

A person who has filed a Notice of Appeal with the Passenger Transportation Board may request that the Board suspend an administrative penalty imposed by the Registrar until the Board makes a decision on the appeal. If you are requesting a suspension of an administrative penalty, please complete this form.

Notes:

1. The Board cannot suspend administrative fines. Please do not complete this form if you are appeal an administrative fine.
2. The Board will not consider any Request to Suspend Administrative Penalties if it has not received a complete Notice of Appeal and the \$150 filing fee.

1. Legal Name of Appellant (complete a, b or c)

- (a) Full Name of Individual / Sole Proprietor: _____
- (b) Full Name of Each Partner in a Partnership: _____
- (c) Full Name of Legal Entity (e.g. Corporation): _____

2. Appellant's Identification, Contact Information and Agent/Counsel (if any)

All trade names (i.e.

"doing business as"): _____

Mailing Address: _____
Postal Code : _____

Phone : _____ Fax : _____ Email : _____

Name of Agent/Counsel, if any: _____

Mailing Address: _____
Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Address for Delivery of Any Appeal Notices:

Mail Fax E-Mail

More "notice delivery" information _____

3. What type of Administrative Penalty did the Registrar impose? (Please check one or more of the following):

- suspension of licence for _____ days;
- prohibition from from doing one or more of the following (please check one or more of the following)
- transferring the licence to another person;
 - amending the licence;
 - replacing the licence;
 - renewing the licence;
 - obtaining a new licence;
- cease operating one or more motor vehicles under the authority of a licence

cancellation of a licence.

4. **Please attach a sheet to this form indicating (a) why you are making a request to have your Administrative Penalty suspended and (b) any hardships you or another person are experiencing as a result of the Registrar's decision and (c) whether there is a need for an urgent decision.**

An urgent situation may be one where there is the potential of immediate **and** unintended harm to a licensee or his or her family or an employee or agent of the licensee as a result of the imposition of an administrative penalty.

5. Declaration This form must be signed by the appellant or the appellant's agent.

I (we) declare that the statements and information contained in, attached to and submitted with this Request are true and correct; I (we) understand that they are subject to verification and that any false or misleading representations could result in the dismissal of the request; and I (we) understand that providing false information to the Board is an offence.

Full Name:	_____	Title:	_____
Signature:	_____	Date:	_____
Full Name:	_____	Title:	_____
Signature:	_____	Date:	_____

6. All Requests to Suspend Administrative Penalties must be sent to the Passenger Transportation Board:

Mailing Address: PO Box 9850 STN PROV GOVT
Victoria, British Columbia, V8W 9T5

Street Address: 202-940 Blanshard Street
Victoria, British Columbia

Facsimile: 250-953-3788

Email: ptboard@gov.bc.ca

Phone: 250-953-3777