

## PART A

## APPLICATION CHECKLIST

GENERAL AUTHORITY (GA) ☐SPECIAL AUTHORITY (SA) ☒**APPLICATION RETURNED**

(complete Part A – Application section below)

- ☐ Incorrect Legal Name (do not accept payment, bring application to Supervisor for review)
- ☐ No NSC / Safety Certificate
- ☐ No application fee

Date Returned: \_\_\_\_\_

(stamp "RETURN" over Branch Received stamp before returning application with Return letter)  
(place copy of Return letter, Application page and this checklist on "Return Application" folder)**INDIVIDUAL/SOLE PROPRIETOR APPLICATION**

Individual - Full Legal Name of Applicant

NSC / Client Number

**PARTNERSHIP APPLICATION – require full legal names and NSC / client numbers for all partners**

Full Legal Name of Applicant (partner 1)

NSC / Client Number

Full Legal Name of Applicant (partner 2)

NSC / Client Number

**TRANSFER APPLICATION – complete checks for both transferor(s) and applicant(s)**

Transferee's Name buyer (applicant)

NSC / Client Number

Transferee's Name buyer (partner's legal name)

NSC / Client Number buyer (partner's NSC)

Transferor's Name seller (current licensee)

Transferor's Name seller (partner)

Anne

AUG 13 2013

**LEGAL ENTITY APPLICATION – Corporation, Limited Liability Company (LLC), Society, City**

Full Legal Entity of Applicant

Ripe Holdings Inc.

NSC / Client Number

s15

**INFORMATION REQUIREMENT**

Trade Names/doing business as (DBA)

(No LTD., Limited, Co., Company, Inc., Incorporated, etc. at end of trade name)

Rife or Rife Car Service

Business Address of applicant

(Town, City or Municipality and Province/ State)

Vancouver, BC.

Name of Lawyer/Agent (if applicable)

**PART B**

Application No.: 210/13

**APPLICATION CHECKLIST**

**Registrar's (Basic) Requirements:**

<input checked="" type="checkbox"/>	BC National Safety Certificate Number <u>PTM</u>
<input checked="" type="checkbox"/>	Legal Entity (ies) – Applicant / Transferor (For GPV, PDV & ICB) For Extra Provincial Company – see "Extra Provincial Applicant" for requirements.
<input checked="" type="checkbox"/>	Full Legal name(s) / Signature(s) — Applicant(s) / Delegated Signing Authority (For GPV, PDV & ICB)
<input checked="" type="checkbox"/>	Service Proposal Statement (to determine if GA and/or SA)
<input checked="" type="checkbox"/>	Application Fee (\$200.00) <span style="margin-left: 100px;">s22</span> <span style="margin-left: 100px;">Deposited on <u>Aug 13/13</u></span>
<input checked="" type="checkbox"/>	Passenger Transportation Signing Authority (PT5002) /Agent Letter of Authorization (For GPV, PDV & ICB)
<input checked="" type="checkbox"/>	Application Registrar's (Basic) Requirements Complete? (initial <u>ADJ</u> )

**Extra Provincial Applicants:**

<input type="checkbox"/>	Home Jurisdiction Safety Fitness Certificate (Extra Provincial Only) (For GPV, PDV & ICB)
<input type="checkbox"/>	Home Jurisdiction Operating Authority (Extra Provincial/Inter-State Authority Only) (For GPV, PDV & ICB)
<input type="checkbox"/>	Driver Licence(s) – For non BC base applicant(s) only (sole proprietor / all partners in a partnership)
<input type="checkbox"/>	<p>a. Photocopy of certificate of incorporation/articles of incorporation issued by Applicant's home jurisdiction, and a list of directors and officers; <b>AND</b></p> <p>b. Photocopy of Applicant's BC Certificate of Incorporation (issued by the BC Registrar of Companies and showing registration in BC as an extra-provincial company), <b>OR</b> A signed letter declaring Applicant's company is exempt from being a BC registered company under the Business Corporations Act, SBC2002 Chapter 57 – Part 11, Section 375.</p>
<input type="checkbox"/>	<p>Photocopy of BC Insurance Filing letter (FR) issued by ICBC <b>OR</b> a written statement to explain how Applicant intend to meet motor vehicle liability insurance requirement.</p> <p>For example, prior to entering British Columbia, Applicant will contact the Provincial Permit Centre to purchase a non-resident single commercial vehicle permit (NRSCV) or a non-resident quarterly commercial vehicle permit (NRQCV).</p>
<input type="checkbox"/>	<p>Photocopy of apportioned cab card for each vehicle showing proof that the vehicle is licensed under the International Registration Plan (IRP) to operate in BC <b>OR</b> a written statement to explain how Applicant intend to pay BC vehicle licensing fees.</p> <p>For example, prior to entering British Columbia, Applicant will contact the Provincial Permit Centre to purchase a non-resident single commercial vehicle permit (NRSCV) or a non-resident quarterly commercial vehicle permit (NRQCV).</p>

**PART B**  
**APPLICATION CHECKLIST (Continued)**

**(2) PT Board Application Requirements:**

<input checked="" type="checkbox"/>	PDV Vehicle Proposal <u>PDV Forms</u> (Form 1)
<input checked="" type="checkbox"/>	PDV Proposed Terms & Conditions of Licence <u>PDV Forms</u> (Form 2)
<input type="checkbox"/>	ICB Application Summary <u>ICB Forms</u> (Form 7)
<input type="checkbox"/>	ICB Route Worksheet for <u>each</u> proposed route <u>ICB Forms</u> (Form 8)
<input type="checkbox"/>	Sample ICB Time Schedule
<input type="checkbox"/>	Rationale for Reducing ICB Service
<input checked="" type="checkbox"/>	Business Plan Reference <u>Sheet 2</u> and <u>Sheet 3</u>
<input checked="" type="checkbox"/>	Financial Information Reference <u>Sheet 4</u> <input checked="" type="checkbox"/> 36 months <input checked="" type="checkbox"/> projected [Income statements (for existing operations); cash flow projections and balance sheets or personal net worth statements]
<input type="checkbox"/>	Condensed Operating Plan (Optional) <u>Optional Forms Package</u> (Form 9)
<input checked="" type="checkbox"/>	Public Need Indicators / Contract(s)
<input type="checkbox"/> N/A	Municipal Notice Form: For Taxi Applications <u>PDV Forms</u> (Form 4) (for new applicant, licensees applying to operate a taxi in a new municipality and/or to add a new municipality or to add more taxis to their fleet)
<input checked="" type="checkbox"/>	PDV Rates & Rules <u>Optional Forms Package</u>
<input checked="" type="checkbox"/>	Disclosure of Unlawful Activity & Bankruptcy (from each director) <u>PDV Forms</u> (Form 5)
<input checked="" type="checkbox"/>	Disclosure of Passenger Transportation Ownership (from each director) <u>PDV Forms</u> (Form 6)
<input type="checkbox"/>	<b>If Applicant wants to use wheelchair accessible taxis:</b> Preparing an Accessible Service Plan Reference <u>Sheet 7</u>
<input type="checkbox"/>	<b>If Applicant wants to put flip seats in accessible taxis:</b> Flip Seats (Accessible Taxis) <u>PDV Forms</u> (Form 3) and <u>Reference Sheet 6</u> Preparing an Accessible Service Plan Reference <u>Sheet 7</u>
<input type="checkbox"/>	<b>Change of Rates &amp; Rules</b> Proposed rates (taxi, limo & PDV service) if applicable <u>Optional Forms Package</u>
<input type="checkbox"/>	Proposed company specific rules if applicable <u>Optional Forms Package</u>
<input type="checkbox"/>	Rationale for Proposed Changes
<input type="checkbox"/>	Financial Information Reference <u>Sheet 4</u> [Income statements (for existing operations); cash flow projections and balance sheets or personal net worth statements.]
<input type="checkbox"/>	Written Notice to Each Affected Local Government (Taxi Licensees only)
<input checked="" type="checkbox"/>	Application PT Board Requirements Complete? (initial <u>APR</u> )

**Ng, Anne TRAN:EX**

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**From:** Ng, Anne TRAN:EX  
**Sent:** Friday, September 13, 2013 12:05 PM  
**To:** Passenger Transportation Board TRAN:EX  
**Cc:** Mitten, Kathleen TRAN:EX  
**Subject:** Re: Application No. 210/13 – Ripe Holdings Inc.

Good Afternoon,

Re: Application No. 210/13 – Ripe Holdings Inc.

The following file has been saved in W:\PASSTRAN\SharedData\Applications

Filename: RIPE\_HOLDINGS\_INC.\_210.13

Thank you.

Regards,

Anne Ng  
Registration Officer  
Passenger Transportation Branch  
Ministry of Passenger Transportation and Infrastructure

Suite 313 – 1500 Woolridge Street  
Coquitlam BC V3K 0B8  
604.527.2202 (direct)  
Fax: 604.527.2205

This message, including any attachments, is confidential and may contain privileged information intended to be relied upon by the sender and/or the person(s) named above. If you are not the intended recipient or have received this message in error, immediately notify the sender by reply email, permanently delete the original transmission from the sender, including any attachments, without making a copy and confirm these actions in your reply email.



Notification sent via email transmission to [ptboard@gov.bc.ca](mailto:ptboard@gov.bc.ca) (cc: [Kathleen.Mitten@gov.bc.ca](mailto:Kathleen.Mitten@gov.bc.ca)) and documents have been scanned to SharedData (Applications) folder.

Applicant Name: RIPE HOLDINGS INC.  
Application No. 210/13

## Administrative Documents attached:

- The Registrar's application transmittal memorandum
- Report generated from the Branch database

*Total # Pages (incl. cover) 4*  
Branch File: **LEFT**



**Date:** September 13, 2013

**To:** Jan Broocke  
Director & Secretary  
to the Passenger Transportation Board

**From:** Dawn Major  
Registrar & Director  
Passenger Transportation Branch

**Re: File Transmittal Per Division 3, Section(s) 26 (1) of the PTA**

**Application No.:** 210/13  
**Applicant Name:** RIPE HOLDINGS INC.  
**DBA:** RIPE / RIPE CAR SERVICE  
**Applicant's Address:** VANCOUVER, BC  
**PT Licence No.:** N/A  
**PT Licence Expiry Date:** N/A

**Summary of Current  
Licence:** N/A

**Summary of Application:** Special Authorization (pdv) with 20 identifiers, utilizing sedan limousines with a seating capacity between 3 and 5 plus driver.

Originating Area: Greater Vancouver Regional District  
Destination Area: Anywhere in British Columbia

The applicant is requesting reverse trips (unlimited) and to take passengers out of BC authorization.

**Supporting Documentation:** PDV Vehicle Proposal, PDV Proposed Terms and Conditions, Proposed Rates and Rules, Business Plan, Financial Information, Public Need Indicators, Disclosure of Passenger Transportation Ownership and Disclosure of Unlawful Activity and Bankruptcy forms.

RIPE HOLDINGS INC.

September 13, 2013

Page 2

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Application No. 210/13

Please find Application No. 210/13, attached for your review and consideration.

Thank you.

A handwritten signature in black ink, appearing to read "Dawn Major", with a stylized flourish at the end.

Dawn Major  
Registrar & Director  
Passenger Transportation Branch

/adn

**PTM WEB**[Logout](#)**Applicant / Licensee**[Clear](#)[Delete](#)**Client Number:** s15**Legal Name:** RIPE HOLDINGS INC.[Copy to Clipboard](#)

218-470 GRANVILLE ST

VANCOUVER, BC, CAN, V6C 1V5

**Safety Rating:****Profile Status:****Audit Status:**

s21

**Carrier Status:****Certification #:****Certification Type:** ORIGINAL**Organization Type:** Company**Document Type:** CERTIFICATE OF INCORPORATION**Document Id:** 0953247**FR FILING:** NONE**Prorate Acct:** NONE**Financial Responsibility**

No F/R # exists for this client.

**Add PT Licence Number to List****PT Licence Number:**[Add](#)

PTM-MAIN version 01\_00\_00

DEV, s15 2013-Sep-10 12:16:56



# BRANCH FILE ONLY DOCUMENTS

(DO NOT SCAN TO PT BOARD WITH MEMO)

- ☐ RIGHT SIDE (**SUPERSEDED** applicant documents)
- ☒ LEFT SIDE (Branch/applicant **CORRESPONDENCES\***)

\* Send the applicant a "summarized" request for final clarification and include their response in the file transmitted to Board



Registrar File Review Notes

Application No: 210/13  
Applicant Name: RIPE HOLDINGS INC  
DBA: RIPE / RIPE CAR SERVICE  
Applicant's Address: VANCOUVER BC  
PT Licence No: N/A  
PT Licence Expiry Date: N/A  
Date Registrar Review: September 13, 2013  
Registration Officer: Anne Ng

Application Received Date: August 13, 2013

Summary of Application: Special Authorization (pdv) with 20 identifiers, utilizing sedan limousines with a seating capacity between 3 and 5 plus driver

Proposed Terms and Conditions of Licence

Originating Area: Greater Vancouver Regional District  
Destination Area: Anywhere in British Columbia

The applicant is requesting reverse trips (unlimited) and to take passengers out of BC authorization

Supporting Documentation

PDV Vehicle Proposal, PDV Proposed Terms and Conditions, Proposed Rates and Rules (Per km (first 4 km \$5, per km \$2.60, per minute (speed less than 18km/hr) .75, minimum charge per trip \$15, cancellation charge \$10), Business Plan, Financial Information (balance sheet and projected cash flow for 36 months, Licensing / Marketing budget), Public Need Indicators (GVRD Stats, Social Media Support, Local Business Support), Disclosure of Passenger Transportation Ownership (from Otis Perrick and Gagan Goraya), and Disclosure of Unlawful Activity and Bankruptcy (from Otis Perrick and Gagan Goraya)

## Ng, Anne TRAN:EX

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**From:** Otis Perrick s22  
**Sent:** Wednesday, September 11, 2013 9:33 AM  
**To:** Ng, Anne TRAN:EX  
**Cc:** 'Tiffany Rennick'  
**Subject:** RE: Passenger Transportation Application No. 210/13  
**Attachments:** PTB RIPE Special App.pdf

Good morning Anne, thank you for your note and help with our application. Per your email instructions between Tiffany and yourself, we have made the request changes. Please review and let us know if there is anything else you need in order for our application to be processed.

All the best,  
Otis Perrick

**From:** Ng, Anne TRAN:EX [<mailto:Anne.Ng@gov.bc.ca>]  
**Sent:** September-10-13 2:41 PM  
**To:** s22  
**Subject:** Passenger Transportation Application No. 210/13

To: Otis Perrick and Gagan Goraya

Good Afternoon Otis and Gagan,

Please review the attached letter and enclosures.

Thank you.

Regards,

Anne Ng  
Registration Officer  
Passenger Transportation Branch  
Ministry of Passenger Transportation and Infrastructure

Suite 313 – 1500 Woolridge Street  
Coquitlam BC V3K 0B8  
604.527.2202 (direct)  
Fax: 604.527.2205

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**Ng, Anne TRAN:EX**

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**From:** Tiffany Rennick [tiffany@disruptivepublishers.com]  
**Sent:** Wednesday, September 11, 2013 9:23 AM  
**To:** Ng, Anne TRAN:EX  
**Subject:** Re: Passenger Transportation Application No. 210/13

Hi Anne,

Thanks for the information! Otis should be sending over the correct forms then today.

Thanks,

Tiffany Rennick

Marketing Assistant

Disruptive Media Publishers Canada Inc.

[www.disruptivepublishers.com](http://www.disruptivepublishers.com)

On Wed, Sep 11, 2013 at 8:48 AM, Ng, Anne TRAN:EX <[Anne.Ng@gov.bc.ca](mailto:Anne.Ng@gov.bc.ca)> wrote:

Good Morning Tiffany,

Thank you for your email.

As you are not named on the Company Signing Authority as a delegated signatory, one of the directors is required to submit the outstanding requirements. They will also need to initial the changes.

Thank you.

Regards,

**Ng, Anne TRAN:EX**

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**From:** Tiffany Rennick [tiffany@disruptivepublishers.com]  
**Sent:** Tuesday, September 10, 2013 4:37 PM  
**To:** Ng, Anne TRAN:EX  
**Subject:** Passenger Transportation Application No. 210/13  
**Attachments:** RIPE\_HOLDINGS\_INC.\_210.13.pdf

Hello,

My name is Tiffany Rennick and I am assisting Otis Perrick and Gagan Goraya in their RIPE Holdings Application. They forwarded me your email with the requested revisions - I was just wondering if the attached copy is sufficient for the problems you pointed out?

Let me know if the attached works. Thanks so much for your help!

Tiffany Rennick

Marketing Assistant

Disruptive Media Publishers Canada Inc.

[www.disruptivepublishers.com](http://www.disruptivepublishers.com)

*Unacceptable as Tiffany is not  
a delegated signatory.*



Transmittal via email to: s22  
(Original to follow by mail)

September 10, 2013

RIPE HOLDINGS INC.  
1003 CAMBIE STREET  
VANCOUVER BC V6B 5L7

Dear Otis Perrick and Gagan Goraya:

RE: APPLICATION NO. 210/13

The application you recently submitted to this Branch cannot be processed until the following matters have been addressed:

1. Business Mailing Address  
Application form and Signing Authority form (copies enclosed)

Our records show your current business address as "218-470 Granville St, Vancouver BC V6C 1V5". If this is correct, please amend section 2 of both forms. Alternatively, if your address has changed, please complete and submit a Change of Address form.

2. Disclosure of Unlawful Activity and Bankruptcy forms Page 2 (copies enclosed)

Please amend both forms with the "applicant name" as "RIPE Holdings Inc."

Please comply with the above and return all relevant documentation so that we can process your application as quickly as possible.

If we do not receive the required information/documents by **October 10, 2013**, your application will be forwarded, as filed, to the Passenger Transportation Board for their review. Please note the application filing fee is non refundable. This directive is pursuant to Section 4(1)(c) of the *Passenger Transportation Act* which authorizes the Registrar of Passenger Transportation to make Rules of Procedures.

GA1500  
GST# R107864738

GOVERNMENT AGENTS REVENUE MANAGEMENT SYSTEM  
TRANSACTION RECEIPT

PAGE 1

AUGUST 13, 2013 15:36  
70001 PASSENGER TRANSPORTATION BR

TRANSACTION ID: 1000002

(DUPLICATE RECEIPT)

s15

5781 PTB PASSENGER TRANS APPLIC FEE APPLICATION FEE  
DOCUMENT: NAME RIPE HOLDINGS INC.  
REFERENCE: ACCOUNT NO. 210/13

ITEM	PRICE	QUANT	AMOUNT
------	-------	-------	--------

	200.00	1	200.00
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SUBTOTAL		200.00
GST CHARGED ON	0.00	0.00
PST		0.00

TRANSACTION TOTAL	200.00
-------------------	--------

s22	200.00
TOTAL PAYMENT	200.00

CHANGE	0.00
--------	------



Notification sent via email transmission to [ptboard@gov.bc.ca](mailto:ptboard@gov.bc.ca) (cc: [Kathleen.Mitten@gov.bc.ca](mailto:Kathleen.Mitten@gov.bc.ca)) and documents have been scanned to SharedData (Applications) folder.

Applicant Name: RIPE HOLDINGS INC.

Application No. 210/13

## Application Documents attached:

- Forms and documents submitted by the applicant
- Copy of BC Registry Services, BC Company Summary

*Total # Pages (incl. cover) 144*

**Branch File: RIGHT**





BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

REGISTRAR, PASSENGER TRANSPORTATION BRANCH

## SPECIAL AUTHORIZATION

### LICENCE APPLICATION

Part 4, Passenger Transportation Act

Office Use Only  
PT Application#

21015

About this form: Do not use this form if you are applying for a licence transfer, additional ICB vehicles, or change to PDV rates. For these instances other application forms are available on the Registrar's website or by request at the Passenger Transportation Branch.

#### 1. Legal Name of Applicant (check one of the boxes and write the FULL legal name(s) on the line(s) below)

☐ Individual / Sole Proprietor

☐ Partnership  
(name each partner)

☒ Legal Entity  
(i.e. Corporation, LLC, Society, City)

Legal Name(s): RIPE Holdings Inc.

#### 2. Identification and Contact Information

All trade names (i.e. "doing business as"): Ripe or Ripe Car Service

Safety Certificate Number: s15

Business Mailing Address: 218-470 Granville St. Vancouver, BC

Home Jurisdiction: British Columbia

Postal/Zip Code: V6C 1V5

Physical Location of Records  
(if different):

Phone: s22  
Email:

Cell:

Postal/Zip Code:

Fax:

Website:

#### 3. Special authorization to operate as an Inter-City Bus (ICB)

☐ New ICB: I am requesting the following number of identifiers (vehicle plates and decals) \_\_\_\_\_

☐ Amendment of ICB Licence: My Passenger Transportation Licence Reference Number is \_\_\_\_\_

#### 4. Special authorization to operate as a Passenger Directed Vehicle (PDV)

☒ New PDV: I am requesting the following number of identifiers (vehicle plates and decals) 20

☐ Amendment of PDV Licence: My Passenger Transportation Licence Reference Number is \_\_\_\_\_

☐ Addition of Motor Vehicles (PDV): I am applying to add \_\_\_\_\_ identifiers (vehicle plates and decals) to my fleet; and my Passenger Transportation Licence Reference Number is \_\_\_\_\_

#### 5. Application Fee (\$200) (check the appropriate box)

☒ Cheque (attached)

☐ Money Order (attached)

☐ Credit Card

☐ Other: \_\_\_\_\_

Note: DO NOT SUBMIT CREDIT CARD INFORMATION. Read the credit card payment instructions included in this package.

#### 6. Declaration(s)

I (we) declare that the statements and information contained in, attached to and submitted with this licence application form are true and correct; and I (we) understand that they are subject to verification and that any false or misleading representations could result in the refusal or cancellation of the application and/or licence. I (we) also confirm my (our) commitment to safe operation as identified in the Passenger Transportation Act.

This form must be signed by the individual (sole proprietor), all partners in the partnership, a principal of the corporation or a person with delegated signing authority as filed with the Passenger Transportation Branch.

Full Name: Otis Perrick

Title: Director

Signature: [Signature]

Date: Sept 10, 2013

Full Name: Gagan Goraya

Title: Director

Signature: [Signature]

Date: Sept 10, 2013

Passenger Transportation Branch  
104 - 4240 Manor Street  
Burnaby BC V5G 1B2

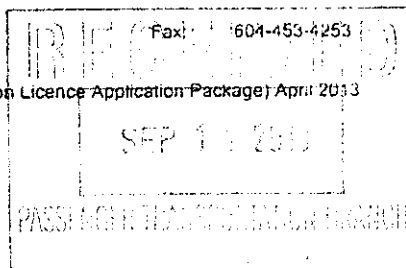
Phone: 604-453-4250

Fax: 604-453-4253

BC residents can call toll free through Enquiry BC  
Victoria: 250-387-6121  
Elsewhere in BC: 1-800-663-7867

PTR 5010 (Special Authorization Licence Application Package) April 2013

Page 10 of 14



Page 17  
TRA-2013-00274



BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

REGISTRAR, PASSENGER TRANSPORTATION BRANCH  
PASSENGER TRANSPORTATION BOARD

## SIGNING AUTHORITY

Part 4, Passenger Transportation Act

**About this form:** Submit this form to the Registrar, Passenger Transportation Branch, with new and transfer applications; and any time there is a change in signing authority (including a change in the principals of a corporation and a change in the person(s) with delegated signing authority). This form cancels and replaces all prior Signing Authority forms submitted to the Branch.

### 1. Legal Name of Applicant (check one of the boxes and write the FULL legal name(s) on the line(s) below)

☐ Individual / Sole Proprietor:

☐ Partnership  
(name each partner):

☒ Legal Entity  
(i.e. Corporation, LLC, Society, City):

Legal Name(s): RIPE Holdings Inc.

### 2. Identification and Contact Information

All trade names (i.e. "doing business as"): Ripe or Ripe Car Service

Passenger Transportation Licence Number (if applicable):

Business Mailing Address: 218-470 Granville St, Vancouver, BC

Postal/Zip Code: V6C 1V5

Physical Location of Records  
(if different):

Phone: s22

Cell:

Postal/Zip Code:

Fax:

Email:

Website:

### 3. Persons with Delegated Signing Authority (Optional)

Full Name (Print)	Position	Signature
Otis Perrick	Director	
Gagan Goraya	Director	

### 4. Declaration of Owner(s)

I (we) understand that any delegation of signing authority to persons named in Section 3 does not relinquish or diminish the authority of the individual (sole proprietor), partners or principals to sign for and bind the carrier on matters under the *Passenger Transportation Act*.

I (we) authorize the persons named in Section 3 above to act on behalf of the carrier in all matters relating to the *Passenger Transportation Act*, Passenger Transportation Act Regulation and policies and orders of the Passenger Transportation Board.

It is the responsibility of the individual (sole proprietor), all partners in the partnership, or a principal of the corporation to formally advise the Passenger Transportation Branch of any changes to the delegation of authority.

This form must be signed by the individual (sole proprietor), all partners in the partnership, or a principal of the corporation.

Full Name:	<u>Otis Perrick</u>	Title:	<u>Director</u>
Signature:		Date:	<u>Sept 10, 2013</u>
Full Name:	<u>Gagan Goraya</u>	Title:	<u>Director</u>
Signature:		Date:	<u>Sept 10, 2013</u>

Passenger Transportation Branch  
104 - 4240 Manor Street  
Burnaby BC V5G 1B2

[PTR5002 (Signing Authority) March 2012]

Phone: 604-453-4250

Fax: 604-453-4253

BC residents can call toll free through Enquiry BC:

Victoria: 250-387-6121

Elsewhere in BC: 1-800-663-7867

Page 19 redacted for the following reason:

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83

NSC

NSC



Ministry of Transportation  
and Infrastructure

Commercial Vehicle Safety and  
Enforcement Branch

National Safety Code

Document  
Number : 2012037118

PO Box 9250 Stn Prov Govt  
Victoria BC V8W 9J2

# SAFETY CERTIFICATE

s15

This Safety Certificate, issued pursuant to the **Motor Vehicle Transport Act 1987 (Canada)** and the **Motor Vehicle Act (RSBC 1996 c.318)**, is granted to

*RIPE HOLDINGS INC.*

This certificate is issued on the **29th** day of **November 2012**. It is valid as long as the named holder operates all vehicles governed by this certificate according to requirements set by the **Motor Vehicle Transport Act 1987 (Canada)** and the **Motor Vehicle Act (RSBC 1996 c.318)**, or until it is cancelled by the Director.

Director, Commercial Vehicle Safety and Enforcement  
Ministry of Transportation and Infrastructure

# BRANCH FILE ONLY DOCUMENTS

(DO NOT SCAN TO PT BOARD WITH MEMO)

- ☒ RIGHT SIDE (**SUPERSEDED** applicant documents)
- ☐ LEFT SIDE (Branch/applicant **CORRESPONDENCES\***)

\* Send the applicant a "summarized" request for final clarification and include their response in the file transmitted to Board



BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

REGISTRAR, PASSENGER TRANSPORTATION BRANCH  
PASSENGER TRANSPORTATION BOARD  
**SIGNING AUTHORITY**  
Part 4, Passenger Transportation Act

**About this form:** Submit this form to the Registrar, Passenger Transportation Branch, with new and transfer applications; and any time there is a change in signing authority (including a change in the principals of a corporation and a change in the person(s) with delegated signing authority). **This form cancels and replaces all prior Signing Authority forms submitted to the Branch.**

**1. Legal Name of Applicant (check one of the boxes and write the FULL legal name(s) on the line(s) below)**

☐ Individual / Sole Proprietor:

☐ Partnership  
(name each partner):

☒ Legal Entity  
(i.e. Corporation, LLC, Society, City):

Legal Name(s): RIPE Holdings Inc.

**2. Identification and Contact Information**

All trade names (i.e. "doing business as"): Ripe or Ripe Car Service

Passenger Transportation Licence Number (if applicable):

Business Mailing Address: 1003 Cambie Street, Vancouver, BC

Postal/Zip Code: V6B 5L7

Physical Location of Records  
(if different):

Postal/Zip Code:

Phone: s22

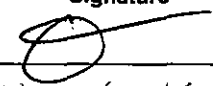

Cell:

Fax:

Email:

Website:

**3. Persons with Delegated Signing Authority (Optional)**

Full Name (Print)	Position	Signature
<u>Otis Perrick</u>	<u>Director</u>	
<u>Gagan Goraya</u>	<u>Director</u>	


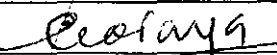
**4. Declaration of Owner(s)**

I (we) understand that any delegation of signing authority to persons named in Section 3 does not relinquish or diminish the authority of the individual (sole proprietor), partners or principals to sign for and bind the carrier on matters under the *Passenger Transportation Act*.

I (we) authorize the persons named in Section 3 above to act on behalf of the carrier in all matters relating to the *Passenger Transportation Act*, Passenger Transportation Act Regulation and policies and orders of the Passenger Transportation Board.

**It is the responsibility of the individual (sole proprietor), all partners in the partnership, or a principal of the corporation to formally advise the Passenger Transportation Branch of any changes to the delegation of authority.**

**This form must be signed by the individual (sole proprietor), all partners in the partnership, or a principal of the corporation.**

Full Name: <u>Otis Perrick</u>	Title: <u>Director</u>
Signature: 	Date: <u>8/12/2013</u>
Full Name: <u>Gagan Goraya</u>	Title: <u>Director</u>
Signature: 	Date: <u>12-AUG-2013</u>

Passenger Transportation Branch  
104 - 4240 Manor Street  
Burnaby BC V5G 1B2

Phone: 604-453-4250  
Fax: 604-453-4253

BC residents can call toll free through Enquiry BC:  
Victoria: 250-387-6121  
Elsewhere in BC: 1-800-663-7867

[PTR5002 (Signing Authority) March 2012]



BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

REGISTRAR, PASSENGER TRANSPORTATION BRANCH

# **SPECIAL AUTHORIZATION LICENCE APPLICATION**

Part 4, Passenger Transportation Act

Office Use Only

PT Application# 210113

**About this form:** Do not use this form if you are applying for a licence transfer, additional ICB vehicles, or change to PDV rates. For these instances other application forms are available on the Registrar's website or by request at the Passenger Transportation Branch.

## **1. Legal Name of Applicant (check one of the boxes and write the FULL legal name(s) on the line(s) below)**

☐ Individual / Sole Proprietor:

☐ Partnership  
(name each partner):

☒ Legal Entity  
(i.e. Corporation, LLC, Society, City):

Legal Name(s): RIPE Holdings Inc.

## **2. Identification and Contact Information**

All trade names (i.e. "doing business as"): Ripe or Ripe Car Service

Safety Certificate Number: 202-051-790

Home Jurisdiction: British Columbia

Business Mailing Address: 1003 Cambie Street, Vancouver, BC

Postal/Zip Code: V6B 5L7

Physical Location of Records  
(if different):

Phone: s22

Cell:

Postal/Zip Code:

Fax:

Website:

## **3. Special authorization to operate as an Inter-City Bus (ICB)**

☐ New ICB: I am requesting the following number of identifiers (vehicle plates and decals) \_\_\_\_\_.

☐ Amendment of ICB Licence: My Passenger Transportation Licence Reference Number is \_\_\_\_\_.

## **4. Special authorization to operate as a Passenger Directed Vehicle (PDV)**

☒ New PDV: I am requesting the following number of identifiers (vehicle plates and decals) 20.

☐ Amendment of PDV Licence: My Passenger Transportation Licence Reference Number is \_\_\_\_\_.

☐ Addition of Motor Vehicles (PDV): I am applying to add \_\_\_\_\_ identifiers (vehicle plates and decals) to my fleet; and my Passenger Transportation Licence Reference Number is \_\_\_\_\_.

## **5. Application Fee (\$200) (check the appropriate box)**

☒ Cheque (attached)

☐ Money Order (attached)

☐ Credit Card

☐ Other: \_\_\_\_\_

Ⓝ Note: DO NOT SUBMIT CREDIT CARD INFORMATION. Read the credit card payment instructions included in this package.

## **6. Declaration(s)**

I (we) declare that the statements and information contained in, attached to and submitted with this licence application form are true and correct; and I (we) understand that they are subject to verification and that any false or misleading representations could result in the refusal or cancellation of the application and/or licence. I (we) also confirm my (our) commitment to safe operation as identified in the Passenger Transportation Act.

**This form must be signed by the individual (sole proprietor), all partners in the partnership, a principal of the corporation or a person with delegated signing authority as filed with the Passenger Transportation Branch.**

Full Name: Otis Perrick

Title: Director

Signature: [Signature]

Date: 8/12/2013

Full Name: Gagan Goraya

Title: Director

Signature: [Signature]

Date: 12-AUG-2013

Passenger Transportation Branch  
104 - 4240 Manor Street  
Burnaby BC V5G 1B2

Phone: 604-453-4250  
Fax: 604-453-4253

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Victoria: 250-387-6121  
Elsewhere in BC: 1-800-663-7867

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REC'D  
11 AUG 13

**QUICK VIEW:  
PASSENGER TRANSPORTATION BOARD  
APPLICATION MATERIALS**

**About this form:** Use this form to review a full list of the available Passenger Transportation Board (Board) application guides, reference sheets and forms and select the ones needed to prepare your special authorization application.

To find the Board application guides, reference sheets and forms needed to complete an application, visit the Board's website at <http://www.ptboard.bc.ca/>. The Board's website also provides access to additional information including, but not limited to, the *Weekly Bulletin*, industry information and Board operational policies and procedures.

Copies of the Board guides, sheets and forms are also available by request at the Passenger Transportation Branch.

**APPLICATION GUIDES****Taxis****Form Number**

Guide 1	<i>I want to start a new taxi service</i>	PTBoard AG01
Guide 2	<i>I want to change my taxi licence</i>	PTBoard AG02
Guide 3	<i>I want to add taxis to my fleet</i>	PTBoard AG03
Guide 4	<i>I want to change my taxi rates or rules</i>	PTBoard AG04

**Limousines**

Guide 5	<i>I want to start a new limousine service</i>	PTBoard AG05
Guide 6	<i>I want to change my limousine licence</i>	PTBoard AG06
Guide 7	<i>I want to add limousines to my fleet</i>	PTBoard AG07
Guide 8	<i>I want to change my limousine rates or rules</i>	PTBoard AG08

**Passenger Directed Vehicles (PDVs) that are not taxis or limousines**

Guide 9	<i>I want to start a new PDV service</i>	PTBoard AG09
Guide 10	<i>I want to change my PDV licence</i>	PTBoard AG10
Guide 11	<i>I want to add PDVs to my fleet</i>	PTBoard AG11
Guide 12	<i>I want to change my PDV rates or rules</i>	PTBoard AG12

**Inter-City Buses**

Guide 14	<i>I want to start a new ICB service or route</i>	PTBoard AG14
Guide 15	<i>I want to reduce ICB service or eliminate an ICB route</i>	PTBoard AG15

**Transferring Licences**

Guide 13	<i>I want to transfer my licence/ I want to obtain the licence</i>	PTBoard AG13
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104 – 4240 Manor Street  
Burnaby BC V5G 1B2

Phone: 604-453-4250  
Fax: 604-453-4253

BC residents can call toll free through Enquiry BC:  
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Elsewhere in BC: 1-800-663-7867

[PTR 5024 (Quick View: Passenger Transportation Board Application Materials) January 2013]



**QUICK VIEW:  
PASSENGER TRANSPORTATION BOARD  
APPLICATION MATERIALS****REFERENCE SHEETS****Process Overview****Form Number**Sheet 1 *Overview of Special Authorization Application Processes*

PTBoard RS01

**Basic Application Requirements**Sheet 2 *Business Plans*

PTBoard RS02

Sheet 3 *Sample Business Plan Outline*

PTBoard RS03

Sheet 4 *Financial Information*

PTBoard RS04

**Special Processes**Sheet 5 *Urgent Public Need*

PTBoard RS05

**Wheelchair Accessible Taxis**Sheet 6 *Flip Seats (Accessible Taxis)*

PTBoard RS06

Sheet 7 *Preparing an Accessible Service Plan*

PTBoard RS07

**Submissions**Sheet 8 *Making a Submission on an Application*

PTBoard RS08

**Timelines**Sheet 9 *Estimated Timelines to Process an Application*

PTBoard RS09

**Licences**Sheet 10 *Sample Terms and Conditions for Special Authorization Licences*

PTBoard RS10

**Public Hearings & Meetings**Sheet 11 *Public Hearings into an Application for a Taxi, Limousine or other PDV Licence*

PTBoard RS11

Sheet 12 *Preparing for a Public Hearing into an Application for a Taxi, Limousine or other PDV Licence*

PTBoard RS12

Sheet 13 *Public Meetings about an Application to Reduce Inter-City Bus Service*

PTBoard RS13

**Post-Decision Options**Sheet 14 *Options after a Decision*

PTBoard RS14

**Licensee Fitness**Sheet 15 *Fitness Reviews by the Passenger Transportation Board*

PTBoard RS15

Passenger Transportation Branch  
104 – 4240 Manor Street  
Burnaby BC V5G 1B2Phone: 604-453-4250  
Fax: 604-453-4253BC residents can call toll free through Enquiry BC:  
Victoria: 250-387-6121  
Elsewhere in BC: 1-800-663-7867

[PTR 5024 (Quick View: Passenger Transportation Board Application Materials) January 2013]

**QUICK VIEW:  
PASSENGER TRANSPORTATION BOARD  
APPLICATION MATERIALS****BOARD FORMS PACKAGES** *(The forms in these packages are also available as Individual Board Forms)*

		Form Number
Package 9002	<i>Board Optional Forms Package</i>	PTBoard 9002
Package 9003	<i>PDV Forms Package</i>	PTBoard 9003
Package 9004	<i>ICB Forms Package</i>	PTBoard 9004

**INDIVIDUAL BOARD FORMS**

		Form Number
PT Board Form 1	<i>PDV Vehicle Proposal</i>	PTBoard 01
PT Board Form 2	<i>PDV Proposed Terms &amp; Conditions of Licence</i>	PTBoard 02
PT Board Form 3	<i>Flip Seat Request</i>	PTBoard 03
PT Board Form 4	<i>Municipal Notice (Taxi Applications)</i>	PTBoard 04
PT Board Form 5	<i>Disclosure of Unlawful Activity &amp; Bankruptcy</i>	PTBoard 05
PT Board Form 6	<i>Disclosure of Passenger Transportation Ownership</i>	PTBoard 06
PT Board Form 7	<i>ICB Application Summary</i>	PTBoard 07
PT Board Form 8	<i>ICB Route Worksheet</i>	PTBoard 08
PT Board Form 9	<i>Condensed Operating Plan</i>	PTBoard 09
PT Board Form 10	<i>Metered Taxi Rates</i>	PTBoard 10
PT Board Form 11	<i>Hourly Charter Rates</i>	PTBoard 11
PT Board Form 12	<i>Point-to-Point Rates or Flat Rates</i>	PTBoard 12
PT Board Form 13	<i>Individual Fares</i>	PTBoard 13
PT Board Form 14	<i>PDV Rules</i>	PTBoard 14
PT Board Form 15	<i>Reconsideration Request Form</i>	PTBoard 15

Passenger Transportation Branch  
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Burnaby BC V5G 1B2

Phone: 604-453-4250

Fax: 604-453-4253

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Elsewhere in BC: 1-800-663-7867

[PTR 5024 (Quick View: Passenger Transportation Board Application Materials) January 2013]



Ministry of  
Transportation  
and Infrastructure

# REGISTRAR OF PASSENGER TRANSPORTATION LICENCE APPLICATION FORMS PACKAGE

## SPECIAL AUTHORIZATION

**Passenger Directed Vehicles (PDVs)**

**and**

**Inter-City Buses (ICBs)**

*Application forms, guides and reference sheets are available on the Registrar's website or by request at the Passenger Transportation Branch.*

**Send your application to:**

*Registrar of Passenger Transportation  
Passenger Transportation Branch  
Ministry of Transportation and Infrastructure  
104 – 4240 Manor Street  
Burnaby BC V5G 1B2*

**Contact Information:**

Phone: 604-453-4250  
*BC residents can call toll free through Enquiry BC:  
Victoria: 250-387-6121  
Elsewhere in BC: 1-800-663-7867*  
Fax: 604-453-4253  
Email: [PassengerTransportationBr@gov.bc.ca](mailto:PassengerTransportationBr@gov.bc.ca)  
Website: <http://www.th.gov.bc.ca/rpt/>

## Use this application package (PTR 5010) to apply for

- ✓ **New Special Authorization (PDVs and/or ICBs)**
- ✓ **Amendment of a Passenger Transportation Licence (PDVs and/or ICBs)**
- ✓ **Addition of Vehicles (PDVs only)**

Application forms packages for other Special Authorization applications:

- Transfer a Licence with Special Authorization (PDVs and/or ICBs) – Form PTR 5025
- Change PDV Rates or Rules – Form PTR 5026
- Addition of Inter-City Bus Vehicle(s) (plate and decal) – Form PTR 5023

These packages are available on the Registrar's website or by request at the Passenger Transportation Branch (PT Branch).

## Application Fee

The application fee is:

- **\$200** (for *each* PTR 5010 application form submitted)
- payable to the Minister of Finance (in Canadian funds only)
- payable by cheque, money order or credit card
- *non-refundable* once an application is accepted by the PT Branch

⊙ *Note: If you pay with a credit card*

- Do not send credit card information with your application.
- Check the "Credit Card" box in Section 5 of the application (Form PTR 5010).
- When your application is received at the PT Branch a staff member will contact you by telephone to request your credit card information and authorization.

### Can I apply for more than one type of special authorization for one fee of \$200?

You may include requests for one or more type(s) of special authorization (e.g. PDVs and/or ICBs) on one application (Form PTR 5010).

Select the type(s) of special authorization you want to apply for by using the check boxes in Part 3 (ICBs) and/or Part 4 (PDVs) of the application (Form PTR 5010).

A single application fee of \$200 will apply *only if all requests are included on one application form.*

## Collection, Use and Disclosure of Information

The personal information requested on forms is collected under the authority of, and used for the purpose of, administering and enforcing the *Passenger Transportation Act* and *Passenger Transportation Regulation*.

The information collected may be disclosed to other public bodies or individuals as authorized by the *Passenger Transportation Act*, *Passenger Transportation Regulation* and/or the provisions of the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection Act*. The *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection Act* can be viewed on the Office of the Chief Information Officer's website at [http://www.cio.gov.bc.ca/cio/priv\\_leg/index.page](http://www.cio.gov.bc.ca/cio/priv_leg/index.page).

If you have questions about the collection, use or disclosure of personal information, contact the **BC Privacy Helpline**:

Phone: Victoria: 250-356-1851

*BC residents from outside the Victoria area can call toll free through Enquiry BC:*

*Vancouver: 604-660-2421*

*Elsewhere in BC: 1-800-663-7867*

Fax: 250-953-0455

Email: [CPIAadmin@gov.bc.ca](mailto:CPIAadmin@gov.bc.ca)

## Legislation and Regulations

The legislation and regulations referred to in this application package are subject to amendment and judicial interpretation.

Unofficial versions of the *Passenger Transportation Act* and *Passenger Transportation Regulations* are available on the *Passenger Transportation* website at <http://www.th.gov.bc.ca/rpt/>. The versions available on the website may not reflect recent amendments to the legislation and should not be relied upon as an accurate statement of the existing laws. Official versions of the legislation (and regulations) may be obtained from:

Crown Publications  
521 Fort Street  
Victoria BC V8W 1E7

Telephone: 250-386-4636

Website: <http://www.crownpub.bc.ca>

The *Motor Vehicle Transport Act, 1987 (Canada)* is available on the Department of Justice Canada's website at [http://laws.justice.gc.ca/eng/AnnualStatutes/2001\\_13/FullText.html](http://laws.justice.gc.ca/eng/AnnualStatutes/2001_13/FullText.html) or a copy may be obtained from:

Department of Justice Canada  
284 Wellington Street  
Ottawa, Ontario  
Canada K1A 0H8

*Communications Branch (General Inquiries):*

Telephone: 613-957-4222

TDD/TTY: 613-992-4556

Fax: 613-954-0811

## Roles and Responsibilities

The **Passenger Transportation Board** (Board) and the **Registrar of Passenger Transportation** (Registrar) are separate entities with distinct responsibilities under the *Passenger Transportation Act* and the *Motor Vehicle Transport Act, 1987 (Canada)*.

In the PT Branch's office, the **Registrar** accepts all applications (including those which require Board approval), verifies safety requirements for vehicles proposed for licensing and issues all licences. The Registrar is also responsible for initiating compliance and enforcement actions against both licensed and unlicensed operators. *Registrar Rules of Practice and Procedure* can be viewed on the Registrar's website at <http://www.th.gov.bc.ca/rpt/> or a copy can be requested from the PT Branch.

The **Board** is an independent tribunal in British Columbia established under the *Passenger Transportation Act*. The Board's primary responsibility is to make decisions on applications relating to the licensing of passenger directed vehicles (e.g. taxis, limousines, shuttle vans) and inter-city buses in British Columbia. *Board Rules of Practice & Procedure* and *Operational Policies* can be viewed on the Board's website at <http://www.ptboard.bc.ca/> or copy can be requested from the Board at 250-953-3777.

## Application Process Overview

Application materials are sent to the PT Branch. The PT Branch reviews the materials to confirm that they are complete. The PT Branch does not review the quality of the materials. Complete applications contain all the information required by the PT Branch and the Board. The PT Branch sends complete applications to the Board for publication, review and decision.

Incomplete applications have missed information required by the PT Branch and/or Board. The PT Branch informs applicants what information is missing and sets a deadline to submit the information. If applicants submit the missing information by the set date, the PT Branch sends the complete application to the Board.

If applicants do not provide the requested information by the set date, the PT Branch will send the incomplete application to the Board. The Board may, after giving notice to applicants, dismiss incomplete applications.

Dismissed applications will not be processed any further. The \$200 application fee will not be refunded.

## Passenger Transportation Board Forms and Supporting Information Requirements

In addition to the Registrar application requirements described in this application package, applicants must also submit the required Passenger Transportation Board (Board) forms and supporting information. This information is required so that the Board can assess applications in terms of its mandate. *The Board may dismiss or refuse applications that do not meet Board requirements.*

To find the application guide(s), reference sheets and Board forms needed to complete an application, visit the Board's website at <http://www.ptboard.bc.ca/>. The Board's website also provides access to additional information including, but not limited to, the *Weekly Bulletin*, industry information and Board operational policies and procedures.

The "Quick View: Passenger Transportation Board Application Materials" (Form PTR 5024) is in this package. Copies of the Board guides, sheets and forms are also available by request at the Passenger Transportation Branch.

## Registrar of Passenger Transportation Forms and Information Requirements

### 1. Basic Registrar Application Requirements

All applicants are required to submit the following:

a) Special Authorization Licence Application

Form PTR 5010 is included in this application package.

b) Signing Authority

Form PTR 5002 is included in this application package.

The PT Branch keeps specimen signatures on file for all signatories and persons who will be in contact with the PT Branch regarding passenger transportation matters.

⊙ **Note:** *This requirement does not apply to applicants that currently hold a Passenger Transportation Licence if there are no changes to the Signing Authority Form as filed with the PT Branch.*

c) Agent Letter of Authorization (if applicable)

If the applicant has hired an agent to prepare their application, the PT Branch requires a letter signed by the applicant authorizing the agent to act on their behalf.

d) Application Fee

Applications received at the PT Branch will not be accepted until the application fee is processed.

## Registrar of Passenger Transportation Forms and Information Requirements (cont'd)

### 2. My business or organization is located in BC

The legal name(s) on all documents and forms **MUST** match.

I have entered my British Columbia National Safety Code Certificate (NSC) number on the application form in the space provided in Section 2.

*I Note: Applicants must obtain a NSC certificate before submitting an application for a passenger transportation licence.*

Applications received from applicants who have not yet been issued a NSC certificate will be returned, unprocessed, to the applicant.

#### National Safety Code (NSC) Applications Contact Information:

Phone: 250-952-0576

Website: [http://www.th.gov.bc.ca/cvse/national\\_safety\\_code.htm](http://www.th.gov.bc.ca/cvse/national_safety_code.htm)

### 3. My business or organization is located outside BC

The legal name(s) on all documents and forms **MUST** match.

a) I have included the applicable identification documents

1. I am applying as an **individual (sole proprietor)** and have included a legible photocopy of my current driver's licence.
2. I am applying as a **partnership** and have included a legible photocopy of each partner's current driver's licence.
3. I am applying as a **corporation, limited liability company or society** and have included:
  - i) a photocopy of my Company's certificate of incorporation/articles of incorporation issued by my Company's home jurisdiction, and a list of directors and officers; **AND**
  - ii) a photocopy of my Company's BC Certificate of Incorporation (issued by the BC Registrar of Companies and showing registration in BC as an extra-provincial company), **OR**

a signed letter declaring that my Company is exempt from being a BC registered company under the *Business Corporations Act*, SBC2002 Chapter 57 – Part 11, Section 375.

*I Note: To register your Company in BC, or to learn if your Company is exempt from registering in BC, visit the BC Corporate Registry's website at <http://www.bcregistryservices.gov.bc.ca/bcreg/corppg/crcontact.page> or call 250-387-7848.*



## Registrar of Passenger Transportation Forms and Information Requirements (cont'd)

- b) I have attached a photocopy of the safety certificate with a satisfactory rating issued by my home jurisdiction.
- c) I am authorized by my home jurisdiction to operate as a commercial passenger carrier beyond the boundaries of my home province/state. I have attached a photocopy of the extra-provincial or inter-state operating authority issued by my home jurisdiction.
- d) I have already purchased, leased or rented vehicle(s). The vehicle(s) are registered (base plated) outside of British Columbia.

I have attached a copy of my valid BC Insurance Filing letter issued by the Insurance Corporation of British Columbia; **OR**

I do not have a BC Insurance Filing letter issued by the Insurance Corporation of British Columbia. I have attached a written statement to explain how I intend to meet motor vehicle liability insurance requirements. For example, prior to entering British Columbia I will contact the Provincial Permit Centre\* to purchase a non-resident single commercial vehicle permit (NRSCV) or a non-resident quarterly commercial vehicle permit (NRQCV) that includes insurance.

*For further information on British Columbia Financial Responsibility (BC Insurance Filing) please call 604-443-4624 or Toll Free 1-800-665-4336.*

- e) I have already purchased, leased or rented vehicle(s). The vehicle(s) are registered (base plated) outside of British Columbia. I have attached a copy of the apportioned cab card for each vehicle showing proof that the vehicle is licensed under the International Registration Plan (IRP) to operate in British Columbia; **OR**

The vehicle(s) are not registered with IRP. I have attached a written statement to explain how I intend to pay British Columbia vehicle licensing fees. For example, prior to entering British Columbia I will contact the Provincial Permit Centre\* to purchase a non-resident single commercial vehicle permit (NRSCV) or a non-resident quarterly commercial vehicle permit (NRQCV).

*For further information on IRP please call your local IRP office.*

### \* Provincial Permit Centre Contact Information:

Phone (Toll Free): 1-800-559-9688

Web: [http://www.th.gov.bc.ca/cvse/permit\\_centre.htm](http://www.th.gov.bc.ca/cvse/permit_centre.htm)

## Important Applicant Advisory

**The filing of an application does not confer any permission or authority to operate a passenger transportation service.**

**Applicants are advised to delay the purchase, lease or rental of vehicles until approval is obtained from the Passenger Transportation Board.**

Before a licence can be issued, the PT Branch will contact applicants and request the required vehicle documents and identifier (plate and decal) fees.

The Registrar of Passenger Transportation (Registrar) must then be satisfied that a vehicle has met safety requirements before it can be operated as a commercial passenger vehicle.

In British Columbia, commercial passenger vehicles must be in compliance with provincial regulations as specified under Section 29 (Special Authorization) of the *Passenger Transportation Act* which can be viewed on the Registrar's website at:

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_04039\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_04039_01).

Division 10 of the provincial Motor Vehicle Act Regulation (MVAR) sets out the regulations governing commercial passenger vehicles and requires compliance with Canada Motor Vehicle Safety Standards (CMVSS) under the mandate of Transport Canada.

**Prior to the purchase, lease or rental of vehicles, applicants are advised to learn about provincial and federal regulations for commercial passenger vehicles.**

The *Commercial Vehicle Safety & Importation Information Sheet* (Form PTR 5005A) is available on the Registrar's website at <http://www.th.gov.bc.ca/rpt/> or by request at the PT Branch.

MVAR Division 10 can be viewed in full on the Commercial Vehicle Safety and Enforcement (CVSE) Branch website at:

[http://www.th.gov.bc.ca/cvse/safety\\_and\\_standards.htm](http://www.th.gov.bc.ca/cvse/safety_and_standards.htm).

Vehicle Safety and Standards Notices and Bulletins are also posted on this website.

If you have questions regarding CMVSS compliance standards you can contact the CVSE Branch at:

Phone: 250-952-0577

Fax: 250-952-0578

Email: [Vehicle.Safety.Standards@gov.bc.ca](mailto:Vehicle.Safety.Standards@gov.bc.ca)

## **Registrar of Passenger Transportation Issues Licences**

The Registrar must issue a licence before the service that the Board has approved can start.

## **Annual Renewal of Licences (Registrar)**

If a Special Authorization licence is approved, and issued, it is valid for one year from the date of issue unless otherwise specified by the Passenger Transportation Board. Renewals are under the authority of the Registrar of Passenger Transportation. The annual licence renewal fee is \$100 for each Special Authorization licensed vehicle.

**If a licence is not renewed the licence expires.** If the licence expires, any pending application(s) associated with that licence will also expire.

Licensees with Special Authorization who fail to renew their licence within the time specified under the *Passenger Transportation Act* must re-apply for a licence. This means that they must cease their passenger transportation service and submit an application for a new licence which will require approval from the Passenger Transportation Board. An application filing fee of \$200 will apply. In deciding whether or not to approve an application, the Board will consider public need for the service, applicant fitness and sound economic conditions in the transportation industry.

## **Changes to Business Address, Information and Records**

It is your responsibility to submit written notice to the Registrar, Passenger Transportation Branch, for any changes to:

- Legal Name
- Directors/Officers
- Business mailing address and/or physical location of records
- Authorized and/or delegated signatories

The following forms are available on the Registrar's website or by request at the Passenger Transportation Branch:

- Change of Address (Form PTR 5009)
- Signing Authority (Form PTR 5002)

## PDV Forms Package

**Use this package to apply to the  
Passenger Transportation Board for  
special authorization to operate  
passenger directed vehicles (PDVs)  
in British Columbia.**

### **Contents:**

- PDV Vehicle Proposal PT Board Form 1
- PDV Proposed Terms & Conditions of Licence PT Board Form 2
- Flip Seat Request Form (Taxis) PT Board Form 3
- Municipal Notice (Taxis) PT Board Form 4
- Disclosure of Unlawful Activity & Bankruptcy PT Board Form 5
- Disclosure of Passenger Transportation Ownership PT Board Form 6

## Flip Seat Request PT Board Form 3

**About this form:** Use this form only if you are asking permission to use flip seats in taxis.

**Note:** If the Board approves the use of flip seats, the Passenger Transportation Branch may require you to submit proof that the seats meet vehicle safety standards. See Division 10.07(5) of the Motor Vehicle Act Regulations.

### Applicant

Legal Name: \_\_\_\_\_

### Number of Flip Seats

How many **accessible taxis** will have a flip seat? \_\_\_\_\_

How many **conventional taxis** will have a flip seat? \_\_\_\_\_

### Taxi Fleet Information

What is the main area that you operate in? \_\_\_\_\_

How many **accessible taxis** do you operate on a regular basis? \_\_\_\_\_

How many conventional taxis do you operate on a regular basis? \_\_\_\_\_

### Flip Seat Proposal

Submit a **Flip Seat Proposal** that includes the following:

- ☐ **Statement** that explains why you need to use flip seats.
- ☐ **Evidence of public need** for flip seats.
- ☐ **Number of trips** for persons who need an accessible taxi. Give a daily or weekly average. Submit data for at least six months.
- ☐ **List of transportation service agreements** that your company has. Also, state whether taxis used under those contracts will have flip seats. For example, contracts may relate to the following: airports or airlines, cruise ship terminals, ferry terminals, travel agencies, postal workers, crew transportation, school boards, and hotels.
- ☐ **A Priority Dispatch Plan.** (See Reference Sheet 7: [Preparing an Accessible Service Plan.](#))

### Exemption From Some Application Requirements

If your application is only for flip seats, you do not have to include the following in your application package:

1. Business plan and financial statements
2. PDV Vehicle Proposal
3. PDV Service Proposal

## Municipal Notice | Taxi Applications

PT Board Form 4

### About this Form:

The form has 2 pages. It must be completed by:

- ✓ Licensees applying to operate a taxi in a new municipality (see Part 1)
- ✓ Licensees applying to add more taxis to their fleet (see Part 1)
- ✓ New applicants applying to start a taxi service (see Part 2)

### Applicants must:

- (a) send completed forms to each municipality where they are licensed (or seek a licence) to pick up passengers, and
- (b) include copies of the forms in their application package.

**Note:** The Passenger Transportation Board sends applicants a copy of any negative comments it receives from a municipality. Applicants will have a chance to send their comments to the Board.

## NOTICE

To: Chief Administrative Officer

\_\_\_\_\_  
Name of Municipality

\_\_\_\_\_  
Date

**Please be advised that the Licensee or New Applicant listed on page 2 of this Notice is applying to the Passenger Transportation Board to provide taxi service in your municipality.**

A municipality may send comments about this application or taxi services in general to the Passenger Transportation Board by:

Fax: (250) 953-3788

E-mail: [ptboard@gov.bc.ca](mailto:ptboard@gov.bc.ca)

Mail: PO Box 9850 STN PROV GOVT  
Victoria British Columbia V8W 9T5

We recommend that municipalities comment **within 30 days** of receipt of this notice. This should ensure that comments are received on time.

After an applicant sends its municipal notices and submits its application, the Board publishes the application in the Board's "Weekly Bulletin." Bulletins are published on Wednesdays. They may be viewed online at: <http://www.th.gov.bc.ca/ptb/bulletins.htm>. The Board will consider any comments received up until 15 days after publication in the "Weekly Bulletin".

To confirm whether the comment period is still open, municipal representatives can call the Board office at 250-953-3777 or email [ptboard@gov.bc.ca](mailto:ptboard@gov.bc.ca).

**Part 1: To be completed by PT Licensees**

**Licensee**

Legal Name: \_\_\_\_\_

Trade Name: \_\_\_\_\_

PT Licence Number: \_\_\_\_\_

**Fleet Size (Taxis only)**

Current Number of Conventional Taxis: \_\_\_\_\_

Current Number of Accessible Taxis: \_\_\_\_\_

Number of Additional Conventional Taxis Requested: \_\_\_\_\_

Number of Additional Accessible Taxis Requested: \_\_\_\_\_

**Operating Area (check one)**

☐ I operate in this municipality \_\_\_\_\_

☐ I am applying to operate in this municipality \_\_\_\_\_

My total originating area is: \_\_\_\_\_

**Part 2: To be completed by new applicants**

**Applicant**

Legal Name: \_\_\_\_\_

Trade Name: \_\_\_\_\_

**Fleet Size Requested**

Number of Conventional Taxis: \_\_\_\_\_

Number of Accessible Taxis: \_\_\_\_\_

**Operating Area**

The originating area I'm applying for is:  
(please list all municipalities and areas)

## PDV Proposed Terms and Conditions of Licence PT Board Form 2

### About this Form:

Submit this form when you are applying:

- ✓ for a new PDV special authorization
- ✓ to amend your service area

### Related Information

- Reference Sheet 10: Sample Terms & Conditions for Special Authorization Licences
- Operational Policy III.4: Originating Areas: Passenger Directed Vehicles

## Part A: Taxis

### Service Area

#### Service #

#### Originating Area:

Transportation of passengers may only originate from:

(This is where you want to pick up passengers.)

#### Note

*Originating areas may be stated in terms of: municipalities, regional districts or highway corridors. The Board will not accept an originating area of "anywhere in British Columbia". If you want to serve an airport, ferry terminal or other transportation hub, you need to check to see if it is in the municipality you are applying for. If not, you must include it as an originating area.*

#### Destination Area:

Transportation of passengers may terminate at:

(This is where you want to drop off passengers)

#### Note

*Destination areas may be stated in terms of: municipalities, regional districts or highway corridors. The Board will not accept a destination area of "anywhere in British Columbia". If you want to serve an airport, ferry terminal or other transportation hub, you need to check to see if it is in the municipality you are applying for. If not, you may need to include it as a destination area.*

*If you have more than one service area, please complete another sheet.*



**Part A: Taxis (continued)****Return or Reverse Trips**

*Please check the appropriate box if you are asking for any of the following terms and conditions. Your application package should explain why you require these authorizations.*

<input type="checkbox"/>	<b>Return Trips</b> - allows you to pick up passengers in a destination area in very limited circumstances	<b>Standard Wording</b> The same passengers may only be returned from where their trip terminates in the destination area to any point in the originating area if the return trip is arranged by the time the originating trip terminates.
<input type="checkbox"/>	<b>Reverse Trips (limited)</b> - allows you to pick up passengers in a destination area in very limited circumstances	<b>Standard Wording</b> Transportation of passengers may only originate in the destination area if the transportation terminates in the originating area and the cost of the trip is billed to an active account held by the licence holder that was established before the trip was arranged.
<input type="checkbox"/>	<b>Reverse Trips (unlimited)</b> - allows you to pick up passengers in a destination area. <i>! Note: This is not a common term and condition of licence, especially for vehicles operating in urban areas.</i>	<b>Standard Wording</b> Transportation of passengers may only originate in the destination area if the transportation terminates in the originating area.

**Taxi Authorizations**

*Please check the appropriate box if you are asking for any of the following authorizations. These are common terms and conditions on taxi licences.*

<input type="checkbox"/>	(i) Taxi meters
<input type="checkbox"/>	(ii) Top lights
<input type="checkbox"/>	(iii) Pick up passengers who hail or flag the vehicle
<input type="checkbox"/>	(iv) Flip Seats (Complete <u>Board Form 3</u> .)

**Other Terms and Conditions**

*Please check the appropriate box if you are asking for any of the following authorizations*

<input type="checkbox"/>	To take passengers out of BC
<input type="checkbox"/>	To provide transportation services under a contract to a company (Attach a copy of the contract or agreement to enter a contract)
<input type="checkbox"/>	Other terms and conditions (Please describe any other term and condition that you would like.)