



Ministry of
Transportation
and Infrastructure

REGISTRAR OF PASSENGER TRANSPORTATION LICENCE APPLICATION FORMS PACKAGE

SPECIAL AUTHORIZATION

Change Passenger Directed Vehicle (PDV) Rates or Rules

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/>

General Information about the Application to Change PDV Rates or Rules

Rates are what you may charge passengers for a trip. **Rules** govern how you apply rates.

File the Application to Change PDV Rates or Rules if you want to request Passenger Transportation Board approval to charge rates or set rules that are different from those that have been approved.

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

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

- Do not send credit card information with your application.
- Check the “Credit Card” box in Section 6 of application (Form PTR 5026).
- 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.

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 are required to submit the following:

a) Application to Change Rates and Rules

Form PTR 5026 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.

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)



APPLICATION TO CHANGE PDV RATES OR RULES

Part 4, Passenger Transportation Act

Office Use Only PT Application #

About this form: Rates and Rules are regulated for Passenger Directed Vehicles (PDVs) only. For detailed information about change of PDV rates or rules application requirements, refer to the appropriate application guide.

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) 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: Business Mailing Address: Physical Location of Records (if different): Phone: Cell: Fax: Email: Website:

3. Type of Service

Passenger Directed Vehicle - specify type below: Taxi Limousine Other:

4. Basic Requirements

A copy of the Rates and Rules document that is being proposed to replace the current Board approved Rates and Rules.

5. Board Application Requirements

Please refer to the applicable application guide(s) and reference sheet(s). These materials are available on the Board's website or at the Passenger Transportation Branch.

6. 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.

7. 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. I (we) also confirm my (our) commitment to safe operation as identified in the Passenger Transportation Act.

This form must be signed by the licensee - an individual (sole proprietor), all partners in the partnership, a principal of the legal entity (i.e. corporation, LLC, society, city) or a person with delegated signing authority as filed with the Passenger Transportation Branch. Full Name: Signature: Title: 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)

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

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: _____