

Date: January 11, 2006 (updated July 2, 2013)
Subject: ***Consequences of Not Renewing
a Licence with Special Authorization***
Advisory: ***Licence Expiry is Permanent***

Passenger transportation licences must be renewed each year by the licence expiry date or the licence no longer exists. A specific expiry date is put on each passenger transportation licence.

After the licence expiry date, an operator must immediately stop all commercial passenger transportation services that had been authorized under the licence. Operating without a licence is illegal and exposes the operator to sanctions, penalties and liability risks.

***New Application to Replace a Licence
That Includes Special Authorization***

To obtain a new licence with special authorization, an application must be submitted to the Registrar and approved by the Board. The Board reviews applications carefully. It considers whether there is a public need for the service, whether the applicant is fit and capable of providing the service, and whether approval would promote sound economic conditions in the passenger transportation business. There is no guarantee that the Board will approve an application from a person with an expired licence.

Making an application to the Board does not give an applicant special authorization to operate. It takes time for the Board to issue a decision on an application for a new licence. Until a decision is made and a new licence is issued, the applicant must not operate.

Possible 7 Day Grace Period

An expired licence with special authorization may be renewed without submitting a new application if (a) renewal is requested within 7 days of the expiry date and (b) the Registrar is satisfied that the failure to renew was inadvertent.

Licenses Should Diarize Renewal Dates

The Passenger Transportation Branch usually sends a renewal notice to licence holders more than a month before the expiry date. This service is for the convenience of licence holders only. Licence holders should respond quickly when such notices are received. Even when a licence holder does not receive a renewal notice, the licence still expires. The licence holder remains solely responsible for contacting the Branch to renew before the licence expiry date. Licence holders are strongly encouraged to set up an internal "diarization" or "bring forward" system to make sure that the licence is renewed on time every year. Licence holders should also inform all drivers and employees that annual renewal is critically important so they can act as an additional reminder for the annual renewal.

"In Progress" Applications "Die" When a Licence Expires

When a licence holder allows their licence to expire while an application (for special authorization) is in progress, the application dies and cannot be revived—no matter what stage the application is at. This is because a valid licence must at all times be in existence for the Board to consider applications for transfer (section 30 of the Passenger Transportation Act), amendment of licence (s. 31), additional vehicles (s. 32), and a change of rates (s. 35).

Contact:

For more information about licence renewals and making a licence application, contact the Passenger Transportation Branch:

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