



Ministry of
Transportation
and Infrastructure

REGISTRAR OF PASSENGER TRANSPORTATION LICENCE APPLICATION FORMS PACKAGE

SPECIAL AUTHORIZATION LICENCE TRANSFER

Passenger Directed Vehicles (PDVs) and Inter-City Buses (ICBs)

Application forms, guides and reference sheets are available on the Registrar's website or by request at the Passenger Transportation Branch.

Send your application to:

Registrar of Passenger Transportation
Ministry of Transportation and Infrastructure
Passenger Transportation Branch
Suite 200 – 1500 Woolridge Street
Coquitlam, BC V3K 0B8

Contact Information:

Phone: 604-527-2198
*BC residents can call toll free through Enquiry BC:
Victoria: 250-387-6121
Elsewhere in BC: 1-800-663-7867*
Fax: 604-527-2205
Email: PassengerTransportationBr@gov.bc.ca
Website: <http://www.th.gov.bc.ca/rpt/>

Use this application package (PTR 5025) to apply for

✓ Transfer of a Special Authorization Licence for Passenger Directed Vehicle (PDV) and Inter-City Bus (ICB)

Please Note: A Special Authorization includes terms and conditions set by the Passenger Transportation Board and a transfer includes all the terms and conditions.

If the licence includes both Special Authorization and General Authorization, a separate application is needed if you want to transfer the General Authorization. To obtain the licence transfer application package for General Authorization (Form PTR 5027) please visit the Registrar's website or contact the Passenger Transportation Branch.

Care and Control of the Licence

The **transferor** must maintain *care and control* over the operations under the Passenger Transportation Licence until a decision is made and, if approved by the Passenger Transportation Board, a new licence is issued by the Registrar of Passenger Transportation.

A licensee is responsible for renewing its licence pending a transfer application. A licence that is not renewed expires. If the licence expires, then a pending transfer application also expires.

Application Fee

The application fee is:

- **\$200**
- payable to the Minister of Finance (in Canadian funds only)
- payable by cheque, money order or credit card
- *non-refundable* once an application is accepted by the PT Branch
- If applying to transfer a licence that includes Special & General Authorizations only one application fee is required if both applications are filed at the same time.

⊘ *Note: If you pay with a credit card*

- Do not send credit card information with your application.
- Check the "Credit Card" box in Section 3 of the Part A: Transferee application form (Form PTR 5025).
- When your application is received at the PT Branch a staff member will contact you by telephone to request your credit card information and authorization.

Collection of Personal Information

Personal information is collected by the Ministry of Transportation and Infrastructure – Passenger Transportation Branch under section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for administering and enforcing the Passenger Transportation Act and Passenger Transportation Regulation. Should you have any questions about the collection of this personal information please contact: Registrar, Passenger Transportation Branch, 200 – 1500 Woolridge St. Coquitlam BC, 604-527-2198, passengertransportationbr@gov.bc.ca

Legislation and Regulations

The legislation and regulations referred to in this application package are subject to amendment and judicial interpretation.

Unofficial versions of the *Passenger Transportation Act* and Passenger Transportation Regulations are available on the Passenger Transportation Registrar's website at <http://www.th.gov.bc.ca/rpt/>. The versions available on the Registrar's website may not reflect recent amendments to the legislation and should not be relied upon as an accurate statement of the existing laws. Official versions of the legislation (and regulations) may be obtained from:

Crown Publications
521 Fort Street
Victoria BC V8W 1E7

Telephone: 250-386-4636
Website: <http://www.crownpub.bc.ca>

The *Motor Vehicle Transport Act, 1987 (Canada)* is available on the Department of Justice Canada's website at http://laws.justice.gc.ca/eng/AnnualStatutes/2001_13/FullText.html or a copy may be obtained from:

Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
Canada K1A 0H8

Communications Branch (General Inquiries):
Telephone: 613-957-4222
TDD/TTY: 613-992-4556
Fax: 613-954-0811

Roles and Responsibilities

The **Passenger Transportation Board** (Board) and the **Registrar of Passenger Transportation** (Registrar) are separate entities with distinct responsibilities under the *Passenger Transportation Act* and the *Motor Vehicle Transport Act, 1987 (Canada)*.

In the PT Branch's office, the **Registrar** accepts all applications (including those which require Board approval), verifies safety requirements for vehicles proposed for licensing and issues all licences. The Registrar is also responsible for initiating compliance and enforcement actions against both licensed and unlicensed operators. Registrar *Rules of Practice and Procedure* can be viewed on the Registrar's website at <http://www.th.gov.bc.ca/rpt/> or a copy can be requested from the PT Branch.

Roles and Responsibilities (cont'd)

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) and inter-city buses in British Columbia. Board *Rules of Practice & Procedure* and *Operational Policies* can be viewed on the Board's website at <http://www.ptboard.bc.ca/> or copies can be requested from the Board at 250-953-3777.

Application Process Overview

Application materials are sent to the PT Branch. The PT Branch reviews the materials to confirm that they are complete. The PT Branch does not review the quality of the materials. Complete applications contain all the information required by the PT Branch and the Board. The PT Branch sends complete applications to the Board for publication, review and decision.

Incomplete applications have missed information required by the PT Branch and/or Board. The PT Branch informs applicants what information is missing and sets a deadline to submit the information. If applicants submit the missing information by the set date, the PT Branch sends the complete application to the Board.

If applicants do not provide the requested information by the set date, the PT Branch will send the incomplete application to the Board. The Board may, after giving notice to applicants, dismiss incomplete applications.

Dismissed applications will not be processed any further. The \$200 application fee will not be refunded.

Passenger Transportation Board Forms and Supporting Information Requirements

In addition to the Registrar application requirements described in this application package, applicants must also submit the required Passenger Transportation Board (Board) forms and supporting information. This information is required so that the Board can assess applications in terms of its mandate. *The Board may dismiss or refuse applications that do not meet Board requirements.*

To find the application guide(s), reference sheets and Board forms needed to complete an application, visit the Board's website at <http://www.ptboard.bc.ca/forms.htm>. The Board's website also provides access to additional information including, but not limited to, the *Weekly Bulletin*, industry information and Board operational policies and procedures.

Registrar of Passenger Transportation Forms and Information Requirements

1. Basic Registrar Application Requirements

All applicants (**transferees**) are required to submit the following:

- a) SA Licence Transfer Application – Part A (transferee) and Part B (transferor)

Form PTR 5025 is included in this application package.

- b) Signing Authority

Form PTR 5002 is included in this application package.

The PT Branch keeps specimen signatures on file for all signatories and persons who will be in contact with the PT Branch regarding passenger transportation matters.

⊘ **Note:** *This requirement does not apply to applicants that currently hold a Passenger Transportation Licence if there are no changes to the Signing Authority Form as filed with the PT Branch.*

- c) Agent Letter of Authorization (if applicable)

If the applicant has hired an agent to prepare their application, the PT Branch requires a letter signed by the applicant authorizing the agent to act on their behalf.

- d) Application Fee

Applications received at the PT Branch will not be accepted until the application fee is processed.

2. My business or organization is located in BC

The legal name(s) on all documents and forms MUST match.

I have entered my British Columbia National Safety Code Certificate (NSC) number on the application form in the space provided in Section 2.

! Note: *Applicants must obtain a NSC certificate before submitting an application for a passenger transportation licence.*

Applications received from applicants who have not yet been issued a NSC certificate will be returned, unprocessed, to the applicant.

National Safety Code (NSC) Applications Contact Information:

Phone: 250-952-0576

Website: http://www.th.gov.bc.ca/cvse/national_safety_code.htm

Registrar of Passenger Transportation Forms and Information Requirements (cont'd)

3. My business or organization is located outside BC

The legal name(s) on all documents and forms **MUST** match.

- a) I have included the applicable identification documents
1. I am applying as an **individual (sole proprietor)** and have included a legible photocopy of my current driver's licence.
 2. I am applying as a **partnership** and have included a legible photocopy of each partner's current driver's licence.
 3. I am applying as a **corporation, limited liability company or society** and have included:
 - i) a photocopy of my Company's certificate of incorporation/articles of incorporation issued by my Company's home jurisdiction, and a list of directors and officers; **AND**
 - ii) a photocopy of my Company's BC Certificate of Incorporation (issued by the BC Registrar of Companies and showing registration in BC as an extra-provincial company), **OR**

a signed letter declaring that my Company is exempt from being a BC registered company under the *Business Corporations Act*, SBC2002 Chapter 57 – Part 11, Section 375.
- ! Note: To register your Company in BC, or to learn if your Company is exempt from registering in BC, visit the BC Corporate Registry's website at <http://www.bcregistryservices.gov.bc.ca/bcreg/corppg/crcontact.page> or call 250-387-7848.*
- b) I have attached a photocopy of the safety certificate with a satisfactory rating issued by my home jurisdiction.
- c) I am authorized by my home jurisdiction to operate as a commercial passenger carrier beyond the boundaries of my home province/state. I have attached a photocopy of the extra-provincial or inter-state operating authority issued by my home jurisdiction.

Registrar of Passenger Transportation Forms and Information Requirements (cont'd)

- d) I have already purchased, leased or rented vehicle(s). The vehicle(s) are registered (base plated) outside of British Columbia.

I have attached a copy of my valid BC Insurance Filing letter issued by the Insurance Corporation of British Columbia; **OR**

I do not have a BC Insurance Filing letter issued by the Insurance Corporation of British Columbia. I have attached a written statement to explain how I intend to meet motor vehicle liability insurance requirements. For example, prior to entering British Columbia I will contact the Provincial Permit Centre* to purchase a non-resident single commercial vehicle permit (NRSCV) or a non-resident quarterly commercial vehicle permit (NRQCV) that includes insurance.

For further information on British Columbia Financial Responsibility (BC Insurance Filing) please call 604-443-4624 or Toll Free 1-800-665-4336.

- e) I have already purchased, leased or rented vehicle(s). The vehicle(s) are registered (base plated) outside of British Columbia. I have attached a copy of the apportioned cab card for each vehicle showing proof that the vehicle is licensed under the International Registration Plan (IRP) to operate in British Columbia; **OR**

The vehicle(s) are not registered with IRP. I have attached a written statement to explain how I intend to pay British Columbia vehicle licensing fees. For example, prior to entering British Columbia I will contact the Provincial Permit Centre* to purchase a non-resident single commercial vehicle permit (NRSCV) or a non-resident quarterly commercial vehicle permit (NRQCV).

For further information on IRP please call your local IRP office.

*** Provincial Permit Centre Contact Information:**

Phone (Toll Free): 1-800-559-9688

Web: http://www.th.gov.bc.ca/cvse/permit_centre.htm

Important Applicant Advisory

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

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

Before a licence can be issued, the PT Branch will contact applicants and request the required vehicle documents and identifier (plate and decal) fees.

The Registrar of Passenger Transportation (Registrar) must then be satisfied that a vehicle has met safety requirements before it can be operated as a commercial passenger vehicle.

In British Columbia, commercial passenger vehicles must be in compliance with provincial regulations as specified under Section 29 (Special Authorization) of the *Passenger Transportation Act* which can be viewed on the Registrar's website at: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_04039_01.

Division 10 of the provincial Motor Vehicle Act Regulation (MVAR) sets out the regulations governing commercial passenger vehicles and requires compliance with Canada Motor Vehicle Safety Standards (CMVSS) under the mandate of Transport Canada.

Prior to the purchase, lease or rental of vehicles, applicants are advised to learn about provincial and federal regulations for commercial passenger vehicles.

The *Commercial Vehicle Safety & Importation Information Sheet* (Form PTR 5005A) is available on the Registrar's website at <http://www.th.gov.bc.ca/rpt/> or by request at the PT Branch.

MVAR Division 10 can be viewed in full on the Commercial Vehicle Safety and Enforcement (CVSE) Branch website at:

http://www.th.gov.bc.ca/cvse/safety_and_standards.htm.

Vehicle Safety and Standards Notices and Bulletins are also posted on this website.

If you have questions regarding CMVSS compliance standards you can contact the CVSE Branch at:

Phone: 250-952-0577

Fax: 250-952-0578

Email: Vehicle.Safety.Standards@gov.bc.ca

Registrar of Passenger Transportation Issues Licences

The Registrar must issue a licence before the service that the Board has approved can start.

Annual Renewal of Licences (Registrar)

If a Special Authorization licence is approved, and issued, it is valid for one year from the date of issue unless otherwise specified by the Passenger Transportation Board. Renewals are under the authority of the Registrar of Passenger Transportation. The annual licence renewal fee is \$100 for each Special Authorization licensed vehicle.

If a licence is not renewed the licence expires. If the licence expires, any pending application(s) associated with that licence will also expire.

Licensees with Special Authorization who fail to renew their licence within the time specified under the *Passenger Transportation Act* must re-apply for a licence. This means that they must cease their passenger transportation service and submit an application for a new licence which will require approval from the Passenger Transportation Board. An application filing fee of \$200 will apply. In deciding whether or not to approve an application, the Board will consider public need for the service, applicant fitness and sound economic conditions in the transportation industry.

Changes to Business Address, Information and Records

It is your responsibility to submit written notice to the Registrar, Passenger Transportation Branch, for any changes to:

- Legal Name
- Directors/Officers
- Business mailing address and/or physical location of records
- Authorized and/or delegated signatories

The following forms are available on the Registrar's website or by request at the Passenger Transportation Branch:

- Change of Address (Form PTR 5009)
- Signing Authority (Form PTR 5002)



Office Use Only
PT Application #

PART A: TRANSFEREE (I want to obtain the licence)

For detailed information about transferee application requirements, refer to the "Registrar of Passenger Transportation Forms and Information Requirements" section of this package.

Note: A licensee is responsible for renewing its licence pending a transfer application. A licence that is not renewed expires. If the licence expires, then a pending transfer application also expires.

1. Legal Name of Transferee/Proposed Licensee

(check one of the boxes and write the FULL legal name(s) on the line(s) below)

Individual / Sole Proprietor:

Partnership (Name each partner):

Full Name of 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:

Business Mailing Address: Postal/Zip Code:

Physical Location of Records (if different): Postal/Zip Code:

Phone: Cell: Fax:

Email: Website:

3. Application Fee (\$200) (check the appropriate box)

Cheque (attached) Money Order (attached) Credit Card Other:

Note: DO NOT SUBMIT CREDIT CARD INFORMATION. Read the credit card payment instructions included in this package.

4. Declarations (to be completed by the Transferee/Proposed Licensee)

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 application and/or licence.

This form must be signed by the transferee - an individual (sole proprietor), all partners in the partnership or a principal of the legal entity (i.e. corporation, LLC, society, city).

Full Name: Title:

Signature: Date:

Full Name: Title:

Signature: Date:

PART B: TRANSFEROR (I want to transfer the licence)

The **transferor** must maintain *care and control* over the operations under the Passenger Transportation Licence until a decision on the transfer is made and, if approved, a new licence is issued by the Registrar of Passenger Transportation.

Note: A licensee is responsible for renewing its licence pending a transfer application. A licence that is not renewed expires. If the licence expires, then a pending transfer application also expires.

1. Legal Name of Applicant (check one of the boxes and write the FULL legal name(s) on the line(s) below)

<input type="checkbox"/> Individual / Sole Proprietor:	<input type="checkbox"/> Partnership (Name each partner):	<input type="checkbox"/> Full Name of Legal Entity (i.e. Corporation, LLC, Society, City):
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Legal Name(s): _____

2. Identification and Contact Information

All trade names (i.e. “doing business as”): _____

Passenger Transportation Licence Number (if applicable): _____

Business Mailing Address: _____

Postal/Zip Code: _____

Physical Location of Records (if different): _____

Postal/Zip Code: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____ Website: _____

3. Type(s) of Special Authorization Held By Transferor/Current Passenger Transportation Licensee

Please check the box, or boxes, that apply:

Passenger-Directed Vehicle (PDV) Inter-City Bus (ICB)

4. Declaration(s)

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 application and/or licence. The **transferor** must maintain *care and control* over the operations under the Passenger Transportation Licence until a decision is made and, if approved, a new licence is issued by the Registrar of Passenger Transportation.

This form must be signed by the transferor – an individual (sole proprietor), all partners in the partnership or a principal of the legal entity (i.e. corporation, LLC, society, city).

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____



About this form: Submit this form to the Registrar, Passenger Transportation Branch, with new and transfer applications; and any time there is a change in signing authority (including a change in the principals of a corporation and a change in the person(s) with delegated signing authority). **This form cancels and replaces all prior Signing Authority forms submitted to the Branch.**

1. Legal Name of Applicant (check one of the boxes and write the FULL legal name(s) on the line(s) below)

Individual / Sole Proprietor:

Partnership
(Name each partner):

Full Name of Legal Entity
(i.e. Corporation, LLC, Society, City):

Legal Name(s): _____

2. Identification and Contact Information

All trade names (i.e. "doing business as"): _____

Passenger Transportation Licence Number (if applicable): _____

Business Mailing Address: _____

_____ Postal/Zip Code: _____

Physical Location of Records (if different): _____

_____ Postal/Zip Code: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____ Website: _____

3. Persons with Delegated Signing Authority (Optional)

Full Name (Print)	Position	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

Collection of Personal Information: Personal information is collected by the Ministry of Transportation and Infrastructure – Passenger Transportation Branch under section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for administering and enforcing the Passenger Transportation Act and Passenger Transportation Regulation. Should you have any questions about the collection of this personal information please contact: Registrar, Passenger Transportation Branch, 200 – 1500 Woolridge St. Coquitlam BC, 604-527-2198, passengertransportationbr@gov.bc.ca

4. Declaration of Owner(s)

I (we) understand that any delegation of signing authority to persons named in Section 3 does not relinquish or diminish the authority of the individual (sole proprietor), partners or principals to sign for and bind the carrier on matters under the *Passenger Transportation Act*.

I (we) authorize the persons named in Section 3 above to act on behalf of the carrier in all matters relating to the *Passenger Transportation Act*, Passenger Transportation Act Regulation and policies and orders of the Passenger Transportation Board.

It is the responsibility of the individual (sole proprietor), all partners in the partnership, or a principal of the legal entity (i.e. corporation, LLC, society, city) to formally advise the Passenger Transportation Branch of any change to persons with delegated signing authority.

This form must be signed by the individual (sole proprietor), all partners in the partnership, or a principal of the legal entity (i.e. corporation, LLC, society, city).

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____