



Ministry of
Transportation
and Infrastructure

REGISTRAR OF PASSENGER TRANSPORTATION

TEMPORARY OPERATING PERMIT (TOP) APPLICATION PACKAGE

SPECIAL AUTHORIZATION

ADDITIONAL PASSENGER DIRECTED VEHICLE(S) (PDVs)

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 5045) to apply for

- ✓ **Temporary Operating Permit (TOP) to operate additional taxis, limousines or other passenger directed vehicles (PDVs)**

Application Fee

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

TOP Duration

1 to 14 days
15 to 30 days
31 to 60 days
61 to 92 days

TOP Application Fee

\$25 for *each* vehicle requested
\$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 5045).
- 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 <http://www.th.gov.bc.ca/rpt> 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

- Temporary Operating Permit (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 TOP applications are made by the Passenger Transportation Board (Board).
- The Board sends copies of its decisions on TOP applications to the applicant 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 and attached Board decisions to applicants

Licensees must put a copy of the 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

Applicants must include, with their application, information to demonstrate that there is a *temporary and urgent* need to increase the number of motor vehicles that may be operated under their licence. This information is required by the Passenger Transportation Board (Board). *The Board may dismiss or refuse applications that do not meet Board requirements.*

For information about Board TOP application requirements, refer to *Temporary Operating Permits: Taxis, Limousines and other PDVs (Reference Sheet 17)* which is available on the Board's website at <http://www.th.gov.bc.ca/ptb/forms.htm>. You may also request a copy of this sheet from the Passenger Transportation Branch. Additional information on Board processes and policies can be viewed on their general website at <http://www.ptboard.bc.ca/>.

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 (TOP) Application Form No. PTR 5045
(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).
- 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).

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) 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.

Vehicle(s) Information (cont'd)

- d) 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.

- e) 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 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 passenger directed vehicles 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)



Office Use Only
PT Application # P

About this form: Licensees with Special Authorization to operate Passenger Directed Vehicles (PDVs) can use this form to apply for a TOP to operate additional PDVs on a temporary basis under their current terms and conditions of licence.
This form is NOT for use by those licensees who seek approval to increase their PDV fleet size on a permanent basis. For these instances there are other application forms and reference materials available on the Registrar's website or by request at the Passenger Transportation Branch.

1. Licensee Information:

Licensee Name:
Passenger Transportation Licence Number:
Business Mailing Address:
Phone: Cell: Fax: Email:

2. Permit Request Details:

I am requesting a TOP to operate additional PDVs on a temporary basis
Requested Start Date Requested Expiry Date
FAX my TOP EMAIL my TOP Call when my TOP is ready for PICK UP

3. Application Fee:

Total Amount Paid: \$
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 PDVs 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 have already purchased or leased or rented vehicle(s). I have attached the required vehicle documents:
Wheelchair Accessible Flip Seat Eco-friendly
Sedan Limousine Limousine Perimeter Seating Bus

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

Describe the additional vehicle(s) proposed for operation under the TOP (attach additional pages if needed):
Wheelchair Accessible Flip Seat Eco-friendly
Sedan Limousine Limousine Perimeter Seating Bus

Vehicles(s) Make and Model: Manufacturer Date(s):
Vehicle(s) Seating Capacity: A driver and not less than passengers and not more than passengers

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



Office Use Only
PT Application # P

5. Passenger Transportation Board Information Requirements:

Reference: Temporary Operating Permits: Taxis, Limousines and other PDVs (Reference Sheet 17) is available on the Board's website at http://www.th.gov.bc.ca/ptb/forms.htm. You may also request it from the Passenger Transportation Branch.

Explain the reason for the TOP request. What is the temporary and urgent need to add vehicles to your fleet?

Supporting Documents:

Attach information that supports the temporary and urgent need for the additional PDV(s). The information may include such things as:

- Contracts to provide service at a conference or special event
Written confirmation of additional bookings for a time limited period
Booking information that proves that bookings exceed capacity, for a set period of time

Pending passenger transportation licence application(s)?

Does the applicant (licensee) currently have any passenger transportation licence applications pending with the Passenger Transportation Branch or Passenger Transportation Board?

Yes Application No(s):

No

PDV Rate and Rules

Complete this section ONLY if different from the most current, Passenger Transportation Board approved rates and rules.

List the rates, and any rules applicable to those rates, that you propose to apply to the operation of the temporary additional vehicle(s).

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 declaration must be signed by the licensee – an individual (sole proprietor), all partners in the partnership, a principal of the legal entity (i.e. corporation, LLC, society, city) or a person with delegated signing authority as filed with the Passenger Transportation Branch.

Full Name: Title:

Signature: Date:

Full Name: Title:

Signature: Date: