

## Simplified ICB Application Package

Use this simplified application package to apply for Special Authorization to operate **inter-city buses (ICBs)** on one or more highway corridors in BC that do not, at present, have a commercial ICB service in operation.

The Passenger Transportation (PT) Board created the streamlined application process and package in July 2018 soon after Greyhound Canada announced its exit from Western Canada. We implemented it to make it faster and easier for commercial operators to start replacement services on routes that Greyhound exited in 2018.

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### Important!

If you are applying to provide service on a corridor already served by an ICB on all or part of that corridor:

1. use regular ICB application materials; and
2. submit public indicators and other materials required with regular ICB applications.

We review applications as they are received. Applicants are encouraged to submit an application as soon as you have put all the relevant information in your application.

We recommend you do not purchase or lease vehicles before the PT Board makes a decision on your application.

## I. Streamlined ICB Application Process

The streamlined application process reduces requirements, focuses decisions on *applicant fitness* and shortens the publication period. Steps in the process are noted below.

### Sending Your Application

- Send your application to the Passenger Transportation (PT) Branch in Coquitlam.
- The PT Branch checks that it is complete and forwards it to the PT Board in Victoria. At any point in the process, the PT Board may contact you and request more information.

### Publication & Submissions

- Using information in your application, PT Board staff email you a draft *Application Summary* with terms and conditions for operating the inter-city bus service you propose.
- After you confirm that the Application Summary is correct, we publish it in our PT Board Weekly Bulletin on Wednesdays.
- Within 5 days of its publication, anyone may send the PT Board a written submission with the required \$50 submission fee.
- Local governments and First Nation governments may also comment on an application.
- You will receive a copy of all submissions and comments, and you will have 3 days to send a *reply* to the PT Board.

### Decisions

- Application decisions are made by PT Board members.
- Decisions are based on information and evidence received through the application process.
- In the simplified ICB application process, the PT Board focuses much of its review on applicant fitness.
- If multiple applications are received for one route, the PT Board may consider them at the same time.
- Decisions are emailed to the applicant and PT Branch, then published in the PT Board Weekly Bulletin.
- If your application is approved, the Registrar will issue a passenger transportation licence with a “Special Authorization: Inter-city bus,” and the service you provide must comply with service levels in your terms and conditions of licence.

## **II. ICB Licensing Basics**

### **Definition**

An Inter-City Bus (ICB) operates:

- (a) on a set time schedule
  - (i) between a prescribed municipality and another location outside the municipality, whether in British Columbia or not, or
  - (ii) between a location in a prescribed regional district and another location inside or outside the prescribed regional district, whether in British Columbia or not,
- (b) for individual fares,
- (c) over a regular route, and
- (d) between fixed terminating points, picking up or dropping off passengers at intermediate points as necessary.

### **Licensing Requirements**

Under the *Passenger Transportation Act*, an operator must have a PT Licence with Special Authorization approved by the PT Board to operate an inter-city bus (ICB) in British Columbia.

To get more information about licensing requirements for ICBs and other commercial passenger vehicles, see: [Do I need a General Authorization or Special Authorization Licence?](#)

### **Online Info**

- Websites: [PT Board & PT Branch](#)
- [Passenger Transportation Act & Passenger Transportation Regulation](#)
- [Reference Sheet 10: Sample Terms & Conditions of Licence](#)
- [“Regular” ICB Application Materials](#)
- Other ICB Applications:
  - Public Notices: [Weekly Bulletin](#)
  - Web info (for convenience): [Bus application webpage](#)
  - Documents: [Greyhound Application 256-17](#)
  - List: [ICB Operators in BC](#)

### **III. Checklist for Simplified Applications**

This checklist identifies all forms and documents that you must provide with your application. More details are provided in the forms themselves, and in Section IV, “More Information About Simplified Application Requirements.”

#### **Application & Info**

The following documents identify you and describe the ICB service you plan to provide, and how you will provide the service.

<input type="checkbox"/> “SA” Application— <a href="#">PT Branch Form PTR5010</a>	<a href="#">use link</a>
<input type="checkbox"/> ICB Application Overview form	page 8
<input type="checkbox"/> ICB Route Sheet (use <u>one form</u> for each route)	page 9
<input type="checkbox"/> Condensed Operating Plan (form) or Business Plan (attach)	page 11

#### **Applicant Fitness**

The following documents assist the PT Board in its review of whether applicants are fit, proper and capable of operating the ICB services they propose.

<input type="checkbox"/> Resume of sole proprietor, partners or company president	attach
<input type="checkbox"/> Cash Flow Projections (3 years)	attach
<input type="checkbox"/> <b>New Operators:</b> Statement of Business Assets <b>Established Operators:</b> Balance Sheet & Income Statements (2 years)	attach
<input type="checkbox"/> Disclosure of Unlawful Activity & Bankruptcy form	page 15
<input type="checkbox"/> Declarations form	page 17

#### **Questions**

If you have questions about requirements or forms in the package, contact the **Passenger Transportation (PT) Board office** at:

202 – 940 Blanshard Street  
P.O. Box 9850 STN PROV GOVT, Victoria BC V8W 9T5  
Phone: 250-953-3777 Fax: 250-953-3783 Email: [ptboard@gov.bc.ca](mailto:ptboard@gov.bc.ca)

#### **Submit Your Application**

Send your completed application package and attachments to the **PT Branch office** at:

200 – 1500 Woolridge Street, Coquitlam BC V3K 0B8  
Phone: 604-527-2198 Fax: 604-527-2205  
Toll Free: Call the Enquiry BC number at 1-800-663-7867  
Email: [passengertransportationbr@gov.bc.ca](mailto:passengertransportationbr@gov.bc.ca)

## IV. More Information About Simplified Application Requirements

In Section III, the “Checklist for Simplified Applications” lists the forms and attachments that applicants must provide with their simplified ICB application. Section IV gives you more detail about:

- information we require in the documents you attach,
- sources of information the PT Board considers, and
- PT Board considerations and policies that apply to its decisions

### Attachments

Document	Requirements
Business Plan	<p>Business plans<sup>1</sup> are optional. They give the PT Board a clearer, more detailed picture of your operation than information in the condensed operating plan. If you submit a business plan that has information requested in the Condensed Operating Plan, you do not need to submit a Condensed Operating Plan.</p>
Resume	<p>Resumes are required from sole proprietors, each partner in a partnership and the president or CEO of a company. You should include information that shows you have the knowledge, skills and abilities to operate a bus service.</p> <p>Resumes outline work experience and skills. You do not need to have run an intercity bus service before. The PT Board wants to know that you have skills that you can apply to running the service. You may have gained these skills through your education, experience or work history.</p>
Cash Flow Projections	<p>Provide month-by-month cash flow projections for <b>36 months</b>. Break projections down to the main expense and revenue categories for the bus operation.</p> <p>The categories you use should inform the PT Board about your resource allocations and the expected viability of the operation. Also, explain assumptions you made and changes in your projections. Provide explanation in footnotes or a separate document. For example, quantify ridership projections you use to project passenger revenues, and identify changes due to seasonal fluctuations or the different stages of business development.</p>
Balance Sheet & Income Statements	<p>If you already operate a passenger transportation business, submit:</p> <ul style="list-style-type: none"><li>• a balance sheet and</li><li>• income statements for the two most recent years.<sup>2</sup></li></ul>
Statement of Business Assets & Liabilities	<p>If you do not operate a passenger transportation business, you must submit a Statement of Assets &amp; Liabilities applicable to your business operation. Do not include information about the personal finances of individual company owners.</p>

<sup>1</sup> See Reference Sheets: [2. Business Plans](#), [2.1 Business Plan Updates](#), and [3. Sample Business Plan Outline](#).

<sup>2</sup> See [Reference Sheet 4: Financial Information](#)

## **Information the PT Board Reviews**

When PT Board members make a decision on an application, they review the following information and evidence:

- information in your application package and any supplementary information you provide
- written submissions or comments on your application, and your replies to the PT Board
- information that is available to the public (e.g. on a website)
- compliance information from the Registrar of Passenger Transportation about your existing Passenger Transportation Licence (if applicable) including your National Safety Code profile and any administrative penalties the Registrar imposed in the past two years
- any investigation reports from the Registrar and any comments received from you
- information available through the provincial court registry, [Court Services Online](#) to check the names and information on the Disclosure of Bankruptcy and Unlawful Activity form against provincial traffic and criminal court records

## **PT Board Considerations & Policies**

In the simplified ICB application process, much of the decision-making focus of the PT Board will be on applicant fitness. It also considers public need for a proposed service and the economic conditions in the passenger transportation business.

### **Applicant Fitness**

The PT Board considers applicant fitness matters in two parts:

- (i) Are you a “fit and proper person” to provide the proposed service?
- (ii) Are you capable of providing that service?

The PT Board considers fitness in the context and circumstances of an application. It may look at such things as your previous conduct and the potential of harm to the public or to the integrity of the industry. If you are a company, the PT Board may consider the conduct and character of directors and key management staff.

Your capability to run your ICB service will primarily be determined from the resumes and financial information you provide.

### **Public Need**

Generally, with the simplified ICB process, the PT Board is taking the view that a withdrawal of the sole carrier on a route creates a public need for a replacement service. Providing additional information on the need for your proposed service will strengthen your application.

If you are applying to start a route on a remote or rural corridor that has not had ICB service

at any time since 2017, provide information or evidence that demonstrate a public need for the service you propose.

### **Sound Economic Conditions**

Generally, with the simplified ICB process, the PT Board takes the view that approving a new ICB on a route without commercial ICB service would promote sound economic conditions.

### **Confidentiality**

The PT Board keeps the following types of information confidential:

- private financial information (e.g. personal net worth statements)
- private business details (e.g. contracts, customer account information)

Other information submitted with an application may be made public. PT Board decisions are public. The *Freedom of Information and Protection of Privacy Act* may apply to information in your application package.

### **Remote or Rural Corridors & Urgent Public Need**

Applicants seeking to operate on a remote or rural corridor that does not have ICB service may ask the PT Board to process the application on an *urgent public need* (UPN) basis. If accepted, the application will not be published in the *Weekly Bulletin* or open for submissions. UPN processing is an exception to both the streamlined and regular process for ICB applications.

Requesting UPN may reduce processing times, but it adds a requirement for applicants to provide a letter with information or evidence that demonstrates a need for the ICB service that is both public and urgent. See Reference Sheet 5: Urgent Public Need for more information about making a UPN request.

### **Reconsiderations**

There is no right to appeal PT Board decisions. The PT Board may reconsider, vary or rescind a decision in only two cases:

- (a) information has become available that was not available at the time the decision was made, or
- (b) there has been an error in procedure.<sup>3</sup>

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<sup>3</sup> See Reference Sheet 14: Options after a Decision.

## **ICB Application Overview PT Board Form 7-S (simplified)**

**About this form:** Use this form to provide information about your proposed ICB service. The PT Board uses the information you provide to draft an Application Summary for publication on the PT Board website. If your application is approved, terms and conditions will include details on this form.

### **Applicant**

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

### **Type and Scope of Application**

What are you applying for? (check all that apply)

- New Special Authorization to operate ICBs.
- Add \_\_\_\_\_ routes to a new or existing licence.
- Add engaged carrier authorization to provide service under another ICB licence.  
(a letter is required from another ICB licensee)

### **Other ICB Requests & Information**

In the space below, note any other requests or information you have for the PT Board regarding your planned ICB operations.

### **Public Explanation of Your Application**

Summarize your rationale for making this application. Information you provide in this section will be published as part of your application summary. Your explanation may provide more information about the public need for the ICB service you want to provide.

## **ICB Route Worksheet PT Board Form 8 S (simplified)**

## About this form

Submit both pages of this form—or use the standalone version—for each route you propose to operate. The PT Board uses the information you provide to draft an Application Summary for publication on the PT Board website. If your application is approved, terms and conditions will include details you provide on this form.

## **Summary of Proposed Route**

**Route Number:** \_\_\_\_\_

Terminating Point 1: \_\_\_\_\_

Terminating Point 2: \_\_\_\_\_

Main Highways On The Route: \_\_\_\_\_

## **Proposed Route Details**

## About “minimum route frequencies”

ICB licences have minimum service levels for each route point. These are usually stated as daily or weekly minimums in each direction. Licensed operators may adjust service levels without PT Board approval as long as they do not go below the minimums for the route. This gives operators flexibility to adjust services as market needs change.

## About “route points”

Stops along an ICB route are usually stated as municipalities (e.g. incorporated cities, towns, and/or villages), unincorporated towns and villages and First Nations' communities. Generally, terms and conditions of licence generally do not specify intersections or addresses where a bus stops in a municipality.

### **Proposed ICB Services & Authorizations**

*Please check the boxes below to indicate the services you will provide, or how they will be provided. This information will assist the PT Board when drafting terms and conditions and considering the operation you are applying to provide. Your application package should provide additional information about these aspects of your service.*

- |   |
|---|
| <input type="checkbox"/> I want to operate this route year round, <b>or</b>   |
| <input type="checkbox"/> I want to operate this route from _____ to _____ each year.  |
| <input type="checkbox"/> I want to pick up people anywhere along this route, even at locations that are not listed as a route point for this route. |
| <input type="checkbox"/> I only want to pick up passengers who make a reservation   |
| <input type="checkbox"/> I want to cross a British Columbia <b>border</b> on this route.  |
| <input type="checkbox"/> I want to carry <b>standees</b> on this route.   |

#### **Standard Wording in Licences:**

Transportation of standees is authorized only when all of the following conditions are met:

- The licence holder has current and proper insurance coverage for the transportation of standees,
- Passengers are not permitted to stand for a period that is longer than 30 minutes or for a distance that exceeds 30 road kilometres, and
- Freight and passenger baggage is not carried in the passenger compartment when standees are being transported.

- |  |
|--|
| <input type="checkbox"/> I want authority to operate as an engaged carrier, and my application package includes a letter from one or more ICB licensees that want to "engage" my services to operate in accordance with the terms and conditions of their ICB licence. |
|--|

#### **Notes: (optional)**

### **Other Terms and Conditions**

If you want any other specific terms and conditions linked to your route, describe them below.

## **ICB Condensed Operating Plan** PT Board Form 9 S (simplified)

### **About this form**

Submit this condensed operating plan unless you submit a business plan that has the information requested on this form. Information you provide will help the PT Board understand how you will run your business, hire drivers, and serve your customers.

### **Booking ICB Trips**

How will passengers buy tickets for your ICB transportation service? *Check all boxes that apply.*

- Online
- By phone
- With an app on a passenger's smartphone or tablet
- From a local agent at depots where buses pick up passengers
- From the bus driver
- Through a third-party travel agent or transportation broker
- Other (specify below):

Is there any other information that you want to tell the PT Board about how passengers will access your service?

### **Target Market**

Describe who will use your service, the main locations for pick up and drop off, and the main reasons that individuals will use your ICB service.

How will you market your ICB service?

## **Vehicles**

What types of vehicles will you operate? What is the seating capacity of the vehicles?

Will you operate any wheelchair accessible vehicles on your ICB routes?

- No
- Yes (provide more details below):

## **Service Plans**

On what days of the week, and periods of the day (e.g. morning, afternoon, evening, late night) will you operate passenger services?

What service frequency are your cash flow projections based on?

- The minimum service frequencies proposed on my ICB Route Sheets (page x)
- Service frequencies noted below:

## **Non-Transportation Services:**

Does your company provide any services other than transportation to passengers that they pay for? (e.g. WiFi, food sales)

- No.
- Yes. If yes, list them below:

Will your company carry on other business activities with the ICB service?

- No.
- Yes. If yes, list them below:

#### Transportation Network Alliances

Do you have any agreements with other transportation providers to coordinate scheduled services?

- No.
- Yes. If yes, identify the companies and routes your ICBs will connect with.

#### Competition

What regional commercial and public passenger bus services are available on the corridors you propose to operate? To what extent are their services comparable or different to yours?

Competitor	Type of Service or Clients	Notes

If you have competition from public operators, how will you compete and maintain a viable service?

What advantages will your service offer to passengers?

### **Management Team**

Who are the key people responsible for the success of your operation? What is the role of each person?  
What experience or training does each person have?

### **Hiring, Training & Development for Drivers**

What qualifications must your drivers have? (e.g. class of licence, years of experience, driving record within set parameters)

How will you recruit drivers?

### **Public Need**

The PT Board generally views the exit of the sole, licensed ICB operator on a route as an indicator that public need exists for a replacement operator. Additional public need indicators are optional if you eligible for the Simplified ICB Application process. If you are submitting other public need indicators or information with your application, please list them below:

## Disclosure of Unlawful Activity & Bankruptcy PT Board Form 5

### About This Form

This form must be completed by one or more people, depending on your organization. See question 1 for details. The information you give will be used by the Board as part of its deliberations in assessing if you are a fit and proper person as required by the *Passenger Transportation Act*. The Board may need more information depending on your answers to these questions. In assessing if you are a fit and proper person, the Board may consider, among other matters:

- *What were the circumstances of any charges, convictions or findings of guilt and any sentence imposed?*
- *How much time has passed between the charge, conviction or finding of guilt and this application?*
- *Does the behavior for which the charges were laid or convictions or finding of guilt, indicate a pattern of poor conduct and character, lack of financial integrity or a threat to the public?*
- *What, if any, corrective or remedial activities have you undertaken in relation to any charges or convictions?*

You must provide truthful answers. If you do not, and it becomes known to the Board, the Board may refuse the application or, if a licence is approved, attach conditions, suspend or cancel the licence.

Name of person completing form: \_\_\_\_\_ | Year of Birth: \_\_\_\_\_

1. What type of licensee do you represent? Please check:

- Sole Proprietorship  
 Partnership (each partner must complete this form)  
 Incorporated Private Company (each director and officer must complete this form)  
 Public Company (the President, Secretary and CEO must complete this form)  
 Society (each director of the society must complete this form)

2. Have you, or any business entity with which you are or have been associated as a director, officer or principal shareholder

- a) been charged with or convicted of an offence under the Criminal Code of Canada? Yes  No   
b) been charged with or convicted of an offence under the Controlled Drugs and Substances Act or the Income Tax Act? Yes  No

If you answered yes to any of the above questions, please provide the following details for **each conviction or finding of guilt** (attach a separate sheet if needed).

- i. Description of conviction or finding of guilt \_\_\_\_\_
- ii. Date of conviction or finding of guilt \_\_\_\_\_
- iii. Description of sentence \_\_\_\_\_
- iv. Name and location of court \_\_\_\_\_
- v. Court file number (if known) \_\_\_\_\_

3. Have you, or any business entity with which you are or have been associated as a director, officer or principal shareholder ever,

- a) filed for bankruptcy protection or receivership; been petitioned into bankruptcy or receivership; or made a proposal under any bankruptcy, insolvency or similar law, or had any similar action taken against you, in any jurisdiction? Yes  No
- b) been denied or refused bankruptcy protection or reorganization under any bankruptcy or insolvency law in any jurisdiction? Yes  No

If you answered "Yes" to 3(a), you **must** give the following information for **each** proceeding (attach a separate sheet if needed)

- i. Name and address of entity (if applicable) \_\_\_\_\_
- ii. Name and address of filing party \_\_\_\_\_
- iii. Date petition filed \_\_\_\_\_
- iv. Name and address of Court \_\_\_\_\_
- v. Name and address of trustee \_\_\_\_\_
- vi. Disposition or outcome \_\_\_\_\_

**Note: Please enclose a copy of any discharge.**

If you answered "Yes" to 3(b) above, you **must** include the following for each proceeding (attach a separate sheet if needed)

- i. Name and address of entity (if applicable) \_\_\_\_\_
- ii. Name and address of filing party \_\_\_\_\_
- iii. Date petition filed \_\_\_\_\_
- iv. Name and address of Court \_\_\_\_\_
- v. Name and address of Trustee \_\_\_\_\_
- vi. Disposition or outcome \_\_\_\_\_

#### Name and Signature

Name of person completing this form: \_\_\_\_\_

Position with the applicant: \_\_\_\_\_

Name of Applicant Company or Partnership or sole proprietor: \_\_\_\_\_

**! (Please insert electronic signature or print, sign and scan)**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Declarations** PT Board Form 17**About this Form:**

- This form is required for all licence applications.
- This form must be signed by the **individual** (sole proprietor), **all partners** in the partnership, or the **president or sole director** of the corporation.
- By signing this form, you are making the declarations set out in A & below.

**Applicant:**

Legal Name: \_\_\_\_\_

PT Licence No. (if applicable): \_\_\_\_\_

**A. Declaration: Liquor & Cannabis Laws****I DECLARE THAT:**

- 1 I understand that offences under the *Liquor Control and Licensing Act* include:
  - (a) consuming alcohol in a public place, including motor vehicles;
  - (b) operating a motor vehicle while there is liquor in the vehicle; and
  - (c) permitting a minor to consume liquor in a place under your control.
- 2 I understand that offences under the *Cannabis Control and Licensing Act* include:
  - (a) consuming cannabis while operating a vehicle;
  - (b) operating a vehicle knowing that another person is smoking or vaping cannabis in it;
  - (c) operating a vehicle while in personal possession of cannabis contrary to the Act; and
  - (d) operating a vehicle while cannabis is in it contrary to the Act.
- 3 I understand that my passenger transportation licence may be suspended or cancelled if I commit an offence under either the *Liquor Control and Licensing Act* or *Cannabis Control and Licensing Act* related to the operation of a commercial passenger vehicle.
- 4 I will educate my drivers and operators about their responsibilities and how to deal with passengers who consume alcoholic beverages or cannabis in my commercial passenger vehicles.

**B. Declaration: Application Information****I DECLARE THAT:**

- 1 The statements and information contained in, attached to and submitted with this licence application package are true and correct.
- 2 I understand that statements and information contained in, attached to and submitted with this licence application package may be verified.
- 3 I understand that false or misleading representations could result in refusal of my application or cancellation of my licence, if my application is approved.

**C. Signature(s) ! (Please insert electronic signature or print, sign and scan)**

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_