

April 20, 2016

Revised Application Materials Published

Last week, the Board published its revised [Rules of Practice & Procedure](#) & [Operational Policies](#).

This week we are publishing revised Application Guides, Reference Sheets, Forms and Spreadsheets.

Among the changes, applicants may now fill out application forms online. When forms are completed, they can be signed with an electronic signature recognized by Adobe, or printed for signature and then scanned.

We are discontinuing the Disclosure of Passenger Transportation Ownership form.

We are introducing a declaration form that everyone must sign. It requires people to declare that:

- (a) they understand and will follow provisions of *Liquor Licensing and Control Act* regarding to alcohol and passengers in a vehicle and
- (b) the information a person is giving the Board is accurate.

We are also introducing a “Public Explanation of Passenger Directed Vehicle (PDV) Application Form”. This form asks applicants to tell us why they are making the application and how the application will affect transportation services in their community. The information in this form will be published with the application summary in the Bulletin. It will give people more information on what an application is about.

The Board is introducing two Excel spreadsheets for limousine operators to use when preparing an application to add more limousines to their fleet. The optional spreadsheet can be used to summarize booking information and vehicle usage data. The [spreadsheets](#) are posted with application materials for adding more limousines to a fleet.

We have added a new application guide 5.1: [I want to start a luxury, app-based transportation service](#). A luxury app-based transportation service (LATS) is a mid-tier service between a taxi and a limousine. These are technology-based services but not commercial rideshares or transportation network companies as the terms are commonly used. LATS use vehicles that are licensed and insured for commercial use, not private vehicles. Like other licensed services, rates are approved by the Board and vehicles must meet specified safety requirements.

Application guides have been updated to correlate with changes to forms discussed above. We have also updated the “social media” section in public need indicators and provided notice in the applicant fitness section, that the Board inputs the names of company principals into the Court Services Online, which provides access to traffic and criminal court files in BC.

We have revised many reference sheets to reflect updated policies or to correct minor edits. For example, Reference Sheet 17, “Temporary Operating Permits” has been updated to reflect the Board’s Industry Advisory of March 23, 2016.

Most communications with the Board are by e-mail. Therefore, we are shortening our publication/reply timelines for many applications. New timelines are as follows:

Application Type	Submission period	Applicant Reply
<ul style="list-style-type: none"> • New • Amendment • Additional Vehicles • Transfer (between 2 individuals or companies) 	10 days	7 days
<ul style="list-style-type: none"> • Rate Change (Not TLCI) 	7 days	7 days
<ul style="list-style-type: none"> • Administrative Transfer 	7 days	7 days