



Ministry of
Transportation
and Infrastructure

REGISTRAR OF PASSENGER TRANSPORTATION LICENCE APPLICATION FORMS PACKAGE

SPECIAL AUTHORIZATION

Addition of Inter-City Bus (ICB) Vehicle Identifier(s) (plate and decal)

Application forms 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 5023) to apply for

✓ Addition of Inter-City Bus Vehicle(s) only

Application forms packages for other Special Authorization applications:

- Special Authorization (PDVs or ICBs) – Form PTR 5010
- Transfer a Licence with Special Authorization (PDVs and/or ICBs) – Form PTR 5025
- Change PDV Rates or Rules – Form PTR 5026

These packages are available on the Registrar's website or by request at the Passenger Transportation Branch (PT Branch).

Identifier(s) Fee

The Identifier(s) fee is:

- \$100 for each identifier (plate and decal) requested
- payable to the Minister of Finance (in Canadian funds only)
- payable by cheque, money order or credit card

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

- Do not send credit card information with your application.
- Check the "Credit Card" box in Section 4 of the application (Form PTR5023).
- After your application for additional vehicle(s) is approved by the Registrar, Passenger Transportation, a PT Branch staff 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. You will be contacted by a Branch staff member if your application is incomplete.

Registrar of Passenger Transportation Forms and Information Requirements

1. Basic Registrar Application Requirements

All applicants are required to submit the following:

a) Special Authorization Application for Additional Inter-City bus Vehicle(s)

Form PTR 5023 is included in this application package.

b) Proposed Vehicle Information – A brief description of the vehicle(s) you plan to use – e.g. year, make, model and passenger carrying capacity (excluding the driver).

Note: Applicants are advised to delay the purchase, lease, or rental of vehicle(s) until after approval is obtained for the application.

If you have already purchased or leased vehicle(s), complete and submit:

- Commercial Vehicle Safety Compliance Declaration – Form PTR 5005B (included in this application package).

c) 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 if there are no changes to the Signing Authority form currently on file with the PT Branch.*

d) 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.

2. Vehicle(s) Information

If vehicles have been purchased, leased or rented, you have included:

Vehicle(s) base plated in BC

- a) I have attached photocopy(ies) of current vehicle registration(s) – “Owner’s Certificate(s) of Insurance and Licence/Vehicle Registration” that:
 - i) show the vehicle(s) to be licensed/registered in the correct I.C.B.C. insurance category;
 - ii) show the vehicle(s) to be classified as “commercial type”; and
 - iii) display the correct seating capacity.

- b) I have attached photocopy(ies) of the Commercial Vehicle Inspection Report(s) (CVIP), Form MV3104, that verify the vehicle(s) have been inspected and passed by an approved vehicle inspection facility (Please note, inspections are required to be performed on a semi-annual basis unless your operation is part of a preventative maintenance program).

Vehicle(s) base plated outside of BC

- a) I have attached photocopy(ies) of current vehicle insurance showing the vehicle(s) are properly licensed and insured as commercial passenger vehicles and are displaying the correct seating capacity.

- b) I have attached photocopy(ies) of mechanical inspection report(s) that verify the vehicle(s) have been inspected and passed by an approved vehicle inspection facility. (Please note that semi-annual inspections are a requirement in BC).

- c) 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.

Registrar of Passenger Transportation Forms and Information Requirements (con't)

- 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 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 this application does not confer any permission or authority to operate additional commercial motor vehicle(s) under an Inter-City Bus licence.

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

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

When considering the purchase, lease or rental of a vehicle for operation under a passenger transportation licence it is the licensee's responsibility to ensure that it meets Canadian Motor Vehicle Safety Standards. This is an ongoing obligation.

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

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)



SPECIAL AUTHORIZATION ADDITION OF INTER-CITY BUS (ICB) VEHICLE IDENTIFIER(S) (plate and decal)

Part 4, Passenger Transportation Act

Office Use Only PT Application #

1. Legal Name of Applicant (complete one of the following)

Form with three checkboxes: Individual / Sole Proprietor, Partnership, Full Name of Legal Entity

Legal Name(s):

2. Identification and Contact Information

Form with fields for trade names, safety certificate number, business mailing address, physical location of records, phone, cell, email, home jurisdiction, postal/zip code, fax, website

3. Number of Identifier(s) (plate and decal)

Form with checkbox to add identifier(s) to Passenger Transportation Licence number

4. Identifier(s) Fee (\$100 for each identifier(s) (plate and decal) requested (check the appropriate box)

Form with checkboxes for payment methods: Cheque, Money Order, Credit Card, Other

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

5. Declarations

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.

Form for signatures and dates of legal entity representatives

Note: Upon the issuance of the respective identifier(s) (plate and decal), any outstanding identifier(s) not issued on this application will be considered null and void. The application file will be closed. The licensee will be required to file another application for addition of motor vehicle identifiers. There is no fee to file this application. An identifier fee in the amount of \$100 per motor vehicle (plate and decal) is applicable.



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)

<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. Persons with Delegated Signing Authority (Optional)

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

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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: _____

Passenger Transportation Branch Suite 200 – 1500 Woolridge Street Coquitlam, BC V3K 0B8	Phone: 604-527-2198 Fax: 604-527-2205	BC residents can call toll free through Enquiry BC: Victoria: 250-387-6121 Elsewhere in BC: 1-800-663-7867
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COMMERCIAL VEHICLE SAFETY COMPLIANCE DECLARATION

Applicant/Licensee Name: _____

Application/Licence #: _____

✓ Before completing this form, please read the **Industry Notice** "Introduction of Vehicle Safety Compliance Declaration Requirement", posted June 15, 2011, on the Industry Notices page of the Registrar, Passenger Transportation Branch website (http://www.th.gov.bc.ca/rpt/industry_notices/RPT_110615-01_PTR5005B.htm).

Applicants are advised to delay the purchase, lease, or rental of vehicle(s) until after approval is obtained from the Registrar of Passenger Transportation or the Passenger Transportation Board.

1. LIST VEHICLES TO BE OPERATED:

Year	Make/Model	Vehicle Identification Number (VIN) #	BC Registration # (if applicable)	Seating Capacity (including driver)

Attach additional pages if needed.

2. DISCLOSE VEHICLE(S) SEATING ARRANGEMENT AND POST FACTORY MODIFICATIONS (if applicable):

i. Do all vehicle(s) listed in 1 (above) have forward facing passenger seats?

If you answered "no", identify which vehicle(s) do not have forward facing seats (below) Yes No and describe their seating arrangement(s).

ii. Do any vehicles listed in 1 (above) have post factory modifications?

If you answered "yes", identify which vehicle(s) are modified (below) and describe the modifications. Yes No

Attach additional pages if needed.

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This declaration must be signed by the applicant/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.

I (we) declare that the above listed vehicle(s) comply with the Canada Motor Vehicle Safety Standards (CMVSS) or, if imported, the vehicle(s) comply with the *Canada Motor Vehicle Safety Act* which requires that all vehicles imported into Canada be in compliance with the Canada Motor Vehicle Safety Regulations and associated Canada Motor Vehicle Safety Standards (CMVSS). I (we) understand that this declaration is 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) understand it is an ongoing obligation to operate only vehicles that are in compliance with CMVSS.

Full Name: _____

Title: _____

Signature: _____

Date: _____

Full Name: _____

Title: _____

Signature: _____

Date: _____