V.	More Information About Required Attachments.....	8
VI.	Other Information Available to Applicants	9
VII.	Confidentiality	9
VIII.	Reconsiderations	10
IX.	Contacts	10

I. About Limousines and Other PDVA Services

Limousines and other PDVA services use passenger directed vehicles to take passengers to or from locations determined by passengers or persons acting on behalf of the passengers.

Vehicles can seat up to 11 passengers and a driver, or vehicles can have perimeter seating.

Limousine service is often directed to specialty markets, such as weddings and graduations, airport transfers or businesses. Types of limousines include:

- *Sedan limousines* - seat a driver and not less than 3 and not more than 5 passengers.
- *Large vehicle limousines*- seat 6 to 11 passengers plus driver; these include SUVs, stretch limousines and vans.
- *Perimeter seating buses (PSBs)* - seat 12 or more passengers plus driver; these include stretch SUVs and limo buses

“Other PDVA services” includes passenger transportation services such as shuttles, transportation for English-as-Second Language (ESL) students and some crew transportation services.

Application requirements are similar for limousine and other PDVA services and, if approved, the terms and conditions of licence are also similar. The services are often distinguished in terms of rates. Limousines are usually approved for minimum and maximum hourly rates that are set out in in a Board rates rule.

Shuttle and other PDVAs are approved for individual, hourly or point to point rates that are specific to the service set out in a licence.

Applicants are advised to delay the purchase, lease or rental of vehicles until approval is obtained.

II. Exclusions from PDVA Requirements and Exemptions from Licensing

Section 3(3) of the *Passenger Transportation Act* specifies vehicles that are excluded from the definition of passenger directed vehicles. These include: some patient transfer vehicles; vehicles that are part of tour packages, arranged by a licensed travel agent, that include at least one night's accommodation; and vehicles travelling from outside British Columbia that do not pick up or drop off passengers in BC.

Section 5 of the *Passenger Transportation Act* lists exemptions from the Act and regulations. In these cases, no application or licence is required to operate.

III. Application Process

The Passenger Transportation Board (Board) and the Registrar of Passenger Transportation (Registrar) are separate entities with distinct responsibilities under the *Passenger Transportation Act*. The roles of each in the application process are explained below.

1. Branch Receipt of Application

Through the Passenger Transportation Branch (Branch) office, the Registrar accepts all applications (including those which require Board approval) and ensures that the applications are complete.

You pay a fee of \$200 when submitting an application to the Branch office. If the application is approved, you must pay \$100 per vehicle that you activate. The Branch will advise you of payment processes.

- The Registrar verifies safety requirements and issues all licences. The Registrar is also responsible for initiating compliance and enforcement actions against both licensed and unlicensed operators.
- The Branch screens submitted applications prior to forwarding them to the Board in Victoria.
- If an incomplete application is received, the Branch will contact the applicant and request that missing information be provided within a specified time frame. If the due date is missed, the application fee will not be processed, and the application will not be forwarded to the Board for a decision. You will need to resubmit a complete package.

The filing of an application does not confer any permission or authority to operate a passenger transportation service.

Sending Your Application

Send your application to the Passenger Transportation Branch in Coquitlam.

200 – 1500 Woolridge Street, Coquitlam BC V3K 0B8

Phone: 604-527-2198 Fax: 604-527-2205

Toll Free: Call Enquiry BC at 1-800-663-7867

Email: passengertransportationbr@gov.bc.ca

Web: [Registrar & Passenger Transportation Branch](#)

2. Board Decision-Making Process

The Board is an independent tribunal in British Columbia established under the *Passenger Transportation Act*. The Board's primary responsibility is to make decisions on applications relating to the licensing of passenger directed vehicles (e.g. taxis, limousines, shuttle vans,

transportation network services) and inter-city buses in British Columbia. The Board also sets the terms and conditions of licence that will apply to your operations.

Publication & Submissions

Using information in your application, Board staff draft and email you an Application Summary that includes proposed terms and conditions for providing the transportation services you seek.

After you confirm that the Application Summary is correct, we publish it in the Board's *Bulletin*, typically on Wednesdays at the end of the business day. However, the *Bulletin* also may be published on days other than Wednesday.

Within 10 days of its publication, anyone may send the Board a written submission with the required \$50 submission fee. Local governments and First Nation governments may also comment on an application; however, a submission fee is not required.

You will receive a copy of all submissions and comments, and you will have 7 days to send a reply to the Board. Further information on submissions can be found on the "Making a Submission" webpage and in Reference Sheet 8.

After the submission and reply period ends, the Chair of the Board appoints a panel of one or more Board members to review and decide the application.

Information & Evidence

Board members make decisions based on information and evidence that they receive during the application process. This information may include:

- information you submit with your application;
- written submissions from other people;
- your replies to the submissions;
- follow-up information that the Board gets from you, submitters or another person¹;
- information from you, the Branch, Board or Government that is available to the public (e.g. information on your website, information the Board website, etc.);
- information the Board receives from first nation councils/nations or local governments;
- compliance information received from the Registrar of Passenger Transportation;
- investigation reports from the Registrar of Passenger Transportation and any comments received from you;
- information from a public hearing; and
- when it is available, data collected from taxis, transportation network services; and limousines and passenger directed vehicle operators in an area.

¹ You will be able to see information from submitters or another person, unless it is confidential business information. If it is confidential business information, you will receive a summary of the information as set out in Board Rule 18 ("Confidential Information from a Submitter").

Decisions

Application decisions are made by Board members. Staff do not make decisions on applications.

The Board makes its decision according to its mandate as set out in section 28(1) of the *Passenger Transportation Act*, as outlined below in section I.3. The Board decides each case on its own merits. However, the Board also seeks to have consistency in its decisions.

To approve an application, the Board must also be satisfied that applicants have shown that the as licensees they would meet the requirements of the Passenger Transportation Act and regulations, including those relating to drivers and vehicles.

If the Board approves an application it will set terms and conditions for your Special Authorization: Passenger Directed Vehicle Authorization licence, including approved operating areas and fleet size, and will set or approve rates.

Decisions are emailed to applicants and the Branch, then published in the *Bulletin*.

3. Board Considerations

When making a decision on your application, the Board must consider the three factors set out in section 28(1) of the *Passenger Transportation Act*. These are set out below.

- ***Applicant Fitness***

The Board considers applicant fitness matters in two parts:

- (i) Are you a “fit and proper person” to provide the proposed service?
- (ii) Are you capable of providing that service?

Reference Sheet 19 provides detailed information about the factors and information the Board considers regarding the above questions. The reference sheet informs applicants of obligations and requirements they are assessed on and with which operators must comply after a Special Authorization licence has been approved and issued.

- ***Public Need***

The Board must consider whether there is a public need for the service that you propose to provide. This requires you to demonstrate that there are people who would use your service. The Board expects you to prove there is public need throughout the area you have applied for and your reasons for asking for a specific number of vehicles.

Reference Sheet 20 provides more information on the type of factual information applicants can provide to demonstrate public need as well as factors that the Board may consider when considering sound economic conditions.

- **Sound Economic Conditions**

The Board must consider whether your application, if approved, would promote sound economic conditions in the passenger transportation business in this province. The Board strives to balance public need for available, accessible and reliable commercial passenger transportation services with overall industry viability and competitiveness. The Board considers this issue from a wide-ranging perspective, which includes consideration of harm to other industry participants.

4. Licences Issued by the Branch

If your application is approved in whole or in part by the Board, and the Registrar is satisfied that the applicant meets the requirements set out in s. 29(1) of the *Passenger Transportation Act*, the Registrar will issue a passenger transportation licence with a “Special Authorization: Passenger Directed Vehicles Authorization”. The service you provide must comply with the Board’s terms and conditions of this licence. The Registrar must issue a licence before your service can start.

Your licence is valid for one year from the date of issue unless otherwise specified by the Board. Renewals are under the authority of the Registrar and licensees must apply to renew their licence every year.

Any changes to legal name, sole proprietor, partners or company CEO & local GM , business mailing address/physical location of records, or signing authorities require submission of forms available on the Branch forms webpage and must be submitted to the Branch.

As a term or condition of licence, you will be obligated to provide the Registrar any information and data that the Board or the Registrar may request. Information on the current data requirements and submission process are specified in the Trip Data Submissions Guide and Specifications document available on the Passenger Transportation Branch website. At a minimum, weekly data submissions are required. Completed submissions are due within five business days of the end of the period that the data covers.

IV. Checklist for Applications

This section lists information you need to know before you apply for a passenger transportation licence. It also lists the forms and documents that you must provide with your application. More details about application requirements are provided in the forms themselves, and in Section V: More Information About Required Attachments .

1. Before you apply	
<input type="checkbox"/>	Obtain a National Safety Code Certificate (NSC) – the Branch will return any applications received that do not have a valid NSC number. LINK

<input type="checkbox"/>	Understand Commercial Vehicle and Safety Information about commercial passenger transportation vehicles	LINK
2. Branch Forms (no electronic signatures permitted) & Fees		
<input type="checkbox"/>	Special Authorization Licence Application form	LINK
<input type="checkbox"/>	Fee: Non-refundable fee of \$200 payable to the Minister of Finance by cheque, money order or credit card (the Branch will contact you by telephone for authorization if using a credit card)	ATTACH
<input type="checkbox"/>	Identification Documents Business/Organization (required only if located outside British Columbia)	ATTACH
<input type="checkbox"/>	Signing Authority form	LINK
3. Board Forms		
<input type="checkbox"/>	Vehicle Proposal (PDVA) form	LINK
<input type="checkbox"/>	Proposed Terms and Conditions of Licence (PDVA) form	LINK
<input type="checkbox"/>	Public Explanation of Applications (PDVA) form	LINK
<input type="checkbox"/>	Disclosure of Unlawful Activity & Bankruptcy form	LINK
<input type="checkbox"/>	Declarations form	LINK
4. Application Attachments		
The following documents are also required and will assist the Board in its consideration of the three factors set out in <u>section 28(1) of the <i>Passenger Transportation Act</i></u> .		
<input type="checkbox"/>	Business Plan	ATTACH
<input type="checkbox"/>	Financial Information <ul style="list-style-type: none"> • All Applicants: Cash Flow Projections • New Companies: Balance Sheet • Established Companies: Balance Sheet & Income Statements • Sole Proprietors or Partnerships: Personal Net Worth Statements 	ATTACH
<input type="checkbox"/>	Resumés of sole proprietor, partners or company president and general manager	ATTACH
<input type="checkbox"/>	Criminal record check(s) for sole proprietor, partners or company president and general manager	ATTACH
<input type="checkbox"/>	Public Need Indicators	ATTACH
<input type="checkbox"/>	Proposed Rates (see next section for links to available rates forms)	ATTACH

V. More Information About Required Attachments

This section provides more detailed information on “Application Attachments” that are listed in the checklist in the previous section.

Attached Document	Requirements
Business Plan	Business plans give the Board a clear, detailed picture of your operation. You need to provide enough information to the Board to enable it to review and understand how you will set up and run your business. Your business plan should show that you understand the passenger transportation business, including the requirements of the <i>Passenger Transportation Act</i> , its regulations and Board policies. See Board Reference Sheets on Business Plans and Sample Business Plan Outlines .
Cash Flow Projections	Provide month-by-month cash flow projections for 36 months . Break projections down to the main expense and revenue categories for your operation. See Reference Sheet 4: Financial Information for more information.
Balance Sheets or Personal Net Worth Statements	If you are a company, submit a balance sheet. If you are sole proprietor or partnership, submit a personal net worth statement. See Reference Sheet 4: Financial Information for more information.
Income Statements	If you operate a passenger transportation business, you must submit income statements for the past 2 years . If you have not operated for 2 years, then submit income statements include the months that you have operated. See Reference Sheet 4: Financial Information for more information.
Resumés	Resumés are required from sole proprietors, each partner in a partnership involved in management, and for a corporation, the President and the General Manager (head) of the Canadian or BC operations. You should include information that shows you have the knowledge, skills and abilities to operate the service you are applying. Resumés outline education, work experience and skills. You do not need to have run a passenger transportation service before. The Board wants to know that you have skills that you can apply to running the service. You may have gained these skills through your education, experience or work history.

<p>Criminal Record Checks</p>	<p>Criminal record checks must be provided for sole proprietors, each partner in a partnership involved in management, and for a corporation, the CEO and GM (head) of the Canadian or BC operations. NOTE: Individuals who are not residents of Canada must provide either (a) a Police Certificate from their country of residence confirming that a criminal record does not exist; or (b) a copy of the criminal record. Information about obtaining criminal record information from other countries is available on the Government of Canada website.</p>
<p>Public Need Indicators</p>	<p>A “public need indicator” is factual information that shows there is a public need your proposed transportation service in the area you want to serve. The Board wants you to analyze the information you put in your application to show public need. How does this information show public need for: (a) more of the service that you are applying for, and (b) the number of vehicles you are asking for? Reference Sheet 20 provides more information on public need indicators.</p>
<p>Proposed Rates</p>	<p>If you are applying for a limousine service, or the Board determines that your service is a limousine type of service, you must follow the minimum and maximum rates set in the Board rate rule. If you are applying for other types of services, you must submit proposed rates with your applications. The Board has developed the following forms that you may submit: Hourly Rates, Point-to-Point Rates or Individual Fares. Crew Transport & Contract Rates If you are applying to provide crew transport service and meet the requirements of Rule 49 of the Board’s Rules of Practice and Procedure, then you are not required to submit these contract rates for Board approval. All other rates require Board approval.</p>

VI. Other Information Available to Applicants

The Board’s [website](#) has additional information available to applicants. This includes information on legislation and Board policies and rules, applications and reference sheets, rates, industry specific matters and rates.

VII. Confidentiality

The Board keeps the following types of information confidential:

- private financial information (e.g. personal net worth statements)

- private business details (e.g. contracts, customer account information, detailed expansion processes)
- information from criminal record checks that is not public and other personal information (e.g. “Disclosure of Unlawful Activity and Bankruptcy” form)

Other information submitted with an application may be made public. Board decisions are public. The *Freedom of Information and Protection of Privacy Act* may apply to information in your application package

VIII. Reconsiderations

There is no right to appeal Board decisions. The Board may reconsider, vary or rescind a decision in only two circumstances:

- a. information has become available that was not available at the time the decision was made; or
- b. there has been an error in procedure.

For further information, see [Reference Sheet 14: Options after a Decision](#).

IX. Contacts

For further information or questions on the Board’s process contact the Board at the following link:

Passenger Transportation Board

202 – 940 Blanshard Street

P.O. Box 9850 STN PROV GOVT, Victoria BC V8W 9T5

Phone: 250-953-3777 Fax: 250-953-3783 Email: ptboard@gov.bc.ca