

**1. Licensee Information:**

Licensee Name: \_\_\_\_\_

Passenger Transportation Licence Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Vehicle Information:**PT Plate Number: **8** \_\_\_\_\_

Substitute Vehicle Registration Number: \_\_\_\_\_

If from outside BC, VIN Number: \_\_\_\_\_

Check the box(es)  
that apply to the vehicle:☐ Wheelchair Accessible☐ Flip Seat☐ Eco-friendly☐ Sedan Limousine  
(3-5 passengers)☐ Limousine  
(6-11 passengers)☐ Perimeter Seating Bus  
(12 passengers or more)☐ Above PT plate and/or VIC are NOT available – i.e. impounded/towed with the break-down vehicle (Refer to “Conditions” #4)**3. Duration of Vehicle Breakdown:***The maximum validation period is 5 (calendar) days from the date of vehicle break-down incident notification:*Commencing \_\_\_\_\_ and ending \_\_\_\_\_ at midnight  
MM/DD/YY MM/DD/YY**“CONDITIONS”** – The above described vehicle may only be operated as a substitute vehicle under the following conditions:***(Failure to comply with these directives may result in a violation ticket and/or administrative fines/penalties)***

1. The After Hours Permit application / notification is to be completed and submitted by the Licensee solely for the substitution of a commercial passenger vehicle that bears a current and valid Special Authorization Vehicle Identifier (plate & decal) and has undergone a mechanical breakdown and/or accident-related damage, **AND**

The mechanical breakdown and/or accident-related damage has occurred when the Branch is closed for business (Monday to Friday between 16:30 and 08:30 hours, Saturdays, Sundays and statutory holidays).

2. Prior to commencing passenger transportation service in the substitute vehicle, the Licensee must complete this form and submit it to the Branch along with the substitute vehicle registration, mechanical inspection report(s) and, for vehicles with a seating capacity exceeding a driver and 11 passengers, the Commercial Vehicle Safety Compliance Declaration – Form PTR 5005B (included in this package).
3. The Licensee must carry a copy of the completed After Hours Permit application in the substitute vehicle along with a copy of their current licence, AND must restrict service(s) provided to those authorized under their current terms and conditions of licence.
4. The current and valid plate & decal must be mounted in a conspicuous place at the front of the substitute vehicle and its corresponding Vehicle Identification Certificate (VIC) must be carried in the substitute vehicle; **OR** if the plate & decal and VIC are not available (*i.e. impounded/towed with the break-down vehicle*), the Licensee must complete the applicable check box in Section 2 of this application form.
5. If the break-down incident exceeds the maximum allowed validation period of 5 calendar days, the Licensee must
  - a) Notify the Branch on the first business day following commencement date of the After Hours Permit (*Branch Hours are Monday to Friday, between 08:30 and 16:30 hours, excluding statutory holidays*); and
  - b) Complete and submit the [Substitute Special Authorization TOP](#) (PTR 5047) application for the substitute vehicle **OR**, if a permanent replacement vehicle is needed, the [Move Plate to Alternate \(PTA\) Vehicle](#) (PTR 5019) application.  
(Forms are available on the Registrar's website at <http://www.th.gov.bc.ca/forms/results.aspx?group=21>.)



#### 4. Declarations:

**I (We) declare the following:**

- I (We) have read and intend to meet all the above-mentioned "CONDITIONS" before operating the substitute vehicle under the After Hours Permit and my (our) current terms and conditions of licence.
- The statements and information contained in, attached to and submitted with this application / notification are true and correct; and I (we) understand they are subject to verification and that any false or misleading representations could result in violation ticket(s) and/or Administrative Fines/Penalties and invalidation of the After Hours Permit.
- I (We) understand that Branch staff will contact me (us) for credit card information during Branch office hours of operation and that validation of this permit is subject to a non-refundable application fee of \$25 in Canadian Funds.
- I (We) commit to the safe operation of commercial passenger 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:	_____	Title:	_____
Signature:	_____	Date:	_____
Full Name:	_____	Title:	_____
Signature:	_____	Date:	_____

## ABOUT THE AFTER HOURS PERMIT APPLICATION PROCESS:

### When do I need to file an After Hours Permit application?

File an After Hours Permit application before you replace a vehicle in your fleet that cannot operate due to a mechanical breakdown and/or accident related damage that happened at a time when the Branch was not open for business (Monday to Friday between 16:30 and 08:30 hours, Saturdays, Sundays and statutory holidays).

### How long is the After Hours Permit valid?

The maximum validation period for an After Hours Permit is

**5 calendar days** from the date that you submit your After Hours Permit application (e.g. Friday to Tuesday, inclusive).

### What is the cost for an After Hours Permit?

There will be a non-refundable application fee is **\$25**, payable to the Minister of Finance in Canadian funds only.

Do not send your credit card information with your application. Branch staff will call and request your credit card information and authorization when we receive your application.

### What happens after I file my After Hours Permit application?

On the next business day, following receipt of your After Hours Permit application, Branch staff will review it along with the supporting vehicle documents and call you to request your credit card number and authorization for the application fee. Branch hours of operation are Monday through Friday, excluding statutory holidays, between 08:30 and 16:30 hours.

### When can I begin operating the substitute vehicle under my After Hours Permit?

Commence service in the substitute vehicle immediately after you have met all five "CONDITIONS" listed on page 1 of this package.

*Failure to comply could result in a violation ticket and / or administrative fines / penalties (Refer to Enforcement and Compliance at <http://www.th.gov.bc.ca/rpt/compliance.htm>).*

## TIPS FOR COMPLETING THE AFTER HOURS PERMIT APPLICATION:

Follow these guidelines to ensure all required information is included:

**Submit a separate application form for each vehicle.**

**Send replacement vehicle documents with your application form:**

- A copy of the current vehicle registration (Owner's Certificate of Insurance and Licence/Vehicle Registration) that shows the vehicle is licensed/registered in the correct I.C.B.C. insurance "vehicle use" category and displays the correct seating capacity.
- A copy of the Commercial Vehicle Inspection Report (CVIP), Form MV3104 that verifies the vehicle has been inspected and passed by an approved vehicle inspection facility (semi-annual inspections are a requirement unless your operation is part of a preventative maintenance program).
- For a wheelchair accessible vehicle
  - Include a copy of the Vehicle Inspection Report (CVSA), Form MV3110, of the British Columbia Commercial Vehicle Inspection Program (CVSE).
- If the substitute vehicle has a seating capacity that exceeds a driver and 11 passengers, complete and submit the Commercial Vehicle Safety Compliance Declaration: Form PTR 5005B (included in this package).

## SUBMIT YOUR APPLICATION:

Completed applications and all required supporting documentation must be received at the Passenger Transportation Branch prior to commencement of passenger transportation services with the substitute vehicle. You may submit your application by:

Fax: (604) 527-2205 OR

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

## QUESTIONS?

Contact the Branch during business hours (Monday through Friday, excluding statutory holidays, between 08:30 and 16:30 hours).

Phone: 604-527-2198

BC residents can call toll free through Enquiry BC:

Victoria callers: 250-387-6121

Elsewhere in BC: 1-800-663-7867

Fax: 604-527-2205

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

## 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](mailto:passengertransportationbr@gov.bc.ca)

**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](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) and describe their seating arrangement(s). ☐ Yes ☐ No

\_\_\_\_\_

- 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: \_\_\_\_\_