REGISTRAR OF PASSENGER TRANSPORTATION POLICY

PT Licence Renewal Process During the COVID-19 Pandemic
Effective April 1, 2020 to June 1, 2021

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In response to inquiries from the commercial passenger vehicle industry regarding the impact of COVID-19 on operations, the Registrar of Passenger Transportation (Registrar) has made temporary changes to the licence renewal process. This document outlines the regular and the optional, modified licence renewal process for General Authorizations and Special Authorizations.

Regular Licence Renewal Process

Under section 34 of the Passenger Transportation Act, a Passenger Transportation Licence expires annually, and licensees must apply to the Registrar to renew a licence.

To renew a licence, licensees:

- Submit the Notice to Renew form prior to the expiry date of the licence;
- Pay the related licence fees; and
- Submit the required documentation listed in the Notice to Renew form.

Under the regular process, the Registrar will not renew a licence until all of the above has been submitted and payment has been collected.

Temporary Modified Licence Renewal Process

Licensees that have ceased operations have the option to submit the Notice to Renew form prior to their licence expiry date and defer payment and the submission of required documentation. This process is available to licensees with a licence expiry date between April 1, 2020 and June 1, 2021.

If a licensee chooses this option, the Notice to Renew form must be submitted before the licence expiry date. This form is a declaration of intent to renew services either before the date that is one year after the initial licence expiry date, or before June 30, 2021 (whichever comes first). At that time, licensees are expected to pay and submit required documentation as per
usual, and then the Registrar will renew the licence.

For example, an operator that chose to defer renewal of a licence that expired on May 7, 2020 has up to one year (until May 7, 2021). In contrast, an operator with a licence expiry date of November 16, 2020 can defer their licence renewal until June 30, 2021.

In addition to the Notice to Renew form, licensees choosing to use the modified licence renewal process must also complete and submit the Cover Page provided at the bottom of this policy and have it signed by your signing authority.

Renewal fees will be pro-rated to cover only the months when the licensee’s vehicles were operational.

The modified licence renewal process is optional. Licensees can choose to follow the regular renewal process outlined in the Licence Renewal Information to receive their licence and continue operating without interruption.

**For Licensees who do not renew their Licence**

If you do not renew your licence, once the expiry date passes, it will expire and you will be required to apply for a new licence should you wish to operate in the future. For General Authorization licensees, an application for a new licence will be required for the Registrar’s decision. For Special Authorization licensees, a new licence application will be submitted for decision to the Passenger Transportation Board.

If you have any questions or concerns regarding this policy, please contact the Passenger Transportation Branch by phone or by email.

Telephone: 604 527-2198 or toll free through Service BC at 1-800-663-7867  
Email: passengertransportationbr@gov.bc.ca

Sincerely,

Registrar of Passenger Transportation
Cover Page

This Cover Page must be included along with your Notice to Renew form to proceed with the modified licence renewal process.

Date:

Licensee Legal Name:

Licensee Passenger Transportation Number:

Reason for Notice to Renew submission under Policy:

Signing Authority: