

April 30, 2014

## Updated Application Guides, Reference Sheets and Board Forms

The Board introduced its new application materials in March 2012. We have just completed our first major update of these materials. We are posting the updated materials on our website on **Friday, May 2, 2014**.

We have made one change that assists current licensees who are applying to amend their licence or add additional vehicles. Rather than asking for a new “business plan”, we are asking licensees to submit a “business plan update”. This update focuses on changes to licensees’ operations that are relevant to their current application. This should streamline processes for applicants. We have drafted a companion reference sheet, 2.1 “Business Plan Update”.

Application Guide 3 “*What types of information can show that there is a public need for more taxis?*” now includes a reference to operational statistics and data reporting tools that were outlined in the Board’s November 20, 2013 *Industry Advisory: [Reporting Taxi Data](#)*.

Other changes are administrative. For example, we have converted the TOP “information sheet” into a “reference sheet”, re-ordered application requirements in each guide and included references, where appropriate, to social media.