

## Submissions on an Application

The PT Board publishes notice of applications in its *Bulletin at least every Wednesday and sometimes on other days*. The Board accepts submissions on published applications from persons who meet the submission deadline set in the Bulletin and who pay the \$50 fee.<sup>1</sup> Board staff forward copies of submissions to applicants for their comment.

A person may make a submission in support of an application. Or, a person may make a submission objecting to an application. Most submissions are from competitors who object to an application.

Submissions should be complete. The Board may not accept follow-up or supplemental material sent in after the submission deadline has passed.

PT Board members consider submissions received when deciding an application.

Making submissions does not entitle submitters to participate any further in the application process or to obtain any further information or disclosure from the Board about the published application.

### ***Submission Contents***

Submissions are an opportunity to give information to the Board to help it make a decision. Submitters who are licensees can tell the Board about their business, transportation opportunities in their communities and how the application could affect their services.

Submissions should be relevant to one or more of the factors that the Board considers when reviewing an application. These are:

1. Is the applicant is a fit and proper person to provide that service and is capable of providing that service?

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<sup>1</sup> Local governments and First Nation governments may also comment on an application; however, a submission fee is not required.

2. Is there a public need for the service the applicant proposes to provide under any special authorization?
3. Would granting the application promote sound economic conditions in the passenger transportation business in British Columbia?

Submissions should:

- State the outcome you seek (e.g. approval of the application or refusal of some or all of an application or)
- Tell the Board why you object or support an application
- Specify **details** and **facts** as well as **independent evidence** that back up objections or support of an application.

The Board expects submitters to state their case and provide factual details to confirm the claims that they are making. General statements do not assist the Board. For example, saying that an application should be refused because “there is no public need” is not informative.

#### *Use of Social Media by Submitters*

The Board expects applicants (or submitters) to analyze information and tell the Board what it shows or proves. Reams of raw data, such as strings of posts, may not be meaningful to the Board. Putting raw data into a table or chart may show trends or common responses. A sample of the raw data should also be provided for reference

The Board must know the identity of people who post on social media sites in case it has follow-up questions. When social media evidence is submitted, the person who submits it is expected to document and authenticate it. The Board does not accept unsolicited social media posts. See the Operational Policy (OP II.4): [Submitting Social Media Information](#).

### *Confidential Submissions*

In certain circumstances, the Board may accept a part of a submission in confidence. If submitters want to submit evidence to the Board in confidence, they must make a request to the Board and **copy the applicant** on the request. The request must include

- a summary of the evidence the submitter is proposing; and
- why the proper administration of justice requires that the evidence be submitted in confidence

An applicant may comment on the submitter's request. The Board will make the final decision on whether it will accept information in confidence. It may also set some rules for what and how it will accept confidential information. Rule 18 of the Board's Rules of Practice & Procedure sets out specific requirements for submitting information in confidence.

### *Submission Requirements*

Submissions must be:

- in writing
- accompanied by a \$50 fee (payable by credit card or by cheque or money order and payable to the Minister of Finance)
- received at the Passenger Transportation Board office in Victoria on the date specified in the Weekly Bulletin. (Contact information is provided below)

### *Sending a Submission to the Board*

**Phone:** (250) 953-3777

**Fax:** (250) 953-3788

**Email:** [ptboard@gov.bc.ca](mailto:ptboard@gov.bc.ca)

**Web Site:** [www.ptboard.bc.ca](http://www.ptboard.bc.ca)

**Physical Location:**

202 – 940 Blanshard Street

Victoria British Columbia V8W 9T5

**Mailing Address:**

PO Box 9850 STN PROV GOVT

Victoria British Columbia V8W 9T5

Reference Sheet 8: Submissions