



New Licensing for Perimeter Seating Buses (PSBs)

Frequently Asked Questions

A. General

- 1) Why do I need a Special Authorization (SA) licence for my Perimeter Seating Buses?
 - *On February 26, 2015, Honourable Todd Stone, Minister, Transportation & Infrastructure announced licensing changes for limousine operators. All limousines with primarily perimeter seating need a SA licence. The change will increase safety by making operators - and each of their vehicles - more accountable, create a level playing field in the industry, and allow government to better enforce the industry. [Click here for the news release.](#)*
 - *If you currently have a General Authorization (GA) licence you have until **May 1, 2015** to obtain approval for a SA.*
 - *If you do not have a passenger transportation licence, you must now apply for a SA licence.*

- 2) What is meant by primarily perimeter seating?
 - *More than half of the seats are along the sides and back of the vehicle*



3) What happens to my GA licence if I do not apply for a SA licence?

- *Your GA licence remains valid until its renewal date.*
- *You will not be able to operate perimeter seating buses on your GA after **April 30, 2015**.*
- *You will not be able to renew your GA licence after **April 30, 2015** if you only operate PSBs.*

4) I operate buses with forward facing seats. Do I need a SA licence?

- *The regulations have not changed for vehicles with forward facing seats. Under General Authorization licence you can continue to operate these vehicles if:*
 - they have a seating capacity of 12 or more passengers OR*
 - are used for carrier directed tours only (regardless of seating capacity) OR*
 - they are not inter-city buses*

5) I submitted a GA application to the Passenger Transportation Branch (PT Branch) before the new regulation came into effect. What will happen to my application?

- *If your vehicle proposal includes a perimeter seating bus, a Registration Officer will contact you to advise you of the change in application process.*
- *If your application is impacted by the change in regulation, your GA application fee will be applied to the SA application.*

6) Can I continue to operate my PSB vehicles until I receive a SA licence?

- *You may only operate PSB vehicles until **April 30, 2015**. If you have not been issued a SA licence **by May 1, 2015**, you must stop operating your PSBs.*
- *If you have been approved for an SA but not issued a new licence by **May 1, 2015**, you must not operate your PSBs until the PT Branch has issued a licence.*
- *To reduce the possibility of downtime, we are encouraging you to submit your application by **March 25, 2015**.*

7) Will my PSBs be automatically transferred to a SA licence?

- *No, the Passenger Transportation Board (PT Board) will review your application and make a decision based on its mandate. For more information, see question 12 below.*

8) Will I have the same number of vehicles, operating areas and rates under a SA as I have under my GA?

- *No, under a SA, the PT Board approves operating areas. The PT Board's PSB Streamlined Application for Licensees with a General Authorization and Reference Sheet 19 provide more information on PT Board policies. [Click here](#) to see the application package and reference sheet.*

B. Applications

9) I don't have a GA and I want to operate PSBs. How do I apply?

- *You must apply through the regular application process. For information on how to apply, [click here](#).*

10) I have a GA and I want to operate PSBs after April 30, 2015. How do I apply?

- *You can apply through the PT Board's streamlined application process to operate PSBs you had active between March 1, 2013 and March 1, 2015. [Click here](#) to see the application package and other information.*
- *If you want to add new PSBs after March 1, 2015, you must apply through the regular application process. For information on how to apply, [click here](#).*
- *We recommend that you apply through the streamlined application process as soon as possible if you need to operate your current PSBs this Spring or Summer.*

11) How long is the application process?

- *Both the PT Board and PT Branch have implemented streamlined application processes to promote processing applications by May 1, 2015. The length of the application process will depend on many factors such as when the application is submitted, the completeness of the information and the number of applications being processed. **We strongly urge you to submit a complete application by March 25, 2015.***

12) Am I guaranteed a SA licence?

- *No, the PT Board must consider all applications in terms of its mandate that is set out in the Passenger Transportation Act.*
- *The PT Board will consider whether:*
 - i. there is a public need for your PSB service*
 - ii. you are fit and proper and capable of providing the PSB service, and*
 - iii. whether approval of your application will promote sound economic conditions in the transportation industry in BC*

13)How can I prove public need?

- *Application requirements are designed to help you provide information that the PT Board can use in its decision making. For example, the PT Board is asking you to complete vehicle usage and trip volume spreadsheets for 2013-15.*
- *Operators who received a GA after September 30, 2014 OR added new vehicles after December 1, 2014, must provide proof of confirmed bookings between May 1, 2015 and December 31, 2015 with their applications.*

14)How can I show I am fit and proper and capable of providing a service?

- *When assessing fitness and capability, the PT Board will consider information from the following documents that you submit with your application:*
 - i. complete a PSB condensed operating plan,*
 - ii. submit resumes of the owner/president,*
 - iii. submit income statements for the past 2 years,*
 - iv. disclose any criminal charges or convictions under the Criminal Code of Canada, the Controlled Drugs and Substance Abuse Act and the Income Tax Act,*
 - v. disclose bankruptcies and receiverships, and*
 - vi. sign declarations that you will comply with the Liquor Licensing and Control Act.*

- *The PT Branch will provide the PT Board with any administrative penalties you have received in the past two years as well as any complaints relevant to the application. The PT Branch will also advise the PT Board of your NSC rating and other relevant information relating to your NSC.*
- *The PT Board will also consider information received from submitters. (You will have an opportunity to respond to submissions.)*

15) How can I show that my application will promote sound economic conditions in the transportation business in B.C.?

- *The PT Board will review your operations over the past two years. If you have been operating in a specific area with a certain number of vehicles, the PT Board may consider that your service adds an available transportation option in your community and the market has adjusted to your service.*

16) How many PSBs will I be allowed to operate under a SA?

- *The PT Board sets maximum fleet size as a term and condition of licence.*
- *Under the streamlined application, the maximum number of PSBs the PT Board will allow is the number of PSBs you:*
 - ✓ *activated under your NSC*
 - ✓ *for more than 3 months*
 - ✓ *between March 1, 2013 and March 1, 2015.*

17) I have only been operating a PSB since January 2015 and I don't meet the 3 month requirement for active vehicles. Can I still apply through the streamlined process?

- *Yes. You must complete the relevant sections of the vehicle usage and trip volume spreadsheets and provide proof of confirmed bookings between May 1, 2015 and December 31, 2015 with your application.*
- *The PT Board may request further information.*

18) I ordered a new PSB just before the new regulation was announced. Can I still apply through the streamlined process?

- *Yes, if you purchased the vehicle before February 28, 2014. Vehicles purchased after March 1, 2015 are excluded from the streamlined process*
- *You must provide (a) proof of date of purchase and payment made and (b) proof of confirmed bookings between May 1, 2015 and December 31, 2015 with your application.*
- *The PT Board may request further information.*

19) What will happen if I have been sharing my PSB vehicle with other licensees?

- *You will be eligible to apply for the PSBs activated under your licence. If you are approved, vehicles must have a PT plate and cannot be “shared” with other operators.*

20) Can I apply for the same operating area on my PSB application that I had on my GA Licence?

- *No, the PT Board will establish your area of operation if you are approved for a SA. [Click here](#) for more information. Information on operating areas is on pages 4-5 of the application package and 3-5 of Reference Sheet 19.*

21) Can I set my own passenger rates and rules for my PSB vehicles?

- *No. [Click here](#) for more information. Information on rates is on page 9 of the application package and page 5 of Reference Sheet 19.*

22) Can I only add PSB vehicles to my SA licence?

- *No. If you are approved for a SA licence, you can apply to add other passenger directed vehicles. [Click here](#) for more information.*

23) How will my application be processed?

- *You submit the application to the PT Branch, which checks them for completeness.*
- *The PT Branch sends completed applications to the PT Board.*
- *The PT Board office publishes your application, accepts submissions for a period of 5 days, provides you with an opportunity to respond to submissions and prepares your application for review by a member of the PT Board.*
- *A member of the PT Board will make a decision on your application.*
- *[Click here](#) for more information on streamlined application procedures. See pages 6-7.*

24) If I need help with completing the PSB authorization application, who can I contact?

- *As a first step, you should visit the following websites:*
 - PT Branch: http://www.th.gov.bc.ca/rpt/licence_PSB.htm*
 - PT Board: <http://www.ptboard.bc.ca/PSB.htm>*
- *If you cannot find the answer to your question, please either*
 - send an e-mail to the PT Branch at: passengertransportationbr@gov.bc.ca,*
 - phone the PT Branch at: 604-527-2198: BC residents can call toll free through Enquiry BC: Victoria: 250-387-6121 Elsewhere in BC: 1-800-663-7867*

25) What happens if my application is refused?

- *You may not operate PSBs after April 30, 2015 if your application for a SA licence is refused.*

26) Is there a reconsideration process?

- *Yes. The PT Board may reconsider applications if the PT Board is satisfied that:*

(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.

- *There must be a legal basis for a reconsideration. A decision cannot be reconsidered just because someone disagrees with it.*

[Click here](#) for information on reconsideration.

C. Licensing

27) If my PSB application is approved will I be issued a new licence and plate?

- *Yes, you will receive a new Passenger Transportation Licence that must be kept in your office and in each of the vehicles in your fleet (GA & SA).*
- *Your PT number and expiry date will not change.*
- *Each approved PSB will be issued a Special Authorization Vehicle Identifier (PT plate) with a decal once it is activated.*



28) If I am approved for the PSB, will there be an activation deadline?

- *To operate a PSB after April 30, 2015, you must have a vehicle activated under a SA licence and have a PT plate and decal issued for the vehicle.*
- *In its decision the PT Board will specify that all vehicles must be activated within 3 months of the date of the decision. "Activated" means that you have submitted the required documents to obtain a PT plate to the Registrar of Passenger Transportation.*

29) Is there a cost for a PT plate?

- *Yes, you must pay \$100 per vehicle, per year to receive a PT plate and decal.*
- *As part of the PSB transition, your plate fees will be prorated to your existing expiry date. For example, if you activate PSB vehicles in April and your existing licence expiry is in August you will pay \$40 per plate.*

30) What documents do I need to submit to get my licence?

- *Semi-annual Commercial Vehicle Inspection Report*
- *Vehicle registration and proof of insurance*
- *Once these documents are received, you will be contacted for payment.*