



Ministry of
Transportation
and Infrastructure

REGISTRAR OF PASSENGER TRANSPORTATION

TEMPORARY OPERATING PERMIT (TOP) APPLICATION PACKAGE

SPECIAL AUTHORIZATION

PEAK SEASON ADDITIONAL LIMOUSINE(S)

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 5049) to apply for

- ✓ **Peak Season Temporary Operating Permits (PS TOPs) to operate additional limousines for up to 92 days during peak season (e.g. festive, grad, ski or summer season) per calendar year. (The calendar year starts January 1st).**

Applicants can learn about the parameters for Peak Season (PS) TOPs set out in the Passenger Transportation Board Operational Policy II.8 – PS TOPS for Limousines at http://www.ptboard.bc.ca/operational_policies.htm#II. This information is also available by request at the Passenger Transportation Branch.

This package is NOT for use by limousine operators who want to temporarily increase their fleet outside the parameters for PS TOPs. For these instances use form [PTR5045: TOP Additional Passenger Directed Vehicle\(s\)](#) and include evidence of a *temporary* and *urgent* need for more limousines.

Application Fee

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

PS TOP Duration

30 days

60 days

92 days

Application Fee

\$50 for *each* vehicle requested

\$75 for *each* vehicle requested

\$100 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 3 of the application (Form PTR 5049).
 - 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.

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 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 or a copy may be obtained from:

Department of Justice Canada

Communications Branch (General Inquiries):

284 Wellington Street
Ottawa, Ontario
Canada K1A 0H8

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

- Applicants submit their Peak Season (PS) Additional Limousine(s) TOP applications to the Passenger Transportation (PT) Branch.
- TOP applications are processed during business hours – Monday through Friday, excluding statutory holidays, between 08:30 and 16:30 hours.
- Incomplete applications cause processing delays.
- Passenger Transportation Board (Board) information requirements and application processes are streamlined for PS Additional Limousine(s) TOP applications.
- PS Additional Limousine(s) applications are approved at the discretion of the Board in accordance with its authority under the *Passenger Transportation Act* and Operational Policy II.8, Peak Season TOPS for Limousines which is available on the Board's website at http://www.ptboard.bc.ca/operational_policies.htm#II.
- The Board sends copies of its decisions on TOP applications to applicants and the Registrar at the PT Branch.
- After Board 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

Licensees must put a copy of the Peak Season Additional Limousine(s) TOP and the Board's decision in the commercial passenger vehicle.

A person commits an offence if he or she does not carry a valid copy of the TOP in the vehicle while it is operated as a commercial passenger 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) and Part 5 of the Passenger Transportation Regulation (http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/266_2004)
- Contact the PT Branch.

Passenger Transportation Board Information Requirements

Passenger Transportation Board (Board) information requirements and application processes for Peak Season Additional Limousine(s) TOPs are streamlined to allow limousine licensees to respond to seasonal increases in the need for limousine services and streamline regulatory practices and procedures. Applicants are not required to provide evidence of a *temporary* and *urgent* need for more limousines.

The Passenger Transportation Board (Board) has established PS TOP parameters that set a limit on the number of additional PS TOP vehicles allowed, based on an applicant's fleet size, and the duration of a PS TOP. For more information review:

- Operational Policy II.8 – “Peak Season TOPs for Limousines”.
(http://www.th.gov.bc.ca/ptb/operational_policies.htm#II)
- Q & A for PS TOPs at http://www.ptboard.bc.ca/documents/QA_limo-ps-top.pdf
- Reference Sheet 17 – “Temporary Operating Permits: Taxis, Limousines and other PDVs” (<http://www.th.gov.bc.ca/ptb/forms.htm>)
- Additional information on Board processes and policies can be viewed on their general website at <http://www.ptboard.bc.ca/>.

The above information is also available on request from the Passenger Transportation Branch.

Registrar of Passenger Transportation Information Requirements

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

1. Basic Registrar Application Requirements

All applicants are required to submit the following:

a) Temporary Operating Permit Application Form No. PTR 5049
(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).

Vehicle(s) 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 application form MUST match the BC Financial Responsibility (i.e. insurance) AND vehicle registration document(s) or apportioned cab card(s)

Vehicle(s) Information (cont'd)

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

1. Vehicle(s) base plated in BC

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

2. Vehicle(s) base plated outside BC

- a) Photocopy of current vehicle insurance showing the vehicle has been properly licensed, insured as commercial passenger vehicles 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 in BC).
- c) 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 is 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.

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

Vehicle(s) Information (cont'd)

If you do not have a BC Insurance Filing letter issued by the Insurance Corporation of British Columbia, 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

Important Applicant Advisory

The filing of an application does not confer any authority to the applicant to operate additional limousines on a temporary basis.

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

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.

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

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)

**TEMPORARY OPERATING PERMIT (TOP)****SPECIAL AUTHORIZATION****Peak Season Additional Limousine(s)**Part 4, *Passenger Transportation Act*

Office Use Only

PT Application# P_____

About this form: Licensees with Special Authorization to operate limousines can use this form to apply for a Peak Season (PS) TOP to operate additional limousine(s) on a temporary basis for up to 92 days per calendar year during peak season (e.g. festive, grad, ski or summer). (The calendar year starts January 1st). Learn about the parameters for PS TOPs in the Passenger Transportation Board (Board) Operational Policy II.8, Peak Season TOPs for Limousines at http://www.ptboard.bc.ca/operational_policies.htm#II or by contacting the Passenger Transportation Branch. Any permit requests outside the Peak Season TOPs parameters must be submitted through the regular TOP process. For these instances use form PTR5045: TOP Additional Passenger Directed Vehicle(s) and include evidence of a *temporary* and *urgent* need for more limousines.

1. Licensee Information:

Licensee Name: _____

Passenger Transportation Licence Number: _____

Business Mailing Address: _____

Postal/Zip Code: _____

Phone: _____

Cell: _____

Fax: _____

Email: _____

2. Permit Request Details:

I am requesting a Peak Season TOP to operate _____ additional limousine(s) for _____ days.

Requested Start Date: _____

MM DD YY

Requested Expiry Date: _____

MM DD YY

☐ FAX my TOP
 ☐ EMAIL my TOP
 ☐ Call when my TOP is ready for **PICK UP**
3. Application Fee:

Total Amount Paid: \$_____ Enter amount and check the appropriate box below.

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

Note: DO NOT SUBMIT CREDIT CARD INFORMATION. Refer to the Application Fee section in this package.

4. Vehicle(s) Information:

The filing of an application does not confer any authority to operate additional limousines on a temporary basis. Applicants are advised to delay the purchase, lease or rental of vehicle(s) until approval is obtained from the Passenger Transportation Board.

I/we intend to operate the following type(s) of vehicle type(s) under a PS TOP:

Check the box(es) that apply to the vehicle:

| | | |
|--|---|---|
| <input type="checkbox"/> Wheelchair Accessible | <input type="checkbox"/> Flip Seat | <input type="checkbox"/> Eco-friendly |
| <input type="checkbox"/> Sedan Limousine (3-5 passengers) | <input type="checkbox"/> Limousine (6-11 passengers) | <input type="checkbox"/> Perimeter Seating Bus (12 passengers or more) |

☐ I/we have already purchased or leased or rented vehicle(s). I/we have attached the required vehicle documents.

☐ I/we have NOT yet purchased or leased or rented vehicle(s). I/we will submit the required vehicle documents on approval.

☐ I have attached (will submit on approval) the Commercial Vehicle Safety Compliance Declaration (Form PTR 5005B) included in this package for any vehicle(s) with a seating capacity that exceeds a driver and 11 passengers.

Refer to the Vehicle Information Section in this package for information on commercial vehicle safety requirements.

Passenger Transportation Branch
Suite 200 – 1500 Woolridge Street
Coquitlam, BC V3K 0B8

Phone: 604-527-2198
Fax: 604-527-2205

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**5. Passenger Transportation Board Information Requirements:**

Reference: Passenger Transportation Board (Board) information requirements and application processes for Peak Season Additional Limousine(s) TOPs are streamlined to allow limousine licensees to respond to seasonal increases in the need for limousine services and streamline regulatory practices and procedures. Applicants are not required to provide evidence of a *temporary* and *urgent* need for more limousines.

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- Q & A for PS TOPs at http://www.ptboard.bc.ca/documents/QA_limo-ps-top.pdf
- Reference Sheet 17 – Temporary Operating Permits: Taxis, Limousines and other PDVs (<http://www.th.gov.bc.ca/ptb/forms.htm>)

This information is also available on request from the Passenger Transportation Branch.

Have you requested any other Peak Season TOPs since January 1st of this calendar year?

☐ Yes ☐ No

Compliance with Terms & Conditions of Licence and Board approved Rates:

- ☐ I/we confirm that all limousines operated under any Peak Season TOP approved by the Board will comply with the same originating area(s) on my/our **Terms & Conditions of Licence**.
- ☐ I/we confirm that all limousines operated under any Peak Season TOP approved by the Board will comply with the **Minimum-Maximum Rates and Standard Rules for Limousines in BC** (<http://www.ptboard.bc.ca/limousine-rates.htm>) or any additional rates specific to my/our company approved by the Board.

6. Declaration(s)

I (we) declare that the statements and information contained in, attached to and submitted with this TOP 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 TOP. 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: _____

REGISTRAR, PASSENGER TRANSPORTATION BRANCH
**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.

Collection of Personal Information

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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: _____ |

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