



Ministry of  
Transportation  
and Infrastructure

## REGISTRAR OF PASSENGER TRANSPORTATION

### TEMPORARY OPERATING PERMIT (TOP) APPLICATION PACKAGE

### **EXTRA-PROVINCIAL (EXPRO) UNDERTAKING (originating outside British Columbia)**

*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](mailto:PassengerTransportationBr@gov.bc.ca)  
Website: <http://www.th.gov.bc.ca/rpt/>

## Use this package (PTR 5046) to apply for

- ✓ **Temporary Operating Permit (TOP) for an Extra-Provincial (EXPRO) Undertaking originating outside British Columbia**

For operators that do not have a British Columbia Passenger Transportation Licence (licence).

## Overview: EXPRO TOP

- The EXPRO TOP is available only
  - ✓ to those operators that are not licensed under the British Columbia (BC) *Passenger Transportation Act* but hold a licence and valid safety certificate with a satisfactory rating issued by their home jurisdiction with authority to operate beyond the boundaries of their home jurisdiction
  - ✓ to provide the extra-provincial transport of passengers from any provincial boundary, to any provincial boundary, of BC
    - ✓ for a single round trip (to a maximum duration of 7 consecutive days\*) as long as the same permittee and vehicle transport the same group of people out of BC on the same trip; **OR**
    - ✓ for a single one way trip (to a maximum duration of 7 days\*) provided passengers brought into the province are dropped off in BC and the same permittee and vehicle leave the province empty (pick up of new passengers in BC is not allowed)

*\*Issuance of "back to back" EXPRO TOPs on the same trip is not allowed*

- This form is not for use by those operators whose trip will begin in BC or whose trips into BC will be frequent and/or over seven (7) days in duration. For these instances operators should be seeking annual licensing. There are other forms and reference materials available for this purpose on the Registrar's website at [www.th.gov.bc.ca/rpt/index.htm](http://www.th.gov.bc.ca/rpt/index.htm) (click on [Apply – New Licence](#)) or by request at the Passenger Transportation Branch.
- The EXPRO TOP application is approved (or refused) under the authority of the Registrar of Passenger Transportation (Registrar) pursuant to Section 36(3)(a)(i) of the [Passenger Transportation Act](#) and Section 20(2) of the [Passenger Transportation Act Regulation](#)).

## Application Fee

- The application fee is required at the time of application and is **non-refundable**.

EXPRO TOP Duration  
**1 to 7 days (maximum)**

EXPRO TOP Application Fee  
**\$25 for each vehicle requested**

- Payable to the Minister of Finance (Canadian funds only)
- Payable by cheque, money order, Visa or MasterCard

⊘ *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 PTR 5046).
- When your application is received at the Passenger Transportation Branch a staff member will contact you by telephone to request your credit card information and authorization.

## Two options are available to apply for the EXPRO TOP:

### Option 1: By telephone

Before entering BC, call the [Provincial Permit Centre](#) (PPC) permit line at 1-800-559-9688 (toll free in Canada and the USA). Other permits (e.g. non-resident commercial vehicle permits and motor fuel tax permits) are also available through the PPC permit line.

Staff is available to answer your questions and issue permits 24 hours a day, seven days a week. Prior to issuing a permit, PPC staff will request applicant details and verification as well as credit card information.

### Option 2: By hand

Before entering BC, complete this package (Form PTR 5046) and submit it with all supporting documentation to the [Passenger Transportation Branch](#) (details on Passenger Transportation Branch processes and information requirements are included in this package).

**! Note:** Allow for processing time. Passenger Transportation Branch business hours are between 08:30 and 16:30 hours, Monday to Friday (except statutory holidays). Processing Timelines are available on the Registrar's website at [http://www.th.gov.bc.ca/rpt/Documents/Processing\\_Timelines.pdf](http://www.th.gov.bc.ca/rpt/Documents/Processing_Timelines.pdf) or by request at the Passenger Transportation Branch.

*If you want Option 2 (apply by hand), continue to read the information and instructions included in this application package.*

## 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)

## 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 website at <http://www.th.gov.bc.ca/rpt/>. The versions available on the 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](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

The *Passenger Transportation Act* and Regulation apply to holders of passenger transportation licences and temporary operating permits.

## 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 Passenger Transportation (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. It is established under the *Passenger Transportation Act*. The Board makes 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 (for package PTR 5046)**

- EXPRO TOP application materials are sent to the Passenger Transportation (PT) Branch.
- Applications are processed during business hours – Monday through Friday, excluding statutory holidays, between 08:30 and 16:30 hours.
- Incomplete applications cause processing delays.
- Decisions to approve or refuse EXPRO TOP applications are made by the Registrar of Passenger Transportation (Registrar).
- PT Branch staff members notify applicants of refused applications.
- After Registrar approval, PT Branch staff
  - contact applicants to request the required vehicle documents
  - issue TOPs after all safety requirements are met
  - require a MINIMUM of 1 business day to issue TOPs
  - forward TOPs to applicants

**Permittees must put a copy of the EXPRO TOP in the permitted vehicle. A person commits an offence if he or she does not carry a valid copy of the EXPRO TOP in the vehicle while it is operated as a commercial vehicle.**

For more information about TOPs:

- Visit the Registrar's website at <http://www.th.gov.bc.ca/rpt/top.htm>
- Review Division 5 of the *Passenger Transportation Act* ([http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_04039\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_04039_01)) and Part 5 of the *Passenger Transportation Regulation* ([http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/266\\_2004](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/266_2004))
- Contact the PT Branch

## Registrar of Passenger Transportation Information Requirements

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

- a) EXPRO TOP Application Form No. PTR 5046  
(included in this application package)
- b) Application Fee  
Applications received at the PT Branch will not be accepted until the application fee is processed (refer to the *Application Fee* section in this package).
- c) 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.*
- d) I have attached a photocopy of the safety certificate with a satisfactory rating issued by my home jurisdiction.
- e) 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.

**Applicants are advised to delay the purchase, lease, or rental of vehicle(s) until after approval is obtained from the Registrar** (refer to the *Important Applicant Advisory* section in this package).

## Vehicle Information

### A vehicle operated under any temporary operating permit must maintain:

- A valid commercial vehicle inspection decal
- Insurance coverage appropriate for the type of commercial passenger transportation provided
- Compliance with the [Passenger Transportation Act](#) and [Regulation](#) as well as other applicable laws and regulations

### Vehicles registered (base plated) outside BC:

- The legal name shown on the vehicle registration document(s) or apportioned cab card(s) MUST match the name on the TOP applicant's BC Financial Responsibility (i.e. insurance), home jurisdiction safety certificate & extra-provincial or interstate operating authority; as well as their TOP application form.

### If the vehicle(s) have been purchased, leased or rented include the following for each vehicle:

- a) Photocopy of current vehicle insurance showing the vehicle has been properly licensed, insured as a commercial passenger vehicle and displaying the correct seating capacity; and
- b) Photocopy of mechanical inspection report 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).
- c) For **wheelchair accessible vehicle(s)** you must include a photocopy of the Vehicle Inspection Report (CVSA), Form MV3110, of the British Columbia Commercial Vehicle Inspection Program (CVSE); or equivalent if the vehicle is not registered in British Columbia; or a clear photograph of the secondary manufacturer label displaying the Canadian Motor Vehicle Safety Standards (CMVSS) or the Federal Motor Vehicle Safety Standards (FMVSS) approval.
- d) For **vehicle(s) with a seating capacity that exceeds a driver and 11 passengers** you must complete the Commercial Vehicle Safety Compliance Declaration – Form PTR 5005B (included in this package) and submit it with your application.
- e) Photocopy of the apportioned cab card showing proof that the vehicle is licensed under the International Registration Plan (IRP) to operate in British Columbia; **OR**

If the vehicle(s) is (are) not registered with IRP, attach a written statement to explain how you intend to pay British Columbia vehicle licensing fees. For example, prior to entering British Columbia you 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.*

## Vehicle Information (cont'd)

- f) Photocopy of a valid BC Insurance Filing letter issued by the Insurance Corporation of British Columbia; **OR**

If you do not have a BC Insurance Filing letter, attach a written statement to explain how you intend to meet motor vehicle liability insurance requirements. For example, prior to entering British Columbia you 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.*

**\* Provincial Permit Centre Contact Information:**

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

Web: [http://www.th.gov.bc.ca/cvse/permit\\_centre.htm](http://www.th.gov.bc.ca/cvse/permit_centre.htm)



## Important Applicant Advisory

**The filing of an application does not confer any authority to the applicant to operate vehicle(s) for an extra-provincial undertaking originating outside of British Columbia.**

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

Before a temporary operating permit can be issued, the PT Branch will contact applicants and request the required vehicle documents.

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](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](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](mailto:Vehicle.Safety.Standards@gov.bc.ca)

Office Use Only  
PT Application # \_\_\_\_\_

**About this form:** Use this form to apply for an Extra-provincial Undertaking (originating outside BC) Temporary Operating Permit (**EXPRO TOP**) to operate a vehicle in BC if:

- you are not licensed under the British Columbia (BC) *Passenger Transportation Act* and you hold a licence and a valid safety certificate with a satisfactory rating issued by your home jurisdiction with authority to operate beyond the boundaries of your home jurisdiction
  - The transportation service you will provide in BC will be the extra-provincial transport of passengers from any provincial boundary, to any provincial boundary
    - for a single round trip (maximum duration of 7 days\*) as long as the same permittee and vehicle transport the same group of people out of BC on the same trip; **OR**
    - for a single one way trip (maximum duration of 7 days\*) – passengers brought into the province can be dropped off provided the permittee and vehicle leave the province empty (pick up of new passengers in BC is not allowed)
- \*Issuance of “back to back” EXPRO TOPs on the same trip is not allowed.

This form is not for use by those operators whose trip will begin in BC or whose trip(s) into BC will be frequent and/or over seven (7) days in duration. For these instances operators should be seeking annual licensing. There are other forms and reference materials available for this purpose on the [Registrar’s website](#) or by request at the Passenger Transportation Branch.

The [Provincial Permit Centre](#) (PPC) permit line at 1-800-559-9688 (toll free in Canada and the USA) is available 24 hours a day, seven days a week. Other permits (e.g. non-resident commercial vehicle permits and motor fuel tax permits) are also available through the PPC permit line.

EXPRO TOP applications submitted to the Passenger Transportation Branch are processed during hours of operation (Monday through Friday, excluding statutory holidays, between 08:30 and 16:30 hours).

**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”): \_\_\_\_\_

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. EXPRO TOP Request Details:**
 I am requesting a TOP to operate \_\_\_\_\_ vehicle(s) for an extra-provincial undertaking originating outside BC

 Requested Start Date: \_\_\_\_\_ Requested Expiry Date: \_\_\_\_\_ (MAXIMUM 7 days)  
DD/MM/YY DD/MM/YY
 FAX my TOP     EMAIL my TOP     Call when my TOP is ready for PICK UP

**4. Application Fee:**

Total Fee: \$ \_\_\_\_\_ (Enter amount and check the appropriate box below):

 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.



Office Use Only  
PT Application# P\_\_\_\_\_

**5. Vehicle(s) Information:**

**The filing of this application does not confer any authority to the applicant to operate vehicle(s) for an extra-provincial undertaking originating outside of British Columbia. Applicants are advised to delay the purchase, lease or rental of vehicle(s) until approval is obtained from the Registrar of Passenger Transportation.**

I have already purchased, leased or rented vehicle(s). I have attached the required vehicle documents.  
(Refer to Vehicle Information section in this package for instructions)

Enter the number of proposed vehicles that are **wheelchair accessible**:

Not applicable :

I have attached the Commercial Vehicle Safety Compliance Declaration – Form PTR 5005B for my vehicle(s) that have a seating capacity exceeding a driver and 11 passengers.

I have **NOT** yet purchased, leased or rented vehicle(s). I will submit the required vehicle documents on approval  
(Complete the next section of this form)

**Describe additional vehicle(s) proposed for operation under the TOP (attach additional pages if needed):**

Enter the number of proposed vehicles that will be wheelchair accessible: \_\_\_\_\_

Not applicable :

Vehicle(s) Make and Model: \_\_\_\_\_

Manufacture Date(s): \_\_\_\_\_

Vehicle(s) Seating Capacity: A driver and not less than \_\_\_\_\_ passengers and not more than \_\_\_\_\_ passengers

**Permittees must put a copy of the EXPRO TOP in the permitted vehicle. A person commits an offence if he or she does not carry a valid copy of the EXPRO TOP in the vehicle while it is operated as a commercial vehicle.**

**6. Declaration(s)**

I (we) declare that the statements and information contained in, attached to and submitted with this temporary operating permit 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 temporary operating permit. I (we) also confirm my (our) commitment to safe operation as identified in the *Passenger Transportation Act*.

**This form must be signed by the individual (sole proprietor), all partners in the partnership, a principal of the corporation or a person with delegated signing authority as filed with the Passenger Transportation Branch.**

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



COMMERCIAL VEHICLE SAFETY COMPLIANCE DECLARATION

Applicant/Licensee Name: \_\_\_\_\_

Applicant 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:

Table with 5 columns: 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).

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.

Attach additional pages if needed.

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.

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.

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