

March 13, 2012

Plain Language Revision for Board Application Materials

The Passenger Transportation Board changed its website and forms. The changes make it easier for applicants to get information they need for the type of application they are making. Changes relate to *special authorization* applications for taxis, limousines and inter-city buses.

Example

You want to apply to change the terms and conditions of your passenger transportation licence for operating taxis. Follow the steps below to get the documents and information you need. (Start at www.ptboard.bc.ca.)

1. Click the **Apply** tab on the top menu
2. Click the icon for **Taxis**
3. Click **Change a Licence**

You will find a page with 1 application guide, 2 forms packages, and contact information. The guide has links to extra forms and information in case you need them.

In addition to re-organizing the website, the contents of PT Board documents were revised to use *plainer language*. Applicants and licensees are invited to review the [apply](#) web page and the new series of [application guides](#), [reference sheets](#), and [forms](#).

Only new application forms and materials are available online. The PT Board's *Application Handbook* is no longer posted. Applications with old forms will be accepted until July 1, 2012. Most application processes and policies remain the same.

The new application materials reflect a few changes that affect taxi applicants. Another change shortens the vehicle activation time after the PT Board approves an application. Details are posted in the Advisory: [Application Policy & Process Adjustments](#).

The Passenger Transportation Branch has updated its website and application forms at the same time as the PT Board. Please see the [PT Branch Advisory](#) for details.