

A Notice of Appeal must be filed not more than **30 days** after a licensee receives Notice from the Registrar, Passenger Transportation that an Administrative Penalty has been imposed on the licensee. The Board may extend the time for filing an appeal if the Board is satisfied that (a) special circumstances existed that prevented the licensee from filing an appeal within the 30 day time period and (b) an injustice would otherwise result.

**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. PT Branch Reference Number**

Write the PT Branch reference number that appears on correspondence from the Registrar, Passenger Transportation Branch to the licensee regarding the imposition of an administrative penalty: \_\_\_\_\_

**3. 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 \_\_\_\_\_

**4. 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;  
 imposition of an administrative fine of \_\_\_\_\_ dollars.

5. On what date did you receive notice from the Registrar that an Administrative Penalty had been imposed?

\_\_\_\_\_

6. How did you receive the notice from the Registrar that an Administrative Penalty had been imposed? (Please check one item below)

Mail  Personal Delivery  Fax  E-Mail  Other (Specify) \_\_\_\_\_

7. If you want to ask the Board to make an interim order respecting any of the penalties imposed by the Registrar, except for administrative fines, please complete a "Request to Suspend an Administrative Penalty" form. This form is available on the Board's website or from the Board office.

8. The following items must be attached to this Notice of Appeal:

- Identification of the decision being appealed, including copies of any relevant correspondence from the Registrar of Passenger Transportation
- Reasons why the decision of the Registrar should be changed
- The outcome that you are seeking
- A cheque or money order in the amount of \$150 payable to the Minister of Finance

9. If you are requesting that the Board extend the time for filing an appeal, you must

(a) provide the Board with an explanation of any special circumstances that prevented the licensee from filing of an appeal notice and

(b) describe the injustice that would result if the Board dismissed the appeal for being late.

**10. 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 Notice of Appeal 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 an appeal; and I (we) understand that providing false information to the Board is an offence.

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**11. All Notices of Appeal 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](mailto:ptboard@gov.bc.ca)

**Phone:** 250-953-3777