

TABLE OF CONTENTS

**3.0 General Permit Guidelines and Information**

3.1	Definitions . . . . .	3-1
3.2	Overview . . . . .	3-2
3.2.1	Oversize and Overweight Permit Exemptions . . . . .	3-2
3.2.2	Free Permits . . . . .	3-3
3.3	Obtaining a Permit . . . . .	3-4
3.3.1	Provincial Permit Centre . . . . .	3-4
3.3.2	TPS Web . . . . .	3-4
3.3.3	Methods of Payment . . . . .	3-5
3.4	Single Trip Oversize/Overweight Permits . . . . .	3-7
3.4.1	Duration . . . . .	3-7
3.4.2	General Guidelines . . . . .	3-7
3.4.3	Overweight Permits . . . . .	3-7
3.4.4	Fees . . . . .	3-10
3.5	Term Oversize/Overweight Permits . . . . .	3-11
3.5.1	Duration . . . . .	3-11
3.5.2	Term Oversize Permits . . . . .	3-11
3.5.3	Overweight Term Permits Specific Guidelines . . . . .	3-12
3.5.4	Fees . . . . .	3-13
3.6	427 Term Permits . . . . .	3-14
3.7	T-Form Overview . . . . .	3-15
3.8	Permit Restrictions . . . . .	3-16
3.8.1	National Parks . . . . .	3-16
3.8.2	Alaska Highway . . . . .	3-16
3.8.3	Pattullo Bridge . . . . .	3-16
3.8.4	Golden Ears Bridge (GEB) . . . . .	3-17
3.8.5	Queensborough Bridge . . . . .	3-17
3.8.6	Municipal Roads . . . . .	3-17
3.8.7	General Holidays . . . . .	3-18
3.8.8	Special Travel Conditions for Loads up to 4.4 m OAW on Highway 20 From Anahim Lake to Hagensborg (South Cariboo Region) . . . . .	3-19
3.8.9	BC Ferries . . . . .	3-20

TABLE OF CONTENTS

---

3.9	Seasonal Restrictions . . . . .	3-21
3.9.1	General . . . . .	3-21
3.9.2	Exemptions . . . . .	3-21
3.9.3	Restriction Types. . . . .	3-21
3.9.4	Guidelines . . . . .	3-21
3.9.5	Notices. . . . .	3-23
3.9.6	District Highways Manager May Exempt . . . . .	3-23
3.10	Emergency Operations . . . . .	3-24
3.10.A	General . . . . .	3-24
3.11	Amendments, Cancellations and Refunds . . . . .	3-25
3.11.1.	Amendments . . . . .	3-25
3.11.2.	Cancellations . . . . .	3-25
3.11.3.	Refunds . . . . .	3-25
3.12	Inspection Station Credit Accounts . . . . .	3-27
3.12.A.	Background . . . . .	3-27
3.12.B.	Benefits . . . . .	3-27
3.12.C.	Authorized Users . . . . .	3-27
3.12.D.	Billing – Statements . . . . .	3-28
3.12.E.	Credit Limits. . . . .	3-28
3.12.F.	Collections – Overdue Accounts . . . . .	3-28
3.12.G.	Application. . . . .	3-28
3.13	Contacts . . . . .	3-30
3.13.1	Commercial Transport Program . . . . .	3-30
3.13.2	Commercial Transport Manager . . . . .	3-30
3.13.3	CVSE Provincial Permit Centre . . . . .	3-30
3.13.4	Construction and Maintenance . . . . .	3-30
3.13.5	Inspection Station Accounts. . . . .	3-30
3.13.6	National Safety Code (NSC). . . . .	3-30
	Application for Inspection Station Credit Account for Oversize and Overweight Permits . . . . .	3-31

### 3.1 DEFINITIONS

“**British Columbia Transportation Permitting System (BCTPS)**” means the system CVSE currently uses to issue permits through the Provincial Permit Centre

“**Commercial Transport Management System (CTMS)**” means the system CVSE used to issue permits with prior to April 1, 2008

“**CVSE**” means Commercial Vehicle Safety and Enforcement

“**CTPO**” means Commercial Transport Program Officer

“**GVW**” means gross vehicle weight

“**Peace River Area**” comprises an area from the BC/AB Border on the East to the Pine Pass (Azuzetta Lake) in the West, and from the Monkman Park area in the South to the BC/YT and NWT Borders in the North. The Peace River at Taylor further divides this area into the North and South Peace areas respectively

“**PPC**” means the Provincial Permit Centre located in Dawson Creek, BC.

“**TPS Web**” means the online version available to the general public for ordering and obtaining their own permits

## 3.2 OVERVIEW

Vehicles and loads that exceed the legal dimensions as specified in the Commercial Transport Act and Regulations will require permits (if eligible).

Outlined in this chapter are the general principles to be applied when completing oversize and/or overweight permits as well as information on general permit issuance. Chapters 4 and 5 of this manual will go into more detail on specific commodities and vehicles.

Permits must be issued to the registered owner (or lessee) of the vehicle being permitted. Owner-operators wishing to make arrangements for a 'parent company' to pay for their permits should arrange for the parent company to contact Financial Administration.

### 3.2.1 Oversize and Overweight Permit Exemptions

#### 3.2.1.A. BC Hydro/Power Authority

Vehicles driven by BC Hydro employees under the direction of BC Hydro are not subject to the size and weight requirements of the Commercial Transport Act and Regulations, whether the vehicle is owned by BC Hydro or leased by it. If the driver requests an oversize/overweight permit, they are issued at no fee.

Vehicles leased or rented by BC Hydro and driven by anyone other than BC Hydro employees are subject to regulations in the same manner as any other commercial vehicles.

Through mutual arrangements with BC Hydro, their vehicles will be checked at the various weigh scales, and if violations are noted, a Notice and Order will be made out in the usual manner and forwarded to Victoria headquarters. Make sure that the Notice and Order contains all necessary details for follow-up action.

BC Hydro vehicles operating in excess of current oversize or overweight policies (Bridge Formula, etc.) will not be allowed to proceed without clearance from Victoria headquarters.

#### 3.2.1.B. Highway Maintenance Contractors

The Ministry of Transportation and Highways has amended the Maintenance Permit Agreements to include oversize/overweight vehicles during the summer and winter periods. Therefore, permits are not required. The driver must keep a copy of their Highway Maintenance Agreement at all times when operating on the highway.

This Permit Agreement does not include additional weight exceeding legal weights during non-winter servicing months while hauling asphalt, sand, gravel, etc.

Heavy haul operations are not permitted under this Permit Agreement.

3.2 OVERVIEW

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**3.2.1.C. Specially Authorized Vehicles**

Oversize and overload authorization forms (CVSE1022) will be used in lieu of a permit for the following vehicles with or without load:

- Indian War Canoes
- Parade Floats
- Vehicles used for exhibition purposes at fairs and exhibitions
- Other such vehicles as may be authorized by the Ministry through our Victoria office

i) Authority

These authorizations are issued pursuant to Divisions 7.02(1) of the Commercial Transport Act Regulations and no fee is to be charged.

ii) Limitations

These authorizations can be issued to existing policy limits. Any requests to exceed policy limits must be directed to the Commercial Transport Department at CVSE Head Office in Victoria.

iii) Guidelines

- a) CVSE1022 must be completed and carried in the vehicle at all times—must be able to be presented to a peace officer upon request,
- b) Include return trip, if applicable, on CVSE1022, and
- c) Pilot car requirements are applicable

iv) Issuance

CVSE1022 authorizations can be obtained by calling the PPC at 1-800-559-9688. Once completed, the authorization will then be faxed or emailed to the applicant.

**3.2.2 Free Permits**

Permits are required, but no fee is charged for a vehicle owned or leased and operated by:

- a) the government of Canada or any province or territory,
- b) the government of the United States of America,
- c) the government of any state or county in the United States of America,
- d) a municipality, or
- e) a school district outside of BC (S. 9 Commercial Transport Act)

### 3.3 OBTAINING A PERMIT

#### 3.3.1 Provincial Permit Centre

Permits are available by calling the PPC at 1-800-559-9688. Hours of operation are daily from 6:00 a.m. to 10:00 p.m. (PACIFIC STANDARD TIME), seven days per week, except the Permit Center does not change to Daylight Savings Time so from November to March hours are 5:00 a.m. to 9:00 p.m. PST. The Permit Center is closed Christmas Day, Boxing Day and New Years Day.

In the event the PPC is closed, calls are redirected to a designated inspection station, if available.

#### Permits available:

- Non-Resident Permits
- Term Oversize and/or Overweight Permits
- Single Trip Oversize and/or Overweight Permits
- Motive Fuel User Permits
- Extra-Provincial Temporary Operating Permits (EPTOP)
- Temporary Operating Permits (TOP) – in emergency situations only
- Highway Crossing Permits

#### 3.3.2 TPS Web

BC offers the Transportation Permitting System (TPS) Online service. Clients must be registered to use this service. This service is available on a 24 hour 7 day a week basis, except when maintenance is required.

##### 3.3.2.A. Permits Available Online

- Term Oversize permit
- Non-Resident single trip permit
- Motive Fuel User permit
- Overweight permits
- Oversize Overweight permits
- FR Application

In addition to the ability to purchase permits, clients will also have the ability to view and manage the permits purchased online through the “My Permits” search function.

3.3 OBTAINING A PERMIT

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**3.3.2.B. Registration Process**

To complete the TPS registration, the following is required:

- i) An ICBC Client number. An ICBC Client number can be obtained by calling the Provincial Permit Centre at: 1-800-559-9688
- ii) A valid Business BCeID account  
To obtain a BCeID account, apply online at the BCeID website at [www.bceid.ca](http://www.bceid.ca) or by calling the BCeID helpdesk at 1-888-356-2741 for more information.
- iii) An e-mail account
- iv) A phone number

Once all of the above requirements are met, follow the online instructions at: [www.th.gov.bc.ca/cvse/tps/tps\\_registration.htm](http://www.th.gov.bc.ca/cvse/tps/tps_registration.htm) to complete the registration process

**3.3.3 Methods of Payment**

**3.3.3.A. By Phone or Online**

CVSE accepts the following methods of payment for permits called in to the Provincial Permit Centre or ordered online:

- Credit Card – Visa, Mastercard and American Express
- Inspection Station Account (see 3.12 Inspection Station Accounts for more details)

**3.3.3.B. Walk-in**

CVSE accepts the following methods of payment for permits obtained through walking in to the PPC, the Pacific Inspection Station\*, or government agents\*\*.

- Cash – Canadian or US
- Cheque – Canadian or US
- T-Chek or Comchek
- Debit Card
- Credit Card – Visa, Mastercard and American Express
- Inspection Station Account

\* *Permits must be purchased prior to the transport of a vehicle/load on a highway. This means that the only time CVSE will accept cash, cheque or debit at the above noted locations is when the permit is being purchased prior to the start date of the move, OR if the vehicle was stopped at one of the overflow Inspection Stations without a permit, and it was determined the vehicle needed one prior to proceeding.*

\*\* *Government agents no longer issue permits. They can, however, accept payment for permits after the permit has been issued through the PPC. Government agent offices will assist clients in contacting the permit centre by providing access to a phone.*

3.3 OBTAINING A PERMIT

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**3.3.3.C. Cheque Guidelines**

Ordinary reasonable precautions are taken when accepting cheques, and the matter rests with the permit issuer and/or the Vehicle Inspection Station Supervisor or Commercial Transport Program Officer. If a cheque is accepted that proves to be worthless, as long as reasonable precautions have been taken, it is not a reflection on the permit issuer concerned.

**“Ordinary reasonable precautions”** means that cheques can be accepted from local firms and BC firms, and also out-of-province firms which have had previous dealings with the Ministry or which can be vouched for by a reliable person.

i) Handling Procedures

- “Third-party” cheques shall NOT be accepted
- Example of a third party cheque situation: John pays Tom, the handyman, with a personal cheque for house repairs. Tom purchases groceries and wants to use John’s cheque to pay Ralph, the grocer.
- Cheques must be made out for the exact amount
- Adequate identification must be presented to the permit issuer, and that information must be recorded on the back of the cheque by the permit issuer accepting the cheque. The information required is:
  - the driver’s licence number,
  - telephone number and
  - exact postal address of the person presenting the cheque.
- All cheques shall be made payable to the “Minister of Finance”
- Cheques shall NOT be accepted from persons who have previously tendered worthless cheques
- Permits for insurance will not be issued if money is owed to ICBC. Permit issuer to ensure ICBC Debts are checked prior to issuing insurance permit

**3.3.3.D. US Cash\Cheque Guidelines**

When payment is being made by US cash or a cheque drawn on a US bank, the permit cost shall be converted to US funds. The exchange rate in BCTPS shall be used. BCTPS will automatically calculate the correct fee to be charged in US currency.



## 3.4 SINGLE TRIP OVERSIZE/OVERWEIGHT PERMITS

### 3.4.1 Duration

By policy, single trip permits may be issued for up to seven (7) days. There are some instances where a permit will need to exceed that limit and can be issued up to a maximum of 30 days. These exceptions must be approved by the CTPO at the PPC or a Commercial Transport Inspector at an overflow Inspection Station.

### 3.4.2 General Guidelines

#### 3.4.2.A. Permit to be Issued to Power Unit

All single trip permits are to be issued to the power unit.

#### 3.4.2.B. Permit Conditions

Conditions of travel will be contained within the applicable T-Forms (see 3-7 T-Form Overview for more information) and this manual, and are based on the sizes and weights of the vehicle or commodity (load) being transported.

#### 3.4.2.C. Return Trips

If permits are required to leave BC from your initial destination, you can purchase the return trip on one permit provided the sizes and/or weights are the same. The permit fee will be doubled.

### 3.4.3 Overweight Permits

#### 3.4.3.A. Overload Calculation

Overload fees are determined from Commercial Transport Fee Regulations (see 3.4.4 Fees).

According to S7.14(1) of the Commercial Transport Regulations, for the purpose of issuing overweight permits, "overload" means:

- a) any positive weight difference between.
  - i) the axle weight and the maximum axle unit weight or the maximum gross weight for a group of axles allowed under these regulations
  - ii) the gross vehicle weight and the gross vehicle weight allowed for the particular vehicle or vehicle combination under these regulations, or
  - iii) the gross vehicle weight and the licensed gross vehicle weight, or
- b) the total weight of any axle unit or group of axles, beyond 27.5 m overall length, of an empty (no load) vehicle combination.

When calculating overload, the lesser of legal allowable or actual weight is used for all axle units or axle groups.

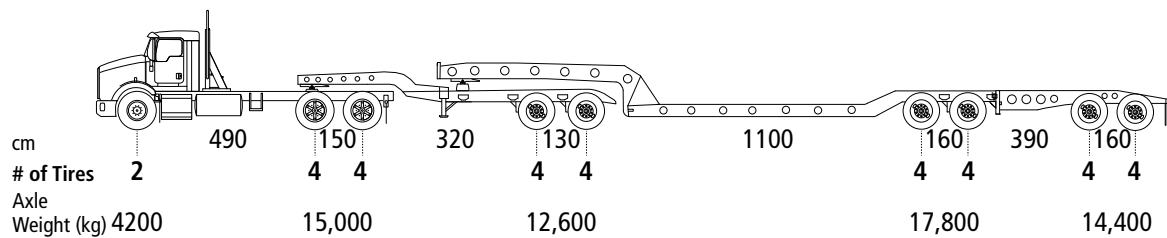
Except for vehicles shown on Appendices C, D and G of the Commercial Transport Regulations, on each axle unit and within 8 metre groups of axles, legal allowable is the lesser of:

- i) the actual weight (or sum of actual weights) for the axle unit(s) when weighed,  
or

3.4 SINGLE TRIP OVERSIZE/OVERWEIGHT PERMITS

- ii) the maximum weight (or sum of maximum weights) for those axle units, from the Commercial Transport Regulations, or
- iii) the maximum weight allowed by section 7.16 and 7.17 CTR for axles that fall within an 8 m span along the combination’s length, or
- iv) a combination of i) and ii) – for example, if one axle unit in a group is underloaded and the other is overloaded, the total for that 8 m group may be taken to be the sum of the actual weight for the underloaded axle unit plus the maximum legal weight for the overloaded axle unit.

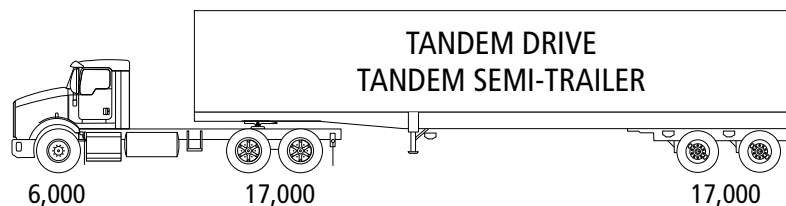
As described above, when actual weights are known from weighing of a vehicle/load, this may cause the GVW allowable to be less than the sum of the maximum legal axle group weights, as shown in the example below.



Actual GVW = 64,000 kg  
 Licensed GVW = 63,500 kg  
 Tire Size: 27.9 cm (Tire load must not exceed 100 kg/cm of tire width.)  
 Check of maximums within 8 m lengths, from 7.17(2): 6,000 + 28,000 + 31,000  
 Allowable GVW: 4,200 (Actual) + 27,600 (Actual) + 31,000 (Max from 7.17) = 62,800 kg  
 Overload: Actual GVW – Allowable GVW = 1,200 kg

**3.4.3.B. Increase GVW**

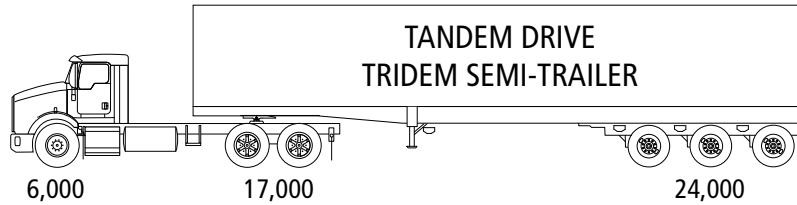
In some instances, it is necessary for companies to purchase overweight permits to temporarily increase their vehicle’s GVW. In most cases, it is more beneficial, for economic reasons, to increase a vehicle’s licensed GVW rather than purchase overweight permits. This truck and semi-trailer have a licensed GVW of 40,000 kg.



3.4 SINGLE TRIP OVERSIZE/OVERWEIGHT PERMITS

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The driver has accepted a load, reducible or not, that requires him/her to utilize a tridem semi-trailer.



The driver would require a temporary increase of GVW to 47,000 so he/she could transport the additional weight. The overweight permit would be based on an overload of 7,000 kg, the difference between the licensed GVW and the actual GVW.

- i) Restrictions
  - a) GVW must not exceed the allowable gross vehicle weight of the vehicle or combination of vehicles
  - b) A reducible load shall not exceed the allowed axle group weights as permitted by the Commercial Transport Regulations
  - c) Out of province vehicles are not eligible for GVW increases unless they are pro-rated. If the company is not pro-rated they may increase their weight on a non-resident permit.

## 3.5 TERM OVERSIZE/OVERWEIGHT PERMITS

## 3.4.4 Fees

- i) Oversize single trip permit

\$15.00 per trip (S.3(e)(i) Commercial Transport Fees Regulation)

- ii) Overweight single trip permit

For single trip permits, overload fees are calculated according to the table below:

OVERLOAD IN KILOGRAMS		
Fee for each 10 km of operation or fraction thereof (minimum \$25.00)		
–	2,000	\$0.95
2,001	– 3,000	\$1.15
3,001	– 4,000	\$1.40
4,001	– 5,000	\$1.60
5,001	– 6,000	\$1.85
6,001	– 7,000	\$2.15
7,001	– 8,000	\$2.45
8,001	– 9,000	\$2.95
9,001	– 10,000	\$3.35
10,001	– 11,000	\$3.75
11,001	– 12,000	\$4.25
12,001	– 13,000	\$4.95
13,001	– 14,000	\$5.60
14,001	– 15,000	\$6.25
15,001	– 16,000	\$7.25
16,001	– 17,000	\$8.25
17,001	– 18,000	\$9.15
18,001	– 19,000	\$10.10
19,001	– 20,000	\$10.90
20,001	– 21,000	\$11.85
21,001	– 22,000	\$12.70
22,001	– 23,000	\$13.95
23,001	– 24,000	\$14.95
24,001	– 25,000	\$16.10
25,001	– 26,000	\$17.85
26,001	– 27,000	\$19.85
27,001	– 28,000	\$21.40

The fee payable for overload permits issued to vehicles exceeding 28,000 kg is \$21.40 plus \$1.85 for each 900 kg or portion thereof exceeding 28,000 kg, for each 10 km of operation or fraction thereof.

The amount due for each overload permit issued will be rounded to the nearest dollar and any amount ending in 50¢ or more will be raised to the next highest dollar. (S.3(d) Commercial Transport Fees Regulation)

- iii) Oversize/Overweight single trip permit

\$15.00 (size portion) + fee calculated by using the table on the previous page (weight portion)

## 3.5 TERM OVERSIZE/OVERWEIGHT PERMITS

### 3.5.1 Duration

Term permits may be issued for a one-month period or more up to 12 months, for loads, vehicles or combination of vehicles as outlined in Chapter 4 (loads) Chapter 5 (vehicles) and/or on the applicable T-Forms.

### 3.5.2 Term Oversize Permits

#### 3.5.2.A. General Term Permits

General term permits include the dimensions as outlined below. Applicants can request terms permits for multiple commodities, or they can request a term permit specific to one commodity. The price of the permit does not change if additional commodities are added to the term permit. The applicant is responsible for ensuring they are following the correct conditions for each commodity they carry.

- 16 m in overall length for a single vehicle
- 27.5 m in overall length for heavy haul operations
- 31.5 m in overall length for mobile homes, modular buildings, etc...
- 31 m in overall length for vehicle combinations
- 3.8 m in overall width
- 4.3 m in overall height (5.33 m in the Peace River Area)
- 3 m front projection beyond the kingpin or forward of the front bumper
- 6.5 m rear projection beyond the turn centre
- Conditions as per this manual and forms: CVSE1000, CVSE1000S, CVSE1000L

#### i) General Term Permit Wording Example\*

The sizes listed below should be entered on the face of the permit unless the term permit is specific to one commodity.

#### Dimensions (in metres)

The dimensions set out below are general term permit sizes. Policies affecting sizes for specific commodities may be found in Chapter 4, and policies affecting term permit sizes for specific vehicle types may be found in Chapter 5.

Over-all:	Length:	31.00	Front Projection:	3.00
	Width:	3.80	Rear Overhang:	6.50
	Height:	4.30		

Note: The maximum for a single vehicle is 12.5 m in overall length or 16 m with load, unless a commodity-specific or vehicle-specific policy applies.

If the term permit is commodity specific, then the maximum allowable dimensions allowed for that commodity by the applicable T-Form shall be entered on the face of the permit.

## 3.5 TERM OVERSIZE/OVERWEIGHT PERMITS

## ii) Commodity Specific Permit Wording Example\*

**Dimensions (in metres)**

The dimensions set out below are the maximum allowed for term permits for this commodity. In case of a discrepancy between these dimensions and the Commercial Transport Procedures Manual, the dimensions in the manual shall apply.

Over-all:	Length:	Front Projection:
	Width: 3.05	Rear Overhang:
	Height:	

Note: The maximum for a single vehicle is 12.5 m in overall length or 16 m with load, unless a commodity-specific or vehicle-specific policy applies.

\* If a specific commodity or vehicle configuration is restricted further than the general dimensions listed on the face of a term permit, the limits for that vehicle or commodity, as set out in this manual and/or the T-forms, shall apply.

**3.5.2.B. Additional Commodities**

As indicated above, applicants may include different commodities on one term permit. Applicants must be aware of the limits for different commodities from Chapter 4 of this manual. If applicable, limits for vehicle configurations can be found in Chapter 5.

**3.5.3 Overweight Term Permits Specific Guidelines****3.5.3.A. General Issuance**

Issued to:

- Motor vehicles with fixed equipment
- Tow cars with overloaded axles towing disabled vehicles
- Truck tractor and fixed weight semi-trailers such as coil tubing units, pumper units, etc., provided these two vehicles are married in combination together at all times and the overall width of the semi-trailer does not exceed 3.2 m wide
- Permanently equipped trucks (e.g., coil tubing) combined with fixed weight trailers
- The maximum weight for which a term permit may be issued is 64,000 kg; many vehicles or loads have policy limits below this threshold.

**3.5.3.B. Restrictions:**

- Bridge formula or policy maximums are not to be exceeded
- Not available for loads hauled on trailers (e.g., heavy haul, expandos, steering trailers, etc.), or fixed equipment on own axles operating as semi-trailers.

**3.5.3.C. Increased Weight**

If permitted weights increase (provided Bridge Formula and policy maximums are not exceeded) after the Overweight Term Permit has been initially issued, it will be necessary to modify the permit. The permit holder must contact the PPC to amend the permit.

**3.5.3.D. Permit to be issued to power unit or trailer**

All permits are issued to power units except term permits may be issued to trailers to take into account loads on commercial trailers exceeding 1 400 kg. For trailers, the original or

3.6 427 TERM PERMITS

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photocopy of the permit may be carried on the trailer or the power unit as long as the driver can produce it when required.

**3.5.4 Fees**

**3.5.4.A. Oversize Term Permit**

\$30.00 per month (S.3(e)(ii) Commercial Transport Fees Regulation)

**3.5.4.B. Overweight Term Permit**

\$100.00 per month (S.3(d) Commercial Transport Fees Regulation)

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*NOTE: There is no prorating of monthly fees when a permit is issued or cancelled during a given month.*

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**3.5.4.C. Oversize/Overweight Term Permit**

Oversize/Overweight term permits are not available. Two separate term permits must be issued.

### **3.6 427 TERM PERMITS**

427 oversize and overweight permits were revolving term permits that were issued in the Commercial Transport Management System (CTMS). 427 permits are no longer available and expired December 31, 2010.



### 3.7 T-FORM OVERVIEW

#### Permit Conditions by Size

CVSE1000	General Permit Conditions for Oversize: Category A: Term and Single Trip Permits to 3.2 m OAW* Category B: Term and Single Trip Permits to 3.8 m OAW* Category C: Single Trip Permits to 4.4 m OAW* * See form for height and length limits
+CVSE1000L	Supplement to the General Conditions Form – Logs
+CVSE1000S	Supplement to the General Conditions Form – Structures
CVSE1001	Routes Pre-Approved for 5.0 m OAW
CVSE1002	Peace Region Conditions to 6.0 m OAW – General
CVSE1003	Peace Region Conditions to 6.0 m OAW – Structures

#### Other Permit Attachment Forms

CVSE1010	East-West Overheight Corridors in the Lower Mainland
CVSE1011	Highways with Restrictive Load Limits
CVSE1012	Routes for Wood Chip and Residual
CVSE1013	Restricted Routes for Wide Bunks Hauling Beetle Killed Wood
CVSE1014	LCV Operating Conditions and Routes
CVSE1070	Permit Scope and Limitations (forms a page of every permit)

#### Extraordinary Load Forms

CVSE1049	Extraordinary Load Approval Request
CVSE1050	Extraordinary Load Approval – Overload
CVSE1051	Extraordinary Load Approval – General
CVSE1052	District Authorizations and Notifications for Very Large Loads

#### Miscellaneous CVSE Operational Forms

CVSE1020	NRCVP Exemption for Repairs
CVSE1021	Rig Move Worksheet
CVSE1022	Oversize Overweight Authorization (for Indian War Canoes, Parade Floats, etc)
CVSE1060	Weight Check
CVSE1061	Certificate of Weight of Motor Vehicle

## 3.8 PERMIT RESTRICTIONS

### 3.8.1 National Parks

#### 3.8.1.A. Height

- i) Mount Revelstoke and Glacier (Highway 1)

Due to the low clearances in the snowsheds, permits to exceed an overall height of 4.30 m shall not be issued under any circumstance.

- ii) Yoho and Kootenay (Highway 1 and Highway 93)

Round hay bales are permitted up to 4.80 m from BC/AB Border entering at Yoho National Park, Kootenay National Park and Crowsnest Pass to an area encompassing Golden, Radium, Invermere, Kimberley, Cranbrook and all points in between, except the Iron Gates Tunnel on Hwy 93 east of Radium Hot Springs, which is limited to 4.5 m OAH. (Refer to Section 4-4)

- iii) Banff (Highway 1)

Permits may be issued through Banff to an overall height of 4.72 m.

#### 3.8.1.B. Width

- i) Banff (Highway 1)

Widths in excess of 5 m must contact the Federal Highway Services Centre for approval at 250-837-7512.

### 3.8.2 Alaska Highway

Highway 97, in the Peace River Area, from Mile 83.6 to the Yukon Territory border, is under the jurisdiction of the Federal Government – Public Works Department.

#### 3.8.2.A. Size

From the junction of Highway 97 and Highway 77, the size restrictions are as follows:

- Maximum of 4.4 m in overall width
- Maximum of 36 m in overall length

#### 3.8.2.B. Weight

From Mile 83.6 on Hwy 97 to the junction of Highway 97 and Highway 77, the weight is restricted to 85,000 kg. Please contact a Commercial Transport Advisor if the load exceeds 85,000 kg. The Commercial Transport Advisor will make application to Public Works on the applicant's behalf.

From the junction of Highway 97 and Highway 77 to the Yukon border, the weight is restricted to 64,000 kg. Please contact a Commercial Transport Advisor if the load exceeds 64,000 kg. The Commercial Transport Advisor will make application to Public Works on the applicant's behalf.

### 3.8.3 Pattullo Bridge

No oversize and/or overweight loads or vehicles are permitted at any time to cross the Pattullo Bridge located in the Lower Mainland.

3.8 PERMIT RESTRICTIONS

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**3.8.4 Golden Ears Way, including Golden Ears Bridge (GEB)**

Golden Ears Way, from 176th St. in Surrey to 210th St. in Maple Ridge can be considered to comply with the oversize permitting provisions described in section 6.4.2.B, Chapter 6.

**3.8.4.A. Size**

Overall width maximum = 5.0 m

Overall length = 46 m

Overall height = 4.88 m

**3.8.4.B. Weight**

Requests for extraordinary loads over 64,000 kg, to a maximum of 80,000 kg (with an appropriate permit), are subject to approval from CVSE and from the bridge partnership contractor.

To request approval, email an [Extraordinary Loads CVSE Approval Request Form](#) to:

CVSE: [extraordloads.dc@gov.bc.ca](mailto:extraordloads.dc@gov.bc.ca)

Contractor: [morgensztern@hcpsocial.onmicrosoft.com](mailto:morgensztern@hcpsocial.onmicrosoft.com) (with a copy to [Susan.Chu@translink.ca](mailto:Susan.Chu@translink.ca))

**3.8.5 Queensborough Bridge (Hwy 91A)**

**3.8.5.A. Size**

Overall width maximum = 3.8 m

**3.8.5.B. Weight**

Tandem axle – 17,000 kg maximum

Tridem axle – 24,000 kg maximum

**3.8.6 Municipal Roads**

Permit applicants are responsible for obtaining approval or authorization when operating on roads that are not under the jurisdiction of the Ministry of Transportation and Infrastructure.

## 3.8 PERMIT RESTRICTIONS

**3.8.7 General Holidays**

Where a permit or T-Form restricts travel on General Holidays, the restricted days and hours are shown in the table below.

**2018 GENERAL HOLIDAY TRAVEL RESTRICTIONS**

	<b>General Holiday</b>	<b>From</b>	<b>To</b>
<b>2018</b>	New Years Day	15:30 on Sunday, December 31	00:01 on Tuesday, January 2
	Family Day	00:01 on Sunday, February 11	00:01 on Tuesday, February 13
	Good Friday	15:30 on Thursday, March 29	00:01 on Saturday, March 31
	Easter Sunday	15:30 on Saturday, March 31	00:01 on Monday, April 2
	Victoria Day	00:01 on Sunday, May 20	00:01 on Tuesday, May 22
	Canada Day	15:30 on Saturday, June 30	00:01 on Monday, July 2
	BC Day	00:01 on Sunday, August 5	00:01 on Tuesday, August 7
	Labour Day	00:01 on Sunday, September 2	00:01 on Tuesday, September 4
	Thanksgiving Day	00:01 on Sunday, October 7	00:01 on Tuesday, October 9
	Remembrance Day	15:30 on Saturday, November 10	00:01 on Tuesday, November 13
	Christmas Day		
	Boxing Day	00:01 on Monday, December 24	00:01 on Thursday, December 27

**2019 GENERAL HOLIDAY TRAVEL RESTRICTIONS**

	<b>General Holiday</b>	<b>From</b>	<b>To</b>
<b>2019</b>	New Years Day	15:30 on Monday, December 31	00:01 on Wednesday, January 2
	Family Day	00:01 on Sunday, February 10	00:01 on Tuesday, February 12
	Good Friday	15:30 on Thursday, April 18	00:01 on Saturday, April 20
	Easter Sunday	15:30 on Saturday, April 20	00:01 on Monday, April 22
	Victoria Day	00:01 on Sunday, May 19	00:01 on Tuesday, May 21
	Canada Day	15:30 on Sunday, June 30	00:01 on Tuesday, July 2
	BC Day	00:01 on Sunday, August 4	00:01 on Tuesday, August 6
	Labour Day	00:01 on Sunday, September 1	00:01 on Tuesday, September 3
	Thanksgiving Day	00:01 on Sunday, October 13	00:01 on Tuesday, October 15
	Remembrance Day	15:30 on Sunday, November 10	00:01 on Tuesday, November 12
	Christmas Day		
	Boxing Day	00:01 on Tuesday, December 24	00:01 on Friday, December 27

## 3.8 PERMIT RESTRICTIONS

**3.8.8 Special Travel Conditions for Loads up to 4.4 m OAW on Highway 20 From Anahim Lake to Hagensborg (South Cariboo Region)**

Form CVSE1000 restricts travel for loads over 3.2 m wide or 25 m long on Highway 20 between Anahim Lake and Hagensborg. Permits are available for loads up to 4.4 m OAW (including any eaves, if the load is a structure) along this segment of Highway 20, with length and other dimensions as per the appropriate tables in this manual, provided the following conditions are met:

- i) Moves are restricted to daylight hours only.
- ii) One pilot car is required at all times. The pilot car must travel ahead of the load to the next area wide enough to allow other traffic to pass the load and, at that location:
  - stop and hold all traffic until the load arrives and stops, and then
  - allow all traffic to pass before advancing to the next wide area.
- iii) In addition to the usual permit restriction for visibility in poor weather, these permits are more than usually subject to suspension or cancellation by local authorities when the road and/or weather conditions are too severe.
- iv) In the event that the vehicle/load becomes disabled or stuck and obstructs traffic, the operator must immediately notify the local RCMP, Ministry of Transportation and Infrastructure (MoT), and the MoT's road maintenance contractor, at the phone numbers provided below. (You may be able to make just one call to the RCMP, and ask them to notify the other agencies.) Arrangements must be made to clear the highway again as soon as possible.

Bella Coola RCMP	(250) 799-5363
Anahim Lake RCMP	(250) 742-3211
MoT Area Manager	(250) 799-5173
IRL, MoT Contractor – Bella Coola	(250) 982-2409
IRL, MoT Contractor – Anahim Lake	(250) 742-3436

When planning your trip, please be aware that this highway is subject to severe effects from poor weather conditions. The road is aggregate surface, the average grade is 12% for approximately 9 km and there are several tight switchback turns. If there is or has been heavy rain, the road surface may become slippery. In winter months, heavy snow on the hill is very common. Snow banks along the road will greatly reduce turning space in the corners. It is suggested that tire chains be carried any time it may rain or snow, and tire chains must be carried October 1 to April 30. It is essential the operator ensures that all brakes are correctly adjusted and that the brake system is functioning properly.

If the operator is not familiar with the road, it is recommended that they assess it first by travelling it in the pilot car. If a local (Williams Lake area) pilot car is used, they may already be familiar with the road and be able to provide enough details.

3.8 PERMIT RESTRICTIONS

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**3.8.9 BC Ferries**

Any permit holder (over-dimension/overweight) needing to use a British Columbia Ferry Services Inc. (BC Ferries) crossing should first contact BC Ferries Customer Service Centre at 1-888-223-3779 (Mon-Fri 7am-8pm, Sat-Sun 8am-6pm). These vehicles require special consideration and a minimum of 24 hours' notice prior to sailing is strongly recommended. The Customer Service Centre will work with the Engineering Department to access these requests on an individual basis. Engineering can also provide information at 250-978-1312 (Mon-Fri 8am-4pm).

Drivers must make every effort to legalize axle weights to accommodate vessel approaches and ramps. **Note that the mate-on-duty has final authority on travel, regardless of a reservation or special approval by Engineering.**

For more information go to [www.bcferries.com](http://www.bcferries.com)

## 3.9 SEASONAL RESTRICTIONS

### 3.9.1 General

The Ministry of Transportation and Infrastructure (MoTI) imposes seasonal weight restrictions usually during the spring. The Ministry is authorized to impose these restrictions under S.66 of the *Transportation Act*.

### 3.9.2 Exemptions

Seasonal road restrictions do not apply to:

- A single steering axle
- Vehicles with a licensed GVW of 5,500 kg or less
- Beam trucks operated by the Ministry of Transportation and Infrastructure and used to establish axle weight restrictions are allowed to operate at 100% legal axle loadings when 70%, 50%, or lower restrictions are in effect
- Tow trucks which are involved in emergency situations are permitted to tow the vehicle(s) to the nearest safest location
- Highway maintenance contractors while performing work on behalf of MoTI
- Vehicles exempted by District Highways Manager (see 3.9.6 on following page)
- School buses operating under a valid CVSE School Bus Permit

### 3.9.3 Restriction Types

These restrictions are intended to refer only to axle weights and are generally shown as follows:

- i) 100% of legal axle loading
- ii) 70% of legal axle loading
- iii) 50% of legal axle loading

### 3.9.4 Guidelines

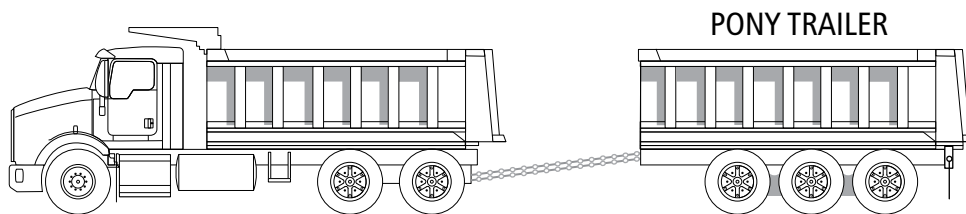
The table in S.7.17 of the Commercial Transport Act Regulations (CTAR) is not applicable when determining permissible legal weights for non-reducible loads during seasonal road restrictions subject to the following minimum interaxle spacings (distance between two axle units measured from the centres of each of the axles that is the closest to the other axle unit).

- i) Tandem to single interaxle spacings >3.0 m
- ii) Tridem to single interaxle spacings >3.0 m
- iii) Tandem to tandem interaxle spacings >4.0 m
- iv) Tridem to tandem > 4.2 m

3.9 SEASONAL RESTRICTIONS

- v) Tridem to tridem interaxle spacings >4.20 m
  - a) Jeeps and Boosters may be utilized in combination with lowbed semi-trailers for non-reducible loads provided the interaxle spacing condition above is met. (The table in S.7.17 CTR applies to interaxle spacings less than the above).
  - b) Single steering axles are not restricted. Twin steering axles are restricted to a maximum weight of 15,500 kg.
  - c) Logging trucks are not eligible for weight **increases** under seasonal weight restriction calculations beyond what they are normally allowed in the Commercial Transport Regulations.
  - d) For the transportation of logs or poles, the applicable percentage of weight allowances provided under Section 7.26(1) CTR shall apply (So, on a road limited to 70% legal axle loading, a tandem axle group gets a maximum of 70% of tandem axle group load + 70% of the maximum allowances from 7.26 CTR.)
    - i.e. 100%: 17,000 + 1,100 = 18,100 kg
    - 70%: 11,900 + 770 = 12,670 kg
  - e) During seasonal load restrictions only, a tridem pony trailer’s restriction percentage will be based on 24,000 kg rather than 21,000 kg, provided the actual axle weight does not exceed 21,000 kg (Appendix E CTR)

Example: 0.50 (50% road ban) x 24,000 = 12,000 kg



TRIDEM PONY TRAILER AXLE WEIGHTS DURING SEASONAL RESTRICTIONS	RESTRICTION PERCENTAGE BASED ON	ALLOWABLE WEIGHT
100% (x)	LEGAL (21,000 kg)	21,000 kg
70% (x)	24,000 kg	16,800 kg
50% (x)	24,000 kg	12,000 kg

- f) When 100% of legal axle loading restrictions are enforced, five and six axle cranes (with a boom dolly) will be allowed the following weights on the axles:
  - i) 7,300 kg per axle on the first three axles
  - ii) 7,500 kg per axle on the last two or three axles



3.10 EMERGENCY OPERATIONS

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**3.9.5 Notices**

Seasonal Load Restriction Notices can be found at [www.drivebc.ca](http://www.drivebc.ca) or by contacting the PPC or your local vehicle inspection station.

The notices imposing these restrictions usually state “NO OVERWEIGHT PERMITS WILL BE ISSUED.” This is NOT to be interpreted as overweight permits to under-licensed vehicles providing the axle weight do not exceed the restrictions. It will be incumbent upon permit issuers to issue overweight permits for GVW and or allowable weights in excess of the table in Section 7.17 CTR during the seasonal road restriction, provided legal axle unit weights are not exceeded, and the interaxle spacing requirements as outlined in 3.9.4 are met.

**3.9.6 District Highways Manager May Exempt**

For roads restricted less than 100% of legal axle loading, the District Highways Managers may continue to provide exemptions to trucking companies, farmers, etc., using the following criteria:

- Serious economic impacts
- One-time only
- No travel in two directions
- Not on a continuous basis

These exemptions are to be issued by the District Highways Manager and a copy of the exemption letter is to be carried by the operator. Some non-reducible heavy haul loads may also require oversize/overweight permits and will be referred to the PPC for permitting.

### 3.10 EMERGENCY OPERATIONS

Emergencies such as fire, flood, explosion, derailment, etc., are usually of a local nature. A derailment or washout of a mainline is considered an “emergency” and permits are issued by our PPC to policy limits (compliant with bridge formula). A derailment or washout of a siding will only be considered an “emergency” if there is a threat to life, environment or it is creating a blockage of the mainline. Such emergency situations may call for immediate transportation of cranes, bulldozers, loaders, or other overweight and/or oversize equipment.

#### 3.10.A. General

- i) Prior to transport, a permit must be obtained from the PPC.  
Should they not be open, the overflow Inspection Stations will issue the permit.
- ii) All safety precautions must be taken by vehicle operator  
(i.e., Pilot Cars, Flags, Lights, etc.)
- iii) Overall width not to exceed 4.4 m (unless traveling on an approved 5.0 m wide route).
- iv) If highway structures involved are restricted or loads exceed the bridge formula, approval must be obtained from the Commercial Transport Manager in Victoria.  
(Note: The Provincial Permit Centre will seek any needed approvals from the districts, Bridge Engineers and/or the Commercial Transport Manager on behalf of permit applicants.) After Provincial Permit Centre hours only, emergency bridge engineers: Mark Frew 604-527-3114 or Jacob Pietrzyk 250-565-6068.
- v) Vehicles or loads must be reduced in weight and size to conform to the applicable policies upon return.

## 3.11 AMENDMENTS, CANCELLATIONS AND REFUNDS

### 3.11.1 Amendments

#### 3.11.1.A. BCTPS Permits

Permit holders must contact the PPC if there are any changes to an issued permit. These changes can include, but are not limited to:

- i) Adding new routes
- ii) Extending routes
- iii) Date changes
- iv) Adding or deleting limitations and/or conditions
- v) Changing vehicle or plate number
- vi) Changes in size or weight

Once the change to the permit has been approved and processed the permit holder will receive a revised copy of the permit. This change will be updated in BCTPS and if additional charges result from this change it will be automatically calculated and payment will be requested. A new payment receipt will then be issued.

If a refund is required as a result of this modification, a permit clerk will complete a Permit Cancellation/Change/Refund Form and submit this for review. Once the refund has been approved and processed the permit holder will receive a revised copy of the permit and a new payment receipt showing the refund. (see 3.11.3 Refunds)

### 3.11.2 Cancellations

#### 3.11.2.A. BCTPS Permits

Single trip permits may be cancelled if the request is received prior to the effective date.

Term permits can be cancelled for the following reasons:

- i) Vehicle is sold, demolished or taken off the road for a lengthy period of time
- ii) The permit is no longer required
- iii) Data entry error
- iv) Duplicate permit

Please contact the PPC at 1-800-559-9688 to cancel a permit.

### 3.11.3 Refunds

#### 3.11.3.A. General

The maximum allowable refund for any permit is one year. This refund is calculated from the start date of the permit, and will not exceed the cost of the original permit.

A permit may also be refunded;

- a) if requested before the start date of the permit
- b) if it is a duplicate of another permit
- c) if a data error is made by the issuing clerk

3.12 INSPECTION STATION CREDIT ACCOUNTS (FINANCIAL ADMINISTRATION)

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**3.11.3.B. BCTPS Permits**

BCTPS permit refunds are shared between the PPC and CVSE Finance Administration.

**Process**

1. Contact the PPC or CVSE Financial Administration to request a refund.
2. A Permit Cancellation/Change/Refund Form will be completed by the clerk or revenue officer and submitted for approval.
3. Submit the following documentation to the office completing the refund form by fax or email to support your refund request:
  - a) A letter outlining reason for the cancellation and request for refund
  - b) Any other documentation to support request (i.e., weight slips, copies of bills of sale, licensing documents etc.)

The PPC can issue refunds up to \$500.00. CVSE Finance Administration can issue refunds for requests exceeding \$500.00.

Refunds will be made by cash, credit card, or account depending on the initial payment method for the permit.

**Approved Requests**

The refund is usually reimbursed to the original method of payment. A revised permit and refund receipt will be sent out to the original permit requestor and/or client.

If another method of refund is required other than the original payment method (credit account has been closed, credit card replaced) please advise the clerk at the time the refund form is being completed.

**Unapproved Requests**

If the refund request is not approved, the refund requestor will be advised by letter. This letter will indicate the refund was not approved and the reasons for the refusal.

**3.11.3.C. Non-Refundable Permits**

The following CVSE permits are non-refundable:

- i) Quarterly Non-Resident Commercial Permit – (unless cancelled before start date)
- ii) Highway Crossing Permits – Insurance Certificates
- iii) Temporary Operation Permits (TOP) – (requests must be directed to ICBC)
- iv) Extra-Provincial Temporary Operating Permits (EPTOP)
- iv) Insurance Premiums (FR) – (requests must be directed to ICBC)
- v) Motive Fuel

Please refer to Chapter 2 for Motive Fuel User Permits refund requests.

## **3.12 INSPECTION STATION CREDIT ACCOUNTS (FINANCIAL ADMINISTRATION)**

### **3.12.A. Background**

Inspection Station Credit Accounts (formerly known as Weigh Scale Accounts) were initially established to provide trucking companies and owner operators with a quick easy method of payment when calling in or stopping by to an inspection station for their oversize and overweight permits.

The credit account was also necessary in order to purchase 427 oversize and overweight permits in CTMS. The client was billed at the beginning of every month for the previous months' 427s. The 427 Permits are no longer available.

### **3.12.B. Benefits**

- Clients with an account do not have to carry cash nor use a credit card; they just advise the permit staff, or overflow inspection station, to place the permit on their account. Billings, for the purchase of permits charged to an account, take place at the end of the month.

This method of payment works well for companies that have numerous drivers or owner operators that require permits. Drivers or dispatchers may call in for their own permits and the company does not have to supply each employee with a company credit card.

### **3.12.C. Authorized Users**

An account holder may allow other drivers, owner operators, or companies to charge to their Inspection Station Credit Account. The request must be made in writing on company letterhead containing the name of the authorized user, the plate number of the vehicle and the driver's license number of the registered owner. The letter must be signed by an authorized signatory of the company.

All permits must be issued in the vehicle's registered owner name; their unique client number will be linked to the account as an authorized user.

It is the full responsibility of the account owner to maintain an up to date record of their authorized users and notify Inspection Stations Credit Accounts immediately of any changes. The Ministry of Transportation and Infrastructure is not responsible if the account owner fails to remove an authorized user from their account and permits are purchased after the user is no longer working for the company.

### 3.12.D. Billing – Statements

Monthly statements are sent out to account holders during the first week of the month for the previous month's purchases. The statement shows the initial permit purchase including permit number, vehicle license plate, and permit cost. Modifications and refunds are also included. Payment is due within 30 days of the statement date.

### 3.12.E. Credit Limits

Account credit limits are monitored regularly. In the event a credit limit is exceeded, the account will be placed on "Cash Only" thus removing the option to charge further permits to the account, until the account is brought up to date.

- Minimum credit amount of \$5,000
- Default credit limits:
  - \$5,000
  - \$10,000
  - \$20,000
- Higher limits available as requested in increments of \$5,000.
- Irrevocable Letters of Credit (ILOC) required on the following credit limits:
  - \$20,001–\$50,000: mandatory 60% ILOC
  - \$50,001–\$75,000: mandatory 80% ILOC
  - \$75,001 and above: mandatory 100% ILOC

### 3.12.F. Collections – Overdue Accounts

Overdue accounts are subject to collection activity. Account holders will be advised by letter once their account is overdue by 31 days. If the account is overdue by 91 days, it and the client will be placed on "No Service". Section 7.02 (10) of the Commercial Transport Regulations section of the Commercial Transport Act specifically provides for the refusal of any further applications for permits and/or cancellation of permits until such delinquent fees have been paid. Cancellation of permits due to failure to keep an account current will include all valid term permits presently in effect.

### 3.12.G. Application

Inspection Station Credit Accounts may be issued to individuals, proprietorships, and companies. Only companies registered in Canada are permitted to apply for an Inspection Station Credit Account. Companies outside of Canada must be registered as an extra-provincial company with BC Registry Services prior to applying.

The application must be completed in full and signed by a principal of the company. A credit check will be completed.

Limited companies must submit a copy of their Certificate of Incorporation with their application.

3.12 INSPECTION STATION CREDIT ACCOUNTS (FINANCIAL ADMINISTRATION)

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The application and supporting documentation may be mailed to:

Ministry of Transportation and Infrastructure  
Finance Department  
Attn: Inspection Station Credit Accounts  
PO Box 9231 STN PROV GOV  
Victoria B.C V8W 9T5

The application and supporting documentation may be emailed or faxed to:

Email: ISFinance@gov.bc.ca  
Fax: 250-387-7645  
Attn: Inspection Station Credit Accounts

Upon approval a deposit in the amount of \$500.00 is required to activate the account. This deposit is not held in trust. It is used to open the account with a credit balance. Once the initial deposit is used by purchasing permits the account will then bill you for outstanding purchases. A statement will be sent monthly showing the credit balance.

All permits and statements may now be received through e-mail. The application has a section that may be completed to take advantage of these options.

All application for an Inspection Station Credit Account can be found at the end of this Chapter.

Any questions please call: Ph: 250-952-0422

## 3.13 CONTACTS

### 3.13.1 Commercial Transport Program

Extraordinary Load Approvals:

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

Secondary contact: Fax (250) 784-2280

Phil Folz: (250) 398-4295 Kim Bedell: (250) 784-2374

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

Jan Lansing (250) 953-4026

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

### 3.13.2 CVSE Commercial Transport Manager

Jan Lansing, Manager Commercial Transport

(250) 953-4026

[Jan.Lansing@gov.bc.ca](mailto:Jan.Lansing@gov.bc.ca)

### 3.13.3 CVSE Provincial Permit Centre

Toll-Free: 1-800-559-9688

Fax: (250) 784-2426

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

### 3.13.4 Highways Department – Construction and Maintenance

Manager, Maintenance Programs

Phone: 250 387-7812

### 3.13.5 Inspection Station Accounts (Financial Administration)

Revenue Supervisor

Phone: (250) 387-1918

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

### 3.13.6 National Safety Code (NSC)

Phone: 250-952-0576

Fax: (250) 952-0578

Email: [National.Safety.Code@gov.bc.ca](mailto:National.Safety.Code@gov.bc.ca)





**Ministry of Transportation & Infrastructure**

Mailing Address:  
**Finance Department**  
 Inspection Station Accounts

Telephone  
 PO Box 9231 (250) 952-0422  
 Stn Prov Gov  
 Victoria, British Columbia Facsimile  
 V8W 9T5 (250) 387-7645  
 E-mail: ISFinance@gov.bc.ca

**APPLICATION FOR INSPECTION STATION CREDIT ACCOUNT  
 FOR OVERSIZE AND OVERWEIGHT PERMITS**

**APPLICANT INFORMATION**

Company Name		Contact Name			
Address:		City:	Prov / State	Postal Code / Zip Code	
(       ) Area Code	Telephone No	(       ) Area Code	Cellular No.	(       ) Area Code	Facsimile #
E-mail Address for Monthly Account Statements			Email Address for Permit Copies		

**CORPORATE INFORMATION**

*If the account is to be in the name of a company, a copy of the certificate of incorporation and a BC Summary Report (Company Search) indicating the company is in good standing in British Columbia will be required.*

- Limited Company    
  Proprietorship    
  Partnership    
  Limited Partnership

<b>Incorporation:</b>	<b>Company Principals:</b>	<b>Company Principals:</b>
Number:		
Date:		

**FINANCIAL INFORMATION**

*Creditors: (please list at least three)*

Name	Address	Area Code	Telephone	Balance	Terms
		(       )			
		(       )			
		(       )			

Bank	Location	Area Code	Telephone No.
		(       )	

**BUSINESS INFORMATION**

Primary Industry in Which Engaged:	
Estimated Number Of Vehicles Using This Account:	
Minimum* / Maximum Monthly Credit Required**	\$

\* Minimum of \$500.00  
 \*\* You may be required to provide a letter of credit



**Ministry of Transportation & Infrastructure**

Mailing Address:  
**Finance Department**  
 Inspection Station Accounts

Telephone  
 PO Box 9231 (250) 952-0422  
 Stn Prov Gov  
 Victoria, British Columbia Facsimile  
 V8W 9T5 (250) 387-7645  
 E-mail: [ISFinance@gov.bc.ca](mailto:ISFinance@gov.bc.ca)

**DECLARATION**

The applicant and/or the company hereby make the following declarations. There are no outstanding and/or pending suits or judgments against the applicant and/or the company. If any suits or judgments do exist, please advise us of such. The applicant and/or the company are neither insolvent nor bankrupt. The applicant and/or the company is not in default of any existing financial obligations. The applicant and/or the company will advise Inspection Station Accounts immediately of any changes to the information set out in this application, including any change in name, address or telephone number above.

**TERMS AND CONDITIONS**

The person(s) completing this application certify by signature below, that the answers given to the above questions are true in all material respects and that he/she is authorized to make this application. The applicant agrees to be bound by the terms of credit set out below in the event the application is accepted by Inspection Station Accounts. The undersigned applicant agrees that if in the opinion of Inspection Station Accounts a material change in risk occurs at any time, at the option of Inspection Station Accounts the line of credit may be cancelled and the balance due upon demand. The applicant further agrees to pay interest at a rate set for overdue accounts by the *Financial Administration Act* on any balance beyond 30 days from the date of purchase. It is further agreed that the applicant consents to Inspection Station Accounts obtaining a credit information report from a credit reporting agency in addition to contacting the trade references and banks stated above. This information is collected in accordance with the *Freedom of Information and Protection of Privacy Act* on behalf of Inspection Station Accounts for the sole purpose of assessing the credit worthiness of the applicant. If you have any questions regarding this application, please contact the Inspection Station Accounts Clerk at (250) 387-4859 or (250) 952-0422, electronically at [ISFinance@gov.bc.ca](mailto:ISFinance@gov.bc.ca) or in writing at:

**Ministry of Transportation and Infrastructure**  
**Finance Department**  
 Inspection Station Accounts  
 PO Box 9850, Stn Prov Govt  
 Victoria, BC V8W 9T5 / Facsimile: (250) 387-7645

**Terms of Payment**

This office will contact you to request a \$500 deposit to activate this account. The deposit will be applied to future permit charges. Monthly account statements will be sent to the address provided. Payment should be made in full within thirty days of receiving your statement. Failure to do so may result in interest charges being applied to your account. If any payments are returned to the Ministry due to a hold, insufficient funds, or a closed account, a fee will be applied to your Inspection Station account. Please sign below to indicate your acceptance of the terms and conditions of this agreement:

<b>Applicant (Officer or Principal)</b>	
Signature	
Print Name	
Title	
Date	

<b><u>DO NOT USE THIS SPACE</u></b>	
Date Issued: _____	Client No: _____ - _____ - _____
Inspection Station Credit Account No: _____	

**IMPORTANT: Applicant's signature is required above. Guarantor's signature is required on next page.**  
 (An individual may sign for the Applicant in his or her capacity as officer of the corporate entity, and as Guarantor in his or her personal capacity).



**Ministry of Transportation & Infrastructure**

Mailing Address:  
**Finance Department**  
 Inspection Station Accounts

Telephone  
 PO Box 9231 (250) 952-0422  
 Stn Prov Gov  
 Victoria, British Columbia Facsimile  
 V8W 9T5 (250) 387-7645  
 E-mail: **ISFinance@gov.bc.ca**

**GUARANTOR INFORMATION**

*All accounts are required to be supported by a personal guarantee of the owner(s) or principal(s) of company.*

Guarantor Name		( )	Telephone No
E-mail Address			
Address:	City:	Prov / State	Postal Code / Zip Code
Date of Birth	Driver's Licence	--	--
Bank	Location	( )	Telephone No.

**GUARANTEE AND INDEMNITY**

Given this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

TO: Her Majesty the Queen in Right of British Columbia, represented by the Minister of Transportation and Infrastructure  
 (herein called the lender)

FROM: \_\_\_\_\_  
 (herein called the "Guarantor")

WHEREAS \_\_\_\_\_ (herein called the "Borrower") has applied to the Lender for a credit account of a minimum of \$500.00 up to \$\_\_\_\_\_ (the "Principal Sum"), this amount to be repaid to the Lender, together with interest, costs and charges in the manner set forth in the Credit Account Agreement attached to this Guarantee as a schedule;

AND WHEREAS the Guarantor wishes to induce the Lender to enter into a lending agreement (the "Credit Account Agreement") with the Borrower and to advance funds to the Borrower, and in that regard has agreed to enter in to a guarantee in consideration of the Lender entering into the Credit Account Agreement and from time to time advancing funds to the Borrower;

THEREFORE in consideration of the foregoing the parties agree as follows:

- 1) The Guarantor as the primary obligor unconditionally guarantees to the Lender the due payment by the Borrower of the Principal Sum and any interest, costs or charges owing by the Borrower as provided in the Credit Account Agreement, and the due performance and observance by the Borrower of all terms and conditions contained in that Agreement, and the Guarantor further agrees to indemnify the Lender against any loss that may result to the Lender from the advance of the Principal Sum, together with all interest costs and changes with respect thereto, not being repaid to the Lender, as provided in the Credit Account Agreement.
- 2) The obligations and liabilities of the Guarantor under this Agreement shall be effective from the date of coming into force of the Credit Account Agreement and shall not be affected, discharged or released in any way by any circumstances which would otherwise release the Guarantor from
  - a) Any variation, addendum modification, waiver, consent or amendment, express or implied, of the Credit Account Agreement (including without limitation extensions of time, forbearance, forgiveness or indulgences of any kind);
  - b) The Credit Account Agreement or any provision of the Credit Account Agreement being or becoming illegal, invalid, void, voidable or unenforceable; or
  - c) Any assignment or termination of the Credit Account Agreement
- 3) The Lender shall not be bound to exercise or exhaust its remedies against the Borrower or any other person or any security given in respect of the Credit Account before calling upon the Guarantor under this Agreement.
- 4) Where default occurs under the terms of the Credit Account Agreement, the Guarantor shall forthwith pay to the Lender all principal, interest, costs and expenses, due under the terms of the Credit Account Agreement and this Agreement.



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**GUARANTEE AND INDEMNITY continued**

- 5) The failure by the Lender to take action under the terms of the Credit Account Agreement or to supervise the compliance by the Borrower with the terms of the Credit Account Agreement shall in no way diminish the liability of the Guarantor under this Agreement.
- 6) The Lender may assign in whole or in part any right under this Agreement to the Credit Account Agreement or both, or in the interest of the Lender in any security in respect of the Loan without the consent of the Guarantor.
- 7) The Lender shall not be obliged to enquire in to the powers of the Borrower or its directors, partners or agents acting or purporting to act on its behalf and monies, advances, renewals or credits in fact borrowed or obtained from the Lender in the professed exercise of any power of the Borrower or its directors, partners or agents shall be deemed to form part of the liabilities hereby guaranteed even though the borrowing or obtaining of such monies, advances, renewals or credits was irregular, fraudulent, defective or informally effected or exceeded the powers of the Borrowers or its directors, partners or agents.
- 8) The Guarantor shall waive any and all defences it may have at common law or in equity pertaining to the enforcement of this Agreement.
- 9) This Guarantee shall be governed by the laws of British Columbia and the laws of Canada applicable therein.
- 10) Subject to this Agreement, the Lender shall be at liberty to act as though the Guarantor were the Borrower under this Credit Account Agreement, and the Guarantor hereby waives any and all rights as he may have as surety, whether at law, in equity or otherwise, that are inconsistent with any of the above provisions.

GIVEN at \_\_\_\_\_ British Columbia, as of the date first above written.

NAME: \_\_\_\_\_  
(Printed)

BY: \_\_\_\_\_  
(Signature)