

## Transportation Network Services Application Package (Ride-Hailing)



### What is a transportation network service (TNS)?

Transportation network services are defined in the *Passenger Transportation Act* as follows:

“transportation network services” means either of the following:

- (a) services, other than services excluded by regulation, respecting the connection of drivers of passenger directed vehicles with passengers who hail and pay for the services through the use of an online platform;
- (b) prescribed services;

These are also known as “ride-hailing” services. TNSs connect passengers and drivers solely through an online platform.

### Do I need a licence to start a TNS?

Yes. You need a licence to operate a TNS in British Columbia. The type of licence you need is known as a “**special authorization**” licence and specifically you will be applying for a “**transportation network services authorization**”. The type of vehicle you need authority to operate is a “**passenger directed vehicle**”.

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## I. TNS Application Process

Please note: The Passenger Transportation Board (Board) and the Registrar of Passenger Transportation (Registrar) are separate entities with distinct responsibilities under the *Passenger Transportation Act*.

### Branch Process:

Through the Passenger Transportation Branch's (Branch) office, the Registrar accepts all applications (including those which require Board approval) and ensures that the applications are complete.

- You pay one application fee of \$200 when submitting to this office. If the application is approved, you must pay a \$5,000 licence fee at the time of licensing and an additional per-trip fee of \$0.30 for trips taken in non-accessible passenger directed vehicles operated under your transportation network services authorization.
- The Registrar verifies safety requirements and issues all licences. The Registrar is also responsible for initiating compliance and enforcement actions against both licensed and unlicensed operators.
- The Passenger Transportation Branch (Branch) screens submitted applications prior to forwarding them to the Board in Victoria.
- If an incomplete application is received, the Branch will contact the applicant and request that missing information be provided within a specified time frame. If the due date is missed, the application fee will not be processed, and the application will not be forwarded to the Board for a decision. You will need to resubmit a complete package.

The filing of an application does not confer any permission or authority to operate a passenger transportation service.

#### **Sending Your Application**

Send your application to the Passenger Transportation Branch in Coquitlam.

200 – 1500 Woolridge Street, Coquitlam BC V3K 0B8

Phone: 604-527-2198 Fax: 604-527-2205

Toll Free: Call Enquiry BC at 1-800-663-7867

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

Web: [Registrar & Passenger Transportation Branch](#)

## Board Process:

The Board is an independent tribunal in British Columbia established under the *Passenger Transportation Act*. The Board's primary responsibility is to make decisions on applications relating to the licensing of passenger directed vehicles (e.g. taxis, limousines, shuttle vans, transportation network services) and inter-city buses in British Columbia. The Board also sets the terms and conditions that will apply to your TNS Authorization.

## Publication & Submissions

- Using information in your application, Board staff email you a draft *Application Summary* with terms and conditions for providing the transportation network services you propose.
- After you confirm that the Application Summary is correct, we publish it in our *Bulletin* typically on Wednesdays near the end of the business day.
- Within 10 days of its publication, anyone may send the Board a written submission with the required \$50 submission fee. More information on submissions is provided on our [submissions webpage](#) and [submissions reference sheet](#).
- Local governments and First Nations governments may also comment on an application; however, a submission fee is not required.
- You will receive a copy of all submissions and comments, and you will have 7 days to send a reply to the Board.
- Submitters are able to review applicant responses to original submissions as well as the application package itself, and to provide their comments to the Board. Details are provided in an [Industry Advisory of October 30, 2019](#).

## Information & Evidence

- The information in your application is the first source of information for the Board. When considering your application, the Board may also consider information and evidence contained in those reports listed in the TNS Information Sheet, section C, which can be found on page 15 of this package. You may review those reports and make submissions as part of your application package, which the Board will consider when making a determination on an application. As noted on page 15, those reports are posted on the Board's website and publicly available. You may also identify any other publicly available reports you wish to be considered in your application.

## Decisions

- Application decisions are made by Board members.
- Decisions are based on information and evidence received through the application process as well as evidence as set out above.
- The Board makes its decision on an application after considering whether:
  - you are a [fit and proper person and capable](#) of providing the TNS,
  - there is a public need for the TNS applied for, and
  - the application, if granted, would promote sound economic conditions in the passenger transportation business.

- If the Board approves an application it will set terms and conditions for the TNS authorization, including approved regional operating areas, and will set the minimum rate for TNSs as the highest flag rate in that region.
- Decisions are emailed to the applicant and Branch, then published in the *Bulletin*.

## II. TNS Licensing Basics

### Licensing Requirements

Under the *Passenger Transportation Act*, an operator must have a licence with a Special Authorization approved by the Board to provide transportation network services that connect drivers and passengers in British Columbia.

- The Registrar must be satisfied that the applicant will ensure that a vehicle meets safety requirements before it can be operated as a commercial passenger vehicle.
- Applicants and their drivers are advised to delay the purchase, lease or rental of vehicles until approval is obtained.
- Applicants and their drivers are responsible for understanding their legal obligations under provincial and federal regulations for commercial passenger vehicles (e.g. *Passenger Transportation Act, Passenger Transportation Regulation and Motor Vehicle Act Regulation*).

*Also see the Commercial Vehicle Safety & Importation - Information Sheet, Passenger Transportation Branch site and the Board Operational Policy: Introduction of Transportation Network Services, 2019 on the Board website regarding TNS policies on operating areas, fleet sizes, minimum rates and data reporting.*

- If your application is approved in whole or in part by the Board, and the Registrar is satisfied that the applicant meets the requirements set out in s. 29(1) of the *Passenger Transportation Act*, the Registrar will issue a passenger transportation licence with a “Special Authorization: Transportation Network Services Authorization” and the service you provide must comply with the Board’s terms and conditions of this licence. The Registrar must issue a licence before your service can start.
- Your licence is valid for one year from the date of issue unless otherwise specified by the Board. Renewals are under the authority of the Registrar and applicants must apply on an annual basis.
- Any changes to the legal name (sole proprietor, partners or company CEO & local GM), business address for mail or the physical location of records, or signing authorities must be sent to the Branch with forms available on the Branch forms webpage.

### Online Info

- Websites: PT Board & PT Branch
- Reference Sheet 10: Sample Terms & Conditions of Licence

### III. Checklist for Applications

The checklist below lists information you need to know before you apply for a passenger transportation licence as well as forms and documents that you must provide with your application. More details are provided in the forms themselves, and in Section V: [More Information About Application Requirements](#).

<b>1. Before you apply</b>		
<input type="checkbox"/>	Obtain a National Safety Code Certificate (NSC) – the Branch will return any applications received that do not have a valid NSC number.	<a href="#">LINK</a>
<input type="checkbox"/>	Understand Commercial Vehicle and Safety Information about commercial passenger transportation vehicles	<a href="#">LINK</a>
<input type="checkbox"/>	If you have hired an agent to prepare your application, submit a letter authorizing the agent to act on your behalf.	ATTACH
<b>2. PT Branch Requirements (no electronic signatures permitted)</b>		
<input type="checkbox"/>	Special Authorization Licence Application	PAGE 11
<input type="checkbox"/>	Fee: non-refundable fee of \$200 payable to the Minister of Finance by cheque, money order or credit card (the Branch will contact you by telephone for authorization if using a credit card)	ATTACH
<input type="checkbox"/>	Identification Documents required for a Business/Organization located outside British Columbia only	ATTACH
<input type="checkbox"/>	Signing Authority form	PAGE 13
<b>3. PT Board Forms</b>		
<input type="checkbox"/>	TNS Information Sheet	PAGE 15
<input type="checkbox"/>	Disclosure of Unlawful Activity & Bankruptcy form	PAGE 18
<input type="checkbox"/>	Declarations form	PAGE 20

#### 4. Attachments Submitted with Applications

The following documents are required and will assist the **Board** in its review of whether applicants are fit, proper and capable of operating the TNS services they propose.

<input type="checkbox"/>	Business Plans	ATTACH
<input type="checkbox"/>	Cash Flow Projections (3 years)	ATTACH
<input type="checkbox"/>	<b>New Operators:</b> Statement of Business Assets <b>Established Operators:</b> Balance Sheet & Income Statements (2 years)	ATTACH
<input type="checkbox"/>	Resumé for the sole proprietor, each partner in a partnership, and both the CEO and local General Manager of a company.	ATTACH
<input type="checkbox"/>	Criminal record check for the sole proprietor, each partner, and both the CEO & local General Manager of a company.	ATTACH

#### IV. More Information About Application Requirements

In Section III, the Checklist for Applications lists the forms and attachments that applicants must provide with their Transportation Network Services (TNS) application. This section gives you more detail about:

- Information the Board requires in the documents you attach,
- Sources of information the Board considers, and
- Board considerations and policies that apply to its decisions.

#### Attachments:

Document	Requirements
Identification documents  <i>*Required only for applicants located outside BC</i>	If your business organization is located outside British Columbia, submit the required identification documents that apply to your business type: (a) <b>Sole proprietor:</b> Submit a clear copy or image of your current <i>driver's licence</i> . (b) <b>Partnership:</b> Submit a clear copy or image of each partner's current <i>driver's licence</i> . (c) <b>Corporation, limited liability company or society:</b> Submit a copy of each of the following: a. <i>Certificate of incorporation</i> issued by the company's home jurisdiction; b. <i>Articles of incorporation</i> issued by the company's home jurisdiction; c. <i>A list of officers and directors; and</i> d. <i>BC Certificate of Incorporation</i> issued by the <u>BC Registrar of Companies</u> showing the company's registration in BC as an extra-provincial company.

Business Plan	<p>You must submit a business plan<sup>1</sup> to give the Board a clear, detailed picture of your operation. You need to provide enough information to the Board to enable it to review and understand how you will set up and run your business.</p> <p>Include in your plan the following:</p> <ul style="list-style-type: none"> <li>• Provide an overview of the transportation services you will offer, and how they will be provided.</li> <li>• What is your organizational structure for managing the service? Where will your office be located for managing the B.C. operations? Who will oversee your B.C. operations?</li> <li>• How you will manage drivers, driver training, vehicles and any problems that arise? Include a description of your process for ensuring drivers have: the required class of driver licence; current criminal and driving record checks; and safe vehicles. How will you monitor driver earnings?</li> <li>• Describe the online platform you will provide for drivers and passengers to utilize your services. How will your service meet the requirements of the Board’s TNS App Rule? Will your online platform be able to geo-fence defined areas that drivers cannot access at specified times? Will this platform support use by persons with disabilities, such as visually impaired users?</li> </ul>
Cash Flow Projections	<p>Provide month-by-month cash flow projections for 36 months. Break projections down to the main expense and revenue categories for the TNS operation.</p> <p>The categories you use should inform the Board about your resource allocations and the expected viability of the operation. Also, explain assumptions you made and changes in your projections. Provide explanation in footnotes or a separate document. For example, quantify ridership projections you use to project passenger revenues, and identify changes due to seasonal fluctuations or the different stages of business development.</p>
Balance Sheet & Income Statements	<p>If you already operate a passenger transportation or TNS business, submit:</p> <ul style="list-style-type: none"> <li>• a balance sheet and</li> <li>• income statements for the two most recent years. <u>Reference Sheet 4</u></li> </ul>
Statement of Business Assets & Liabilities	<p>If you do not operate a passenger transportation or TNS business, you must submit a Statement of Assets &amp; Liabilities applicable to your business operation.</p>

<sup>1</sup> See Reference Sheets: [2: Business Plans](#), [2.1: Business Plan Updates](#), and [3: Sample Business Plan Outline](#).

Resumés	<p>Resumés are required from sole proprietors, each partner in a partnership involved in management, and for a corporation, the CEO and the GM (head) of the Canadian or BC operations. You should include information that shows you have the knowledge, skills and abilities to operate a TNS.</p> <p>Resumés outline education, work experience and skills. You do not need to have run a passenger transportation service before. The Board wants to know that you have skills that you can apply to running the service. You may have gained these skills through your education, experience or work history.</p>
Criminal Record Checks	<p>Criminal record checks must be provided for sole proprietors, each partner in a partnership involved in management, and for a corporation, the CEO and GM (head) of the Canadian or BC operations.</p> <p>NOTE: Individuals who are not residents of Canada must provide either (a) a Police Certificate from their country of residence confirming that a criminal record does not exist; or (b) a copy of the criminal record. Information about obtaining criminal record information from other countries is available on the <a href="#">Government of Canada website</a>.</p>

## V. Information the Board Reviews

The Board will review all information on file, including but not limited to:

- Information in your application package and information you provide in response to a Board request
- Written submissions or comments received from others on your application, and your replies to these submissions and any Board requests for more information
- Any investigation reports with respect to your application and any comments or submissions received from you in response

The Board may also consider the following information and evidence when making a decision with respect to an application:

- The reports listed on the TNS Information Sheet, section C, which can be accessed on the Board's website
- Information that is available to the public
- Information available through the provincial court registry, [Court Services Online](#) to check the names and information on the Disclosure of Bankruptcy and Unlawful Activity form against provincial traffic and criminal court records



## VI. Board Considerations & Policies

In making a determination on an application, the Board must consider whether there is public need for the proposed service, whether the applicant is a fit and proper person to provide the service and capable of providing the service, and whether approving the application would promote sound economic conditions in the passenger transportation business.

### Applicant Fitness

The Board considers applicant fitness matters in two parts:

- (i) Are you a “fit and proper person” to provide the proposed service?
- (ii) Are you capable of providing that service?

Reference Sheet 19 provides detailed information about the factors and information the Board considers regarding the above questions. The reference sheet informs applicants of obligations and requirements they are assessed on and with which operators must comply after a Special Authorization licence has been approved and issued.

### Public Need

For the purposes of this TNS application process, the Board may consider information and evidence from recent reports and public consultations, which are listed in the TNS Information Sheet, found on page 15. The Board will also consider any additional information provided by applicants in support of their application for a TNS as it relates to public need.

### Sound Economic Conditions

The Board strives to balance public need for available, accessible and reliable commercial passenger transportation services with overall industry viability and competitiveness. The Board considers the issue of sound economic conditions issue from a wide-ranging perspective which includes consideration of harm to other industry participants such as taxi companies. For the purposes of this TNS application process, the Board may consider information and evidence from recent reports and public consultations, which are listed in the TNS Information Sheet, found on page 15.

## VII. Confidentiality

The Board keeps the following types of information confidential:

- private financial information (e.g. personal net worth statements)
- private business details (e.g. contracts, customer account information, detailed expansion processes)
- information from criminal record checks and other personal information (e.g. Declaration Form)

Other information submitted with an application may be made public. Board decisions are public. The *Freedom of Information and Protection of Privacy Act* may apply to information in your application package.

### **VIII. Other Information Available to the Board**

The Board also has Operational Policies and Rules of Practice and Procedure. These are posted on the Board's website. A policy or rule may apply to your application.

### **IX. Reconsiderations**

There is no right to appeal Board decisions. The Board may reconsider, vary or rescind a decision in only two circumstances:

- (a) information has become available that was not available at the time the decision was made, or
- (b) there has been an error in procedure.

For further information, see: Reference Sheet 14: Options after a Decision

### **X. Contacts**

For further information or questions, please contact the Board:

**Passenger Transportation Board**

202 – 940 Blanshard Street

P.O. Box 9850 STN PROV GOVT, Victoria BC V8W 9T5

Phone: 250-953-3777 Fax: 250-953-3783 Email: [ptboard@gov.bc.ca](mailto:ptboard@gov.bc.ca)



Office Use Only PT Application # \_\_\_\_\_

**1. Legal Name of Applicant** (check one of the boxes and write the FULL legal name(s) on the line(s) below)

Individual / Sole Proprietor

Partnership  
(Name each partner)

Legal Entity  
(i.e. Corporation, LLC, Society, City)

Legal Name(s): \_\_\_\_\_  
\_\_\_\_\_

**2. Identification and Contact Information**

All trade names (i.e. "doing business as"): \_\_\_\_\_

Safety Certificate Number: \_\_\_\_\_ Home Jurisdiction: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Physical Location of Records (if different): \_\_\_\_\_

\_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**3. Special authorization to operate as a Transportation Network Service (TNS)**

New TNS

**4. Application Fee (\$200) (check the appropriate box)**

Cheque (attached)  Money Order (attached)  Credit Card  Other \_\_\_\_\_

**Note: DO NOT SUBMIT CREDIT CARD INFORMATION.**  
The Branch will contact you by telephone for authorization if using a credit card.

**5. Acknowledgement of Data Sharing (check the box)**

I (we) acknowledge that I (we) must provide information requested by the Registrar or Board, including personal information and data respecting motor vehicles, drivers of motor vehicles, and trips taken by passengers as identified in the *Passenger Transportation Act*.



**6. Declaration(s)**

I (we) declare that the statements and information contained in, attached to and submitted with this licence application form are true and correct; and I (we) understand that they are subject to verification and that any false or misleading representations could result in the refusal or cancellation of the application and/or licence. I (we) also confirm my (our) commitment to safe operation as identified in the *Passenger Transportation Act*.

**This form must be signed by the sole proprietor, all partners in the partnership, or a principal of the legal entity (i.e. corporation, LLC, society, city).**

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

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

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

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

Passenger Transportation Branch  
Suite 200 – 1500 Woolridge Street  
Coquitlam, BC V3K 0B8

Phone: 604-527-2198  
Fax: 604-527-2205

*BC residents can call toll free  
through Enquiry BC:  
Victoria: 250-387-6121  
Elsewhere in BC: 1-800-663-7867*



**1. Legal Name of Applicant (check one of the boxes and write the FULL legal name(s) on the line(s) below)**

Individual / Sole Proprietor

Partnership  
(Name each partner)

Legal Entity  
(i.e. Corporation, LLC, Society, City)

Full Legal Name(s): \_\_\_\_\_  
\_\_\_\_\_

**2. Identification and Contact Information**

All trade names (i.e. "doing business as"): \_\_\_\_\_

Passenger Transportation Licence Number (if applicable): \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Physical Location of Records (if different): \_\_\_\_\_  
\_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**3. Persons with Delegated Signing Authority (Optional)**

Full Name (Print)	Position	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Collection of Personal Information:** Personal information is collected by the Ministry of Transportation and Infrastructure – Passenger Transportation Branch under section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for administering and enforcing the *Passenger Transportation Act* and *Passenger Transportation Regulation*. Should you have any questions about the collection of this personal information please contact: Registrar, Passenger Transportation Branch, 200 – 1500 Woolridge St. Coquitlam BC, 604-527-2198, [passengertransportationbr@gov.bc.ca](mailto:passengertransportationbr@gov.bc.ca)

**4. Declaration of Owner(s)**

I (we) understand that any delegation of signing authority to persons named in Section 3 does not relinquish or diminish the authority of the individual (sole proprietor), partners or principals to sign for and bind the carrier on matters under the *Passenger Transportation Act*.

I (we) authorize the persons named in Section 3 above to act on behalf of the carrier in all matters relating to the *Passenger Transportation Act*, Passenger Transportation Act Regulation and policies and orders of the Passenger Transportation Board.

**It is the responsibility of the sole proprietor, all partners in the partnership, or a principal of the legal entity (i.e. corporation, LLC, society, city to formally advise the Passenger Transportation Branch of any change to persons with delegated signing authority.**

**This form must be signed by the sole proprietor, all partners in the partnership, or a principal of the legal entity (i.e. corporation, LLC, society, city).**

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

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

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

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

Passenger Transportation Branch  
Suite 200 – 1500 Woolridge Street  
Coquitlam, BC V3K 0B8

Phone: 604-527-2198  
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Victoria: 250-387-6121  
Elsewhere in BC: 1-800-663-7867

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## TNS Information Sheet

**About this form:** Use this form to provide information about your proposed TNS application. The Board uses the information you provide to make their decision, and to draft an Application Summary for publication on the Board website. If your application is approved, terms and conditions will include details from this form.

### A. Applicant

Name: \_\_\_\_\_

*Legal Name of Applicant*

### B. Public Explanation of Your Application

Summarize your rationale for making this application. Information you provide in this section will be published as part of your application summary.

### C. Public Need and Sound Economic Conditions

For the purposes of this application process, the Board may consider information and evidence from the following reports:

- Economic Effects of the COVID-19 Pandemic on the BC Passenger Transportation Industry Hara Associates, September 2021
- SSCC: Transportation Network Companies in British Columbia, February 2018
- SSCC Report: Transportation Network Services: Boundaries, Supply, Fares, and Driver's Licences, March 2019
- Modernizing Taxi Regulation Hara Associates, June 2018
- Passenger Transportation Amendment Act (Bill 55) Legislative Debates, 2018

Please provide web-links or attach any additional reports you wish to rely on for this application:

### D. Accessible Vehicles

Will you operate any wheelchair accessible vehicles as part of your TNS?

No

Yes While you may operate wheelchair accessible vehicles as part of the service, any wheelchair accessible vehicle must meet vehicle standards set out in Division 44 ("Accessible Taxis") of the *Motor Vehicle Act Regulations*. Attach information about this service, any vehicles you will be using, and the training provided to drivers of these vehicles. Provide information about your accessible vehicle policies and procedures for drivers.

**E. Data Provision Capability**

The *Passenger Transportation Amendment Act*, s. 28(5)(a) to (c) sets out that a TNSA licensee must provide to the Registrar any information, including personal information and data, within time periods, that the Registrar or the Board may require.

Confirm that you have the capability to meet the data requirements of both the Registrar and the Board. See the [Branch website](#) and the [Board's Data Requirements](#).

**F. Operating Areas**

In which Regions are you proposing to operate your transportation network service?

For each operating area that you propose, please include information on the timing of planned implementation, fleet size you anticipate, and any plans you have for expansion. Also indicate which specific sections and municipalities of the operating area you will be focusing on in the first year.

**Operating Areas:**

- Region 1: (Lower Mainland, Whistler)**
  - Metro Vancouver
  - Fraser Valley
  - Squamish-Lillooet
- Region 2: (Capital)**
  - Capital Region
- Region 3 (Vancouver Island, excluding CRD)**
  - Cowichan Valley
  - Nanaimo
  - Comox Valley
  - Alberni-Clayoquot
  - Strathcona
  - Mt. Waddington
  - qathet (Powell River)
- Region 4 (Okanagan-Kootenays-Cariboo)**
  - Central Okanagan
  - North Okanagan
  - East Kootenay
  - Kootenay Boundary
  - East Kootenay
  - Cariboo
  - Thompson-Nicola
  - Columbia Shuswap
- Region 5 (BC North Central & Other regions of BC)**
  - Fraser-Fort George
  - Bulkley-Nechako
  - Kitimat-Stikine
  - Peace River
  - Northern Rockies
  - North Coast
  - Central Coast
  - Sunshine Coast
  - Islands Trust

**Transportation of passengers may terminate at any point in BC. (All licensees)**

Check box below if it applies to your operations:

- I need authority to cross the BC border into another province, territory or US state.



## Disclosure of Unlawful Activity & Bankruptcy

### About This Form

This form must be completed by one or more people, depending on your organization. See question 1 for details. The information you give will be used by the Board as part of its deliberations in assessing if you are a fit and proper person to provide the proposed service as required by the *Passenger Transportation Act*. The Board may need more information depending on your answers to these questions. In assessing if you are a fit and proper person to provide the proposed service, the Board may consider, among other matters:

- *What were the circumstances of any charges, convictions or findings of guilt and any sentence imposed?*
- *How much time has passed between the charge, conviction or finding of guilt and this application?*
- *Does the behavior for which the charges were laid or convictions or finding of guilt, indicate a pattern of poor conduct and character, lack of financial integrity or a threat to the public?*
- *What, if any, corrective or remedial activities have you undertaken in relation to any charges or convictions?*

You must provide truthful answers and if there are any changes in status regarding any of these questions, you must notify the Board immediately. If you do not, and it becomes known to the Board, the Board may refuse the application or, if a licence is approved, attach conditions, suspend or cancel the licence.

Name of person completing form: \_\_\_\_\_ Year of Birth: \_\_\_\_\_

1. What type of business are you? Please check:

- Sole Proprietorship
- Partnership (each partner must complete this form)
- Incorporated Private Company (each director and officer must complete this form)
- Public Company (the President, Secretary and CEO must complete this form)
- Society (each director of the society must complete this form)

2. Have you, or any business entity with which you are or have been associated as a director, officer or principal shareholder

- a) been charged with or convicted of an offence under the Criminal Code of Canada?  Yes  No
- b) been charged with or convicted of an offence under the *Controlled Drugs and Substances Act* or the *Income Tax Act*?  Yes  No

If you answered yes to any of the above questions, please provide the following details for **each charge, conviction or finding of guilt** (attach a separate sheet if needed).

- i Description of conviction or finding of guilt \_\_\_\_\_
- ii Date of conviction or finding of guilt \_\_\_\_\_
- iii Description of sentence \_\_\_\_\_
- iv Name and location of court \_\_\_\_\_
- v Court file number (if known) \_\_\_\_\_

3. Have you, or any business entity with which you are or have been associated as a director, officer or principal shareholder ever,
- a) filed for bankruptcy protection or receivership; been petitioned into bankruptcy or receivership; or made a proposal under any bankruptcy, insolvency or similar law, or had any similar action taken against you, in any jurisdiction?  Yes  No

- b) been denied or refused bankruptcy protection or reorganization under any bankruptcy or insolvency law in any jurisdiction?  Yes  No

If you answered "Yes" to 3(a), you **must** give the following information for **each** proceeding (attach a separate sheet if needed)

- i Name and address of entity (if applicable) \_\_\_\_\_
- ii Name and address of filing party \_\_\_\_\_
- iii Date petition filed \_\_\_\_\_
- iv Name and address of Court \_\_\_\_\_
- v Name and address of trustee \_\_\_\_\_
- vi Disposition or outcome \_\_\_\_\_

**Note: Please enclose a copy of any discharge.**

If you answered "Yes" to 3(b) above, you **must** include the following for each proceeding (attach a separate sheet if needed)

- i Name and address of entity (if applicable) \_\_\_\_\_
- ii Name and address of filing party \_\_\_\_\_
- iii Date petition filed \_\_\_\_\_
- iv Name and address of Court \_\_\_\_\_
- v Name and address of trustee \_\_\_\_\_
- vi Disposition or outcome \_\_\_\_\_

**Name and Signature**

Name of person completing this form: \_\_\_\_\_

Position with the applicant: \_\_\_\_\_

Name of Applicant Company or Partnership or sole proprietor: \_\_\_\_\_

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

## TNS Declarations

### About this Form:

- This form is required for all licence applications.
- This form must be signed by the **individual** (sole proprietor), **all partners** in the partnership, or the **president or sole director** of the corporation.
- By signing this form, you are making the declarations set out in A, B & C below.

### Applicant:

Legal Name: \_\_\_\_\_

PT Licence No. (if applicable): \_\_\_\_\_

### A. Declaration: Liquor & Cannabis Laws

#### I DECLARE THAT:

1. I understand that offences under the *Liquor Control and Licensing Act* include:
  - (a) consuming alcohol in a public place, including motor vehicles;
  - (b) operating a motor vehicle while there is liquor in the vehicle; and
  - (c) permitting a minor to consume liquor in a place under your control.
2. I understand that offences under the *Cannabis Control and Licensing Act* include:
  - (d) consuming cannabis while operating a vehicle;
  - (e) operating a vehicle knowing that another person is smoking or vaping cannabis in it;
  - (f) operating a vehicle while in personal possession of cannabis contrary to the Act; and
  - (g) operating a vehicle while cannabis is in it contrary to the Act.
3. I understand that my passenger transportation licence may be suspended or cancelled if I commit an offence under either the *Liquor Control and Licensing Act* or *Cannabis Control and Licensing Act* related to the operation of a commercial passenger vehicle.
4. I will educate my drivers and operators about their responsibilities and how to deal with passengers who consume alcoholic beverages or cannabis in my commercial passenger vehicles.

### B. Declaration: App

#### I DECLARE THAT

1. The application software that provides a driver or passenger with access to the online platform used by the applicant complies with the PT Board's *Supplementary Terms and Conditions Respecting Apps*, effective September 3, 2019 and as amended from time to time.

**C. Declaration: Application Information**

**I DECLARE THAT:**

1. The statements and information contained in, attached to and submitted with this licence application package are true and correct.
2. I understand that statements and information contained in, attached to and submitted with this licence application package may be verified.
3. I understand that false or misleading representations could result in refusal of my application or cancellation of my licence, if my application is approved.

**D. Signature(s) (Please insert electronic signature or print, sign and scan)**

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

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

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

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

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

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