

**7.0 Letters of Authorization**

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7.1 GENERAL

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Letters of Authorization are letters that allow a driver/company to operate a vehicle or transport a load that does not comply with legislation or existing permit policy. These letters are issued for a variety of reasons including, but not limited to, economic, environmental, and vehicle testing. These letters are issued out of the Commercial Transport Department at CVSE Head Office in Victoria by authorized CVSE officials.

CVSE has a set of pre-existing Letters of Authorization that any driver/ company, that meets all the conditions, can apply for. Those letters are all outlined in more detail later in this chapter.

In some instances, the Commercial Transport Department will issue a “one-off or one-time only” Letter of Authorization. This usually occurs when a company has requested a variance for a new vehicle configuration, or a time limit to retro-fit an existing vehicle. Requests for variances are not always approved. Previous authorizations have been based on sound engineering research, past performance and favourable test results obtained. If a company wants to propose a new vehicle configuration or request a review on a variance to the existing permit policy or conditions, please be advised that there may be a substantial cost incurred to the applicant to research and provide written results (i.e., Engineer’s report on a new vehicle configuration). Be prepared that requests for variances on existing permit conditions can take months to review.

Letters of Authorization must be carried in the vehicle.

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**NOTE: Drivers/Companies operating under a Letter of Authorization must also purchase applicable permits, or modify an existing permit, unless exempted within the letter.**

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**7.3 LONG COMBINATION VEHICLES (LCV)**

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**7.2 LONG COMBINATION VEHICLES (LCV)**

LCV configurations that are allowed to operate without a Letter of Authorization are described in section 5.3.6.

Currently, the only routes that are approved for continuous LCV operation, without a Letter of Authorization, are in the Lower Mainland/Kamloops/Kelowna corridor and the Peace River area, as described in Form CVSE1014.

Requests for any other routes must be directed to Victoria. If allowed, a Letter of Authorization will be issued and must be carried in the vehicle with the applicable permit.

**7.3 FRONT MOUNTED HOSE REELS ON HYDRO VAC TRUCKS**

Hydro Vac Trucks with front-mounted hose reels may operate with front projection up to 1 m without a permit under Circular 11/12. A Letter of Authorization and permit are required to exceed 1 m from the front bumper, and may only be granted if the driver's clear sightlines to the highway are not unduly obstructed.

For a Letter of Authorization, please contact Courtenay Lowther, Manager Commercial Transport, at 250-953-4026, or by email at [Courtenay.Lowther@gov.bc.ca](mailto:Courtenay.Lowther@gov.bc.ca). Permits can then be obtained on a monthly or yearly basis, from the Provincial Permit Centre.

**7.4 ONE-OFF/ONE TIME ONLY**

One-off/one-time only Letters of Authorization are reviewed on a case by case basis.

There is no application form for a one-off/one time only request. Please contact the Commercial Transport Department for more information on what is required in order to start the process.

## **7.5 MANUAL LIFT AXLES ON B TRAINS, SUPER B TRAINS AND HAYRACK SEMI-TRAILER LOGGING CONFIGURATIONS**

As set out in Circular 15/11, letters of authorization (no-fee permits) are available to authorize use of manual lift axles in the 'down' position on Provincial Highways and Industrial Resource Roads for B Trains, Super B Trains and hayrack semi-trailer logging configurations.

For non-auto deploying lift axle systems, only semi-trailers that have existing lift axles will be allowed to operate with the axles deployed provided the axles are equally spaced, the weight within the axle group is equally distributed to within 1,000 kg of the adjacent axle within the group, and the axle group is a tandem or tridem axle group.

The non-auto deploying lift axle systems must be installed prior to November 2010 to qualify for a permit and the controller cannot be within reach of the driver.

In order to maintain legal axle weights on numbered highway, the non-auto deploying lift axle(s) must be down at all times when the unit is on a numbered highway (loaded or empty) and can be raised or lowered while traveling on private or provincial resource roads (loaded or empty) as defined under the Resource Road ACT.

No weight allowance is given for the non-auto deploying lift axle. Lift axle is part of the overall Commercial Vehicle Gross Weight.

A commercial vehicle may only be operated with an axle lifted or down by one of the following methods:

- by an axle lift device installed by the original manufacturer of the vehicle or by an aftermarket manufacturer of the device that meets section 7.11 of the CTR or ;
- by a temporary device that meets the requirements of subsection (2), including but not limited to a chain, cable or clamp.

A temporary device referred to in section 6 may be used to secure an axle off the ground and must comply with the following conditions:

- the temporary device must be of sufficient strength to securely hold the axle of the vehicle in tow;
- the entire axle must be lifted so that all wheel sets attached to the axle are off the ground while the vehicle is in tow.

Vehicles operating under this permit must conform to legal weight requirements. The logging tolerance as outlined in section 7.26 of the Commercial Transport Regulation is allowed.

For a Letter of Authorization, please contact Courtenay Lowther, Manager Commercial Transport, at 250-953-4026, or by email at [Courtenay.Lowther@gov.bc.ca](mailto:Courtenay.Lowther@gov.bc.ca).

## 7.6 COMPLIANCE AND CANCELLATION

### 7.6.1 Offences

- It is an offence to transport any of the commodities at the additional dimensions as outlined in this chapter without a Letter of Authorization.
- It is an offence to use a Letter of Authorization without obtaining a permit to accompany the Letter.
- It is an offence to contravene any condition listed in the Letter of Authorization

### 7.6.2 Cancellation

If the operation of the vehicle or vehicle combination described in the Letters of Authorization is found to pose a safety risk or cause damage to the highway, the letter may be suspended or cancelled.

Notice of this cancellation can be given verbally to the person owning, driving, or operating the vehicle or vehicle combination; no formal notice of suspension is required.

## 7.7 APPLICATION PROCESS

Applications, other than one-off requests, must be completed and emailed to the Commercial Transport Department at [commercial.transport@gov.bc.ca](mailto:commercial.transport@gov.bc.ca). Incomplete applications will be returned to the applicant. Please be advised that the processing time for a Letter of Authorization is 3–5 business days.

If the application is approved, the Letter of Authorization will be sent by email. The PPC will also be sent a copy of the Letter so they are aware the applicant will be applying for a permit in the near future.

If an application is not approved, the applicant will be notified by email or phone. Application forms can be found at the end of this Chapter.

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**Note:** Application process for LCV Letter of Authorization is different from the process outlined above (see 7-3 (D) for more information)

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## 7.8 CONTACTS

### 7.8.1 Commercial Transport Administrative Assistance

[Commercial.Transport@gov.bc.ca](mailto:Commercial.Transport@gov.bc.ca)

Website: <http://www2.gov.bc.ca/gov/content/transportation/vehicle-safety-enforcement/information-education/commercial-transport-procedures>

### 7.8.2 Commercial Transport Department

Extraordinary Load Approvals:

Preferred contact: [ExtraOrdLoads.DC@gov.bc.ca](mailto:ExtraOrdLoads.DC@gov.bc.ca)

Secondary contact: Fax (250) 784-2280

Commercial Transport Advisors: 1-855-795-0313

General Inquiries: [Commercial.Transport@gov.bc.ca](mailto:Commercial.Transport@gov.bc.ca)

Laura Wolf

Phone: (250) 953-4017

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

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Nicole Hilborne

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Website: [www.cvse.ca](http://www.cvse.ca) and click on Commercial Transport Program

### 7.8.3 Commercial Transport Manager

Courtenay Lowther, Manager Commercial Transport

Phone: (250) 953-4026

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

Website: <http://www2.gov.bc.ca/gov/content/transportation/vehicle-safety-enforcement/information-education/commercial-transport-procedures>

### 7.8.4 Senior Vehicle Engineer

Nam Nguyen

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