
National Safety Code

Safety Certificate Application



Ministry of
Transportation
and Infrastructure

COMPLETING THE NATIONAL SAFETY CODE (NSC) SAFETY CERTIFICATE APPLICATION

Before completing this application you must have knowledge of the motor vehicle safety rules and regulations as they apply in British Columbia (as per Motor Vehicle Act Regulation 37.04(1)(a)(i)), and, if you intend to transport dangerous goods, you must have knowledge of the Transport of Dangerous Goods Act and the Transportation of Dangerous Goods Act (Canada) and the regulations made under both those Acts (as per Motor Vehicle Act Regulation 37.04(1)(a)(ii)).

There are resources online to help you. Please visit the Commercial Vehicle Safety & Enforcement website at www.cvse.ca where you will find links to all the applicable Acts and Regulations. Also, you will find a link to our **CARRIER SAFETY GUIDE**. It is recommended that you read the Carrier Safety Guide before completing this application.

Please complete all applicable questions as completely and accurately as possible. This information is collected under authority given by the Motor Vehicle Transport Act, the Motor Vehicle Act, and the Transportation of Dangerous Goods Act. If you require assistance, phone the National Safety Code office at **250-952-0576**. NSC staff are available to answer your questions Monday to Friday, 8:30am to 4:30pm.

ABOUT THE APPLICATION

The NSC certificate can be issued to a person, a corporation that is registered with the BC Corporate Registry, or a recognized legal organization (Society, Religious Organization, Indian Band, etc.). If your business is a sole proprietorship or general partnership, the certificate must be issued under the name of one of the individuals involved. The certificate is non-transferable so if you intend to incorporate, you may want to wait until the BC Corporate Registry has assigned you an incorporation number.

If you are applying as an extra-provincial corporation, you must supply an officers/directors list issued by your jurisdiction's corporate registry or corporate attorney's office.

If you are applying on behalf of someone else, you must supply a letter signed by this person stating that you have the authority to submit this application on their behalf.

If you are applying as a corporation of which you are not registered as an officer or director, you must supply a letter stating that you have the authority to submit this application on the company's behalf, signed by a director of the company.

You must include the names and licence numbers of all directors of the company, regardless of whether or not they will be driving the vehicle. For any individual appearing on the application who has a driver's licence from a Canadian province other than British Columbia, you must supply a 3 year driver's abstract.

Criteria for evaluating applications:

Division 37 of the Motor Vehicle Act Regulations provides the reasons that an application may be refused:

- the applicant, director or officer has held a safety certificate that was suspended or cancelled for cause (MVAR 37.03(2)(a)) and (MVAR 37.03(2)(b))
- the applicant does not demonstrate a satisfactory road history (MVAR 37.03(2)(c))
- the applicant, director, officer or driver has 4 or more pointable offences in the past 24 months (MVAR 37.03(2)(c))
- the applicant, director, officer or driver has a motor vehicle-related criminal code conviction in the past 36 months (MVAR 37.03(2)(c))
- the applicant, director or officer of the corporation does not demonstrate knowledge of motor vehicle safety rules and regulations as they apply in British Columbia (MVAR 37.04(1)(a)(i))

If your main headquarters is outside of B.C., for purposes of the application, you must have a records location within B.C. for the documents which you are obligated to keep under the B.C. National Safety Code (question 7 of the application). You can have a mailing address outside of B.C. (question 6 of the application) but having mail sent to your B.C. office may be a more efficient option, especially if a letter is sent to notify of an upcoming visit by a Carrier Safety Inspector. Also, it is recommended that you name a person overall responsible (question 18) who is stationed at your B.C. location so that someone can administer the daily monitoring of drivers and vehicles.

If the vehicle you intend to use hasn't previously been registered in B.C., you must provide documentation with details for the vehicle. A copy of the bill of sale, transfer papers, lease agreement, inspection report, or New Vehicle Information Sheet (NVIS) can be accepted.

PAYMENT

A \$200 **non-refundable application processing fee** must be received before your application will be processed. This fee can be submitted by cheque, money order or bank draft, payable to "The Minister of Finance", or you can phone the NSC office and provide your credit card number over the phone.

CONTACT INFORMATION

Mailing Address:

National Safety Code
Commercial Vehicle Safety & Enforcement
PO Box 9250 Stn Prov Govt
Victoria BC V8W 9J2

Physical Address:

3A – 940 Blanshard St., Victoria BC V8W 2H3

Office Contact:

Phone: 250-952-0576

Fax: 250-952-0578

Email: NSC@gov.bc.ca



Information received by the National Safety Code, in an application, is subject to provisions of the Freedom of Information and Protection of Privacy Act. The applicant is subject to the provisions of the Personal Information Protection Act with regard to its collection, use and disclosure of any personal information it submits to the above departments as part of its application.

Internal Use Only
Application #
NSC #

If you have questions about this application, you may contact our office at 250-952-0576 or email NSC@gov.bc.ca

I am applying: (select one)

1a. In my own name (Sole Proprietorship)

1b. As a Partnership
The certificate must be in one of the partners' names.
In which partner's name would you like the certificate issued?

2. As an incorporated or limited organization

2a. Legal Organization Name:
2b. Is your organization incorporated/limited in British Columbia?
2c. If yes to the previous question, provide the incorporation number:
If no to the previous question, you will need to be registered with the BC Corporate Registry as an extra-provincial company and provide a Directors/Officers list supplied by your corporate jurisdiction.

3. Other (Society, Religious Organization, Indian Band, etc.)

3a. Legal Organization Name:
3b. Is your organization a registered society in British Columbia?
3c. If yes to the previous question, provide the incorporation number:

4. Name of sole applicant or names of all directors, officers and/or partners:

Companies incorporated outside of British Columbia must provide a current listing of all directors and officers from their attorney or their home jurisdiction's corporate registry. Driver abstracts containing information for the last 3 years must be provided for anyone with a driver's licence in any Canadian jurisdiction other than British Columbia, regardless of whether they are driving for the company.

Surname Given Names Title (Director, President, Secretary, etc.)

Driver's Licence Number Issuing Province Date of Birth (YYYY/Mon/DD)

Have any NSC safety certificates, safety fitness licences, US DOTs, CVORs, etc. been issued to this individual as a director or officer of an organization or individually?

Yes No If yes, please provide details below:

Certificate Number Jurisdiction (Province or USDOT) Name on Certificate



4. Name of sole applicant or names of all directors, officers and/or partners cont'd.

Surname	Given Names	Title (Director, President, Secretary, etc.)
Driver's Licence Number	Issuing Province	Date of Birth (YYYY/Mon/DD)

Have any NSC safety certificates, safety fitness licences, US DOTs, CVORs, etc. been issued to this individual as a director or officer of an organization or individually?

Yes No If yes, please provide details below:

Certificate Number	Jurisdiction (Province or USDOT)	Name on Certificate
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Surname	Given Names	Title (Director, President, Secretary, etc.)
Driver's Licence Number	Issuing Province	Date of Birth (YYYY/Mon/DD)

Have any NSC safety certificates, safety fitness licences, US DOTs, CVORs, etc. been issued to this individual as a director or officer of an organization or individually?

Yes No If yes, please provide details below:

Certificate Number	Jurisdiction (Province or USDOT)	Name on Certificate
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Continue on extra page if needed.

5. Doing Business As:

List all the names with which you do business as an organization, partnership, or related carrier:

6. Business Mailing Address:

Unit Street Address	City	Prov / State Postal / Zip Code
Office Number	Cell Number	Fax Number
Business Email		

7. Records Location Address:

This address must be a physical street address (not a Post Office Box) that is within BC. This is the location where you will keep the records required under the National Safety Code

Unit Street Address	City	Prov / State Postal / Zip Code
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8. Drivers:

Identify your drivers including yourself if you are going to be a driver. Driver abstracts containing information for the last 3 years must be forwarded to the NSC office for any driver that has a driver's licence in any Canadian jurisdiction other than British Columbia. Continue on an extra page if needed.

Table with 5 columns: Surname, Given Names, Driver's Licence Number, Issuing Province, YYYY/Mon/DD Date of Birth. Multiple rows for data entry.

9. Service Locations:

Where do you plan to operate? Check all that apply.

- BC within 160km of home office
Only in BC but outside 160km from home office
Other Provinces/Territories within Canada
Outside of Canada

10. Do you plan to provide passenger service for hire? (example: taxi, limousine etc) Yes No

11. Check all services you plan to provide:

Passenger Services:

- Bus - Charter Tour
Bus - Public Transit
Bus - School
Bus - Community Group
Bus - Shuttle
Taxi/Limousine
Other passenger service:

Non-Passenger Services:

- Artisan
Bulk - Dry
Bulk - Liquid
Bulk - Other:
Catering/Food Services
Container
Courier Services
Dump Truck
Emergency Vehicle
Farm Vehicle
Farm Products
Film Industry
General Freight
Government Vehicle
Heavy Equipment
Highway Construct/Maintenance
Household Mover
Local Delivery
Logs/Poles
Lumber/Building Supplies
Mobile Equipment
Oil Well Field Services
Perishables
Public Utilities
Rental
TDG - Explosives (Class 1)
TDG - Compressed Gas (Class 2)
TDG - Flammable/Combustible Liquids (Class 3)
TDG - Corrosives (Class 8)
TDG - Other:
Towing Service
Waste Removal
Other:



12a. Passenger Vehicle Inventory:

Enter the number of passenger vehicles (taxis, limousines, buses) you intend to operate under this application. Include both current and proposed vehicles:

Table with 3 columns: Taxis/Limos, Buses, Other. Row 1: Number of Passenger Vehicles Owned: [] [] []

Table with 3 columns: Taxis/Limos, Buses, Other. Row 1: Number of Passenger Vehicles Leased: [] [] []

12b. Non-Passenger Vehicle Inventory:

Enter the number of non-passenger vehicles you intend to operate under this application. Include both current and proposed vehicles:

Table with 4 columns: Trucks, Tractors, Trailers, Other. Row 1: Number of Non-Passenger Vehicles Owned: [] [] [] []

Table with 4 columns: Trucks, Tractors, Trailers, Other. Row 1: Number of Non-Passenger Vehicles Leased: [] [] [] []

If you have five or more vehicles over 11,794kg GVW or a bus that carries 24 or more passengers, you must submit safety plans for review

13. Vehicle Registration:

Provide the following information for each vehicle you intend to use under this certificate. If the vehicle hasn't previously been registered in BC, provide a copy of ONE of the following: bill of sale, transfer papers, lease agreement, inspection report, or New Vehicle Information Sheet.

Table with 6 columns: Year, Make, Intended GVW in Kilograms (Kg), Registration Number, Last 6 digits of VIN, Seating Capacity (buses only). 4 empty rows.

Continue on an extra page if needed. If you have five or more vehicles over 11794kg GVW or a bus that carries 24 or more passengers, you must submit safety plans for review.

14. Safety Profile – Drivers:

14a. Do you have a procedure for obtaining driver abstracts and a policy for the review of driver abstracts?

[] Yes [] No If "No", explain: _____

14b. Do you have a written policy requiring drivers to report driving violations, convictions and accident details to you within 15 days of the offence, conviction or occurrence?

[] Yes [] No If "No", explain: _____

14c. Do you have a system to record driving violations, convictions, and accidents for each driver that will be operating under your safety certificate?

[] Yes [] No If "No", explain: _____

14d. Do you have a monitoring process to ensure that drivers supply you with all required records?

[] Yes [] No If "No", explain: _____

Who will be responsible for supervising the above items listed in section 14 Safety Profile – Drivers?

Form with 5 fields: Surname, Given Names, Drivers' Licence Number, Issuing Province, YYYY/Mon/DD Date of Birth



15. Safety Profile – Vehicles:

15a. Do you have a written schedule for each vehicle type for your maintenance program? (This plan will include any owner/operator working for you)

[] Yes [] No If "No", explain: _____

15b. Do you have check sheets that will be used to support the maintenance schedules?

[] Yes [] No If "No", explain: _____

15c. Do you have a monitoring system to ensure that your scheduled maintenance program requirements are being met?

[] Yes [] No If "No", explain: _____

15d. Do you have a monitoring system to ensure that all CVIP inspections are being performed on all vehicles as required?

[] Yes [] No If "No", explain: _____

15e. All commercial vehicles must be trip inspected. Do you have a monitoring system to ensure that this occurs and that any defects are corrected?

[] Yes [] No If "No", explain: _____

15f. Do you have a monitoring process in place to ensure that all records of maintenance, repairs and inspection reports are filed and retained as required and retained in individual vehicle files?

[] Yes [] No If "No", explain: _____

Who will be responsible for supervising the above items listed in section 15 Safety Profile – Vehicles?

Table with 5 columns: Surname, Given Names, Drivers' Licence Number, Issuing Province, YYYY/Mon/DD Date of Birth

16. Safety Profile – Hours of Service:

16a. Do you have a written policy which is shared with your drivers stating that all drivers operating under your safety certificate must operate within the hour of service permitted regulations?

[] Yes [] No If "No", explain: _____

16b. Do you have a method of ensuring that drivers are aware of and operate within the hours of service permitted by regulations?

[] Yes [] No If "No", explain: _____

16c. Do you have a monitoring system to ensure that drivers provide you with properly completed logs or accurate time records and all supporting documents as required?

[] Yes [] No If "No", explain: _____

16d. Do you have a monitoring and record keeping system to track hours of service for drivers?

[] Yes [] No If "No", explain: _____

16e. Do you have a system to ensure that hours of service records are kept for at least 6 months in separate files for each driver?

[] Yes [] No If "No", explain: _____

Who will be responsible for supervising the above items listed in section 16 Safety Profile – Hours of Service?

Table with 5 columns: Surname, Given Names, Drivers' Licence Number, Issuing Province, YYYY/Mon/DD Date of Birth



17. Safety Profile – Dangerous Goods: (Skip this section if you do not deal with Dangerous Goods)

17a. Do you have a scheduling system to ensure that your drivers receive the required training and certification to transport dangerous goods?

Yes No If "No", explain:

17b. Do you have a monitoring system to ensure that dangerous goods are transported in accordance with regulations?

Yes No If "No", explain:

17c. Do you have a system to ensure that all drivers operating under your safety certificate record all incidents of spillage, leakage or other accidents involving dangerous goods?

Yes No If "No", explain:

Who will be responsible for supervising the above items listed in section 17 Safety Profile – Dangerous Goods?

Surname Given Names Drivers' Licence Number Issuing Province YYYY/Mon/DD Date of Birth

18. Overall Responsibility

Who will have overall responsibility for your organization's commercial vehicle safety obligations?

Surname Given Names Drivers' Licence Number Issuing Province YYYY/Mon/DD Date of Birth

Additional Information

Please add any additional information that your feel is relevant to your application.



19. Declaration

This declaration is made in support of an application by _____ to the Province of British Columbia for the issuance of a National Safety Code Safety Certificate.

This application must be submitted by an individual whose name will appear on the NSC Certificate OR a person who has signing authority for this company OR by someone who has been given authority to submit the application (a copy of the authorization letter must accompany the application).

The individual submitting this form must complete the following declaration:

INITIAL EACH DECLARATION STATEMENT AND SIGN AS PROOF OF THE ENTIRE DELCARATION. (Authorized Signatory)

Initial Here: _____ I declare that neither the applicant, nor any principal, director, officer, or partner of the applicant have had an NSC certificate in B.C. or any other province, territory or state that has been deemed unsatisfactory.

Initial Here: _____ I declare that the information I have supplied in all parts of these forms is true and to the best of my ability is complete and accurate.

Initial Here: _____ I declare that I am knowledgeable in the rules and regulations governing commercial vehicle transport in British Columbia and that I understand my obligations under the National Safety Code. I further declare that I am committed to executing my carrier business in compliance and accordance with these rules, standards and regulations.

Any person who makes a false declaration or provides false information is guilty of an offence under Motor Vehicle Act Regulations, Section 37.36(2), and is liable to fines.

SIGN IN DECLARATION OF ALL OF THE ABOVE

An authorized signatory must sign this declaration. If this is a corporate application, authorized signatory refers to a person with signing authority on behalf of the company.

Signed: _____ On this date: _____

Print Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Once your application is complete, you may submit it by mail, email, or fax with any required additional documents. A non-refundable application processing fee is also required. This fee can be submitted by cheque, money order or bank draft, payable to "The Minister of Finance", or you can phone the NSC office and provide your credit card number over the phone.

Mailing Address: National Safety Code Commercial Vehicle Safety & Enforcement PO Box 9250 Stn Prov Govt Victoria BC V8W 9J2

Physical Address: 3A – 940 Blanshard Street Victoria BC V8W 2H3

Office Contact: Phone: 250-952-0576 Fax: 250-952-0578 Email: NSC@gov.bc.ca