



Ministry of
Transportation
and Infrastructure

REGISTRAR OF PASSENGER TRANSPORTATION
(REGISTRAR)
RULES OF PRACTICE AND PROCEDURE

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Registrar Rules of Practice and Procedure (Rules)

Section A

Compliance with Registrar Rules

All persons must comply with these Rules unless the Registrar orders or directs otherwise.

Section B

Rules of Practice and Procedure

Rule 1: *Effective June 28, 2004*

Voluntary withdrawal of a submitted Special and/or General Authorization licence application

- Application file will be closed.
- Application materials will be retained by the Passenger Transportation Branch.
- Application fee is non refundable.
- Special Authorization Identifier(s) fee (if submitted) will be returned to the applicant.

Rule 2: *Effective June 28, 2004 (Replaced with Rule 14 effective June 19, 2012)*

Receipt of a new Special and/or General Authorization application without the National Safety Code Certificate for Canadian base plated vehicles or a Department of Transport Safety Certificate for American carriers) and/or application filing fee

- Application file will be returned in its entirety to the applicant.
- Application fee (if submitted) will be refunded.
- Identifier(s) fee (if submitted) will be returned to the applicant.

Rule 3: *Effective June 28, 2004* (Replaced with Rule 16 effective June 19, 2012)

Receipt of a General Authorization application with outstanding Registrar information requirements

- The application will be held for thirty (30) days from the date of the Registration Officer's letter to the applicant.
- If the required information/documents are not received at the Passenger Transportation Branch within the stated time frame, the application will be considered closed.
- Application materials will be retained by the Passenger Transportation Branch.
- Application fee is non refundable.
- Identifier(s) fees (if submitted) will be returned to the applicant.

Rule 4: *Effective June 28, 2004* (Replaced with Rule 9 effective November 1, 2005)

Receipt of a Special Authorization application with outstanding information requirements

- The application will be held for thirty (30) days from the date of the Registration Officer's letter to the applicant.
- If the required information/documents is not received at the Passenger Transportation Branch within the stated time frame, the application will be considered closed.
- Application materials will be retained by the Passenger Transportation Branch.
- Application fee is non refundable.
- Identifier(s) fee (if submitted) will be returned to the applicant.

Rule 5: *Effective June 28, 2004* (Replaced with Rule 17 effective June 19, 2012)

Requirements to Issue a New General Authorization Licence

- Applicant has one (1) year from date of Registrar's decision letter to request the issuance of the new Passenger Transportation licence.
- If the required documents as specified in the Registrar's letter are not received during the specified time, the application will be closed.
- Application materials will be retained by the Passenger Transportation Branch.
- Application fee is non refundable.
- Identifier(s) fees (if submitted) will be returned to the applicant.

Rule 6: *Effective June 28, 2004 (Redundant effective July 1, 2008)*

Licensee issued a General Authorization licence with at least one Identifier/Plate

- The application file will be closed upon the issuance of:
 - i) a General Authorization licence, and
 - ii) the number identifiers requested for activation by the applicant at the time the licence is issued (minimum of one identifier/plate).
- Any outstanding identifier(s) fee submitted without a vehicle registration and/or an acceptable mechanical inspection report will be refunded.
- Licensee will be required to file an application (PT5021) for additional General Authorization identifiers – there is no fee to file this application.
- Identifier(s) fee in the amount of \$100.00/identifier is applicable.

Rule 7: *Effective April 21, 2005 (Redundant effective May 6, 2005)*

Additional information required in support of application to convert a Motor Carrier Licence to a Passenger Transportation Licence

- Outstanding requirements on an expedited application must be received at the Passenger Transportation Branch no later than the end of the business day on May 05, 2005.
- Non receipt of the outstanding requirements will result with your application being closed.
- If the May 05, 2005 deadline is not met, the applicant will be required to submit a new application, a \$200 application filing fee, and all other information required to satisfy the application requirements for Passenger Transportation licensing.

Rule 8: *Effective April 21, 2005 (Redundant effective May 14, 2005)*

Applicant has already been notified of approval to convert Motor Carrier Licence to a Passenger Transportation Licence but additional information required in support of issuance of a Passenger Transportation Licence

- Outstanding requirements on an expedited application must be received by the Passenger Transportation Branch no later than the end of the business day on May 13, 2005.
- Upon the licensee's receipt of the new Passenger Transportation documents and identifiers/plates, the licensee is required to immediately return all Motor Carrier Licence and associated licence plates and certificates to the Passenger Transportation Branch,
OR
- If the Motor Carrier licensee does not wish to immediately activate their new Passenger Transportation Licence, as may be the case for seasonal operators, the Motor Carrier licensee must notify the Passenger Transportation Branch of such in writing no later than the end of the business day on May 13, 2005.
- In these cases, the Motor Carrier licensee must return their Motor Carrier Licence and all associated licence plates and certificates to the Passenger Transportation Branch by the same deadline.

Rule 9: *Effective November 1, 2005 (Replaced with Rule 10 effective July 6, 2007)*

Receipt of a Special Authorization licence application with outstanding information requirements

- The application will be held for thirty (30) days from the date of the Registration Officer's letter to the applicant.
- If the required information/documents are not received at the Passenger Transportation Branch within the stated time frame, the application will be forwarded to the Passenger Transportation Board for their review.
- Application fee is non refundable.

Rule 10: Effective July 6, 2007 (Revised* November 17, 2014)

Receipt of a Special Authorization licence application with outstanding information requirements

After the Registration Officer sends a letter to the applicant, requesting outstanding information/documents, the application will be held for thirty (30) days* from the date of the letter.

- a) If outstanding **Registrar** requirements are not received at the Passenger Transportation Branch within the above stated time frame, the application will be closed.
 - Application materials will be retained by the Passenger Transportation Branch.
 - Application fee is non refundable.
 - Identifier(s) fee (if submitted) will be returned to the applicant.
- b) If outstanding **Passenger Transportation Board** information/documents requirements are not received at the Passenger Transportation Branch within the stated above stated time frame, the application will be forwarded to the Passenger Transportation Board for their review.
 - Application fee is non refundable

* Applicant submission deadlines that fall between December 15th and January 12th will be extended until January 13th.

Rule 11: Effective June 19, 2012

Time allowed (10 business days) for a licensee who has released a vehicle attached to a Special Authorization Vehicle Identifier (plate and decal) to submit a *Move Plate to Alternate (PTA) Vehicle* application

After a licensee has released a vehicle and the plate and decal are no longer attached to the Passenger Directed Vehicle or Inter-city Bus specified on the Vehicle Identification Certificate (VIC):

- A *PTA Vehicle* application must be processed to allow the licensee to keep the specified plate and decal and move them to a replacement vehicle.
- A plate and decal that is no longer attached to the vehicle specified on the VIC will be cancelled after 10 business days if no *PTA Vehicle* application is received at the Passenger Transportation (PT) Branch.
- A licensee must immediately return a cancelled plate and decal, with the accompanying VIC, to the PT Branch.

Rule 12: Effective June 19, 2012

Converting a submitted General Authorization (GA) licence application to a Special Authorization (SA) licence application

- A GA licence application can be converted and processed as an SA licence application for no additional fee only if the Registrar has not yet made a decision on the GA licence application.
- If the service proposed in a GA licence application is deemed to require an SA licence, the application can be converted and processed as an SA licence application for no additional fee.

Rule 13: Effective June 19, 2012

Converting a submitted Special Authorization (SA) licence application to a General Authorization (GA) licence application

- An SA licence application can be converted and processed as a GA licence application for no additional fee only if the Registrar has not yet forwarded the SA licence application to the Passenger Transportation Board for their review.

Rule 14: Effective June 19, 2012

Receipt of a new Special and/or General Authorization licence application without the application fee and/or a valid applicant safety certificate (i.e. National Safety Code for Canadian based business or Department of Transport Carrier Safety Rating for United States based business)

- Application file will be returned in its entirety to the applicant.
- Application fee (if processed) will be refunded.

Rule 15: Effective June 19, 2012

Receipt of applications to transfer a hybrid licence that includes both General Authorization (GA) and Special Authorization (SA)

- Applications to transfer a hybrid licence that includes both GA and SA are subject to only one application fee providing both licence transfer applications (GA and SA) are filed concurrently.

Rule 16: Effective June 19, 2012 (Revised* November 17, 2014)

Receipt of a General Authorization application with outstanding Registrar information requirements

After the Registration Officer sends a letter to the applicant, requesting outstanding information/documents, the application will be held for thirty (30) days* from the date of the letter.

- If the requested information/documents are not received at the Passenger Transportation Branch within the above stated time frame, the application will be closed.
- Application materials will be retained by the Passenger Transportation Branch.
- Application fee is non refundable.

* Applicant submission deadlines that fall between December 15th and January 12th will be extended until January 13th.

Rule 17: Effective June 19, 2012

Time allowed (1 year) after Registrar approval for the submission of documents required to issue a new General Authorization (GA) licence

After the Registrar's decision letter is sent to the applicant, requesting documents required to issue a new Passenger Transportation licence, the application will be held for one (1) year from the date of the Registrar's decision.

- If the requested documents are not received by the date specified in the in the Registrar's decision letter, the application will be closed.
- Application materials will be retained by the Passenger Transportation Branch.
- Application fee is non refundable.

Rule 18: Effective November 17, 2014

Replacement of a damaged Special Authorization Vehicle Identifier (plate & decal) and Vehicle Identification Certificate (VIC)

A damaged plate & decal and its accompanying VIC will be replaced free of charge when all the following conditions are met:

- Plate and decal must be active in current year.
- Receipt of the damaged plate & decal with accompanying VIC.
- Completion of form [PTR 5020](#) (Damaged Plate, Decal or Document Replacement Request).
- Request is approved by the Registrar, or delegate.