Passenger Transportation Board
MOVING FORWARD, TOGETHER

Amend or change a limousine or shuttle licence

Limousine, shuttle and other passenger directed vehicle operators must apply to the Passenger Transportation Board to amend or change their terms and conditions of licence. They cannot apply to amend terms and conditions labelled “legislative requirements”.

Make sure you understand the application process for limousine, shuttle and other passenger directed vehicle operators. Learn how the Board makes a decision using the information and evidence you submit in your application package.

Increasing fleet size

To increase your maximum fleet size, you must apply to amend your licence. You cannot exceed the maximum fleet size or the maximum number of vehicles that are set out in your licence without Board approval.

Applying to operate in an area with different rates

If you are applying to operate in a new area with different rates, you must submit your proposed rate changes with your application. Use these forms for changes to:

- Hourly rates (PT Board form 11)(548 KB)
- Point-to-point rates (PT Board form 12)(456 KB)
- Individual fare (PT Board form 13)(454 KB)

If you are applying to provide crew transport service and meet the requirements of Rule 49 of the Boards Rules of Practice and Procedure, then you are not required to submit these contract rates for Board approval. All other rates require Board approval.

If you want to change your current rates you'll need to apply to change your rates.

Minor amendments

Some amendments may be considered 'minor'. Minor amendment applications can be less detailed. The Board will let you know if they need more information.

Examples of minor amendments are:

- Changes in vehicle types or models
- Adding a contract clause
- Adding a return trip authority

Minor amendments generally do not alter your service or impact other industry participants.

Applicants are advised to delay the purchase, lease, or rental of vehicles until approval is obtained

Checklist

Amend a limousine, shuttle or other PDV licence

Forms

- Special Authorization licence application (Registrar form)

- Signing Authority (Registrar form)
- Vehicle Proposal (352 KB)
- Proposed Terms and Conditions of Licence (257 KB)
- Public Explanation of Applications(300 KB)
- Disclosure of unlawful activity & bankruptcy(655 KB)
- Declarations & consent(573 KB)

Attachments

- Business plan
- Financial information
  - All Applicants: Cash flow projections (36 months) and income statements
  - Incorporated Companies: Balance sheet
  - Sole Proprietors or Partnerships: Personal net worth statements
- Business identification documents
- Public need indicators
- Proposed rates

Final step

- Submit your completed application package to the Registrar's Office at CPV@gov.bc.ca.

Related topics:

- Application process
- Apply to change rates
- Add vehicles during peak season