Passenger Transportation Board
MOVING FORWARD, TOGETHER

Amend or change a taxi licence

Taxi operators must apply to the Passenger Transportation Board (Board) to amend or change their terms and conditions of licence. They cannot apply to amend terms and conditions labelled “legislative requirements”.

Make sure you understand the application process for taxi operators. Learn how the Board makes a decision using the information and evidence you submit in your application package.

Increasing fleet size

To increase your maximum fleet size, you must apply to amend your licence. You cannot exceed the maximum fleet size or the maximum number of vehicles that are set out in your licence without Board approval.

Applying to operate in a new area

You must submit an amendment application to apply to operate in a new area. If you are applying to operate in a new area with different rates, you must submit your proposed rate changes with your application including the appropriate forms.

If you are applying to provide crew transport service and meet the requirements of Rule 49 of the Boards Rules of Practice and Procedure, then you are not required to submit these contract rates for Board approval. All other rates require Board approval.

Minor amendments

Some amendments may be considered ‘minor’. Minor amendment applications can be less detailed. The Board will let you know if they need more information.

Examples of minor amendments are:

- Changes in vehicle types or models (other than accessible taxis)
- Adding a contract clause
- Taxis applying to use single shift paired vehicles (SSPV)

Minor amendments generally do not alter your service or impact other industry participants.

Applicants are advised to delay the purchase, lease, or rental of vehicles until approval is obtained.

Checklist

Amend a taxi licence

Forms

- Special authorization licence application (Registrar form)
- Signing authority (Registrar form)
- Vehicle proposal (352 KB)
- Proposed terms and conditions of licence (257 KB)
- Municipal notice(575 KB)
- Public explanation of applications(300 KB)

- Disclosure of unlawful activity & bankruptcy(655 KB)
- Declarations & consent(573 KB)

Attachments

- Business plan

- Financial information
  - All Applicants: Cash flow projections (36 months) and income statements
  - Incorporated Companies: Balance sheet
  - Sole Proprietors or Partnerships: Personal net worth statements

- Business registration documents
- Public need indicators
- Accessible service plan
- Applicable rates form (if applying to change rates):
  - PT Board Form 11 - Hourly Rates(548 KB)
  - PT Board Form 12 - Point-to-Point Rates(456 KB)
  - PT Board Form 13 - Individual Fares (454 KB)

- Historical taxi data(271 KB) (if applying to add vehicles)

Final step

- Submit your completed application package to the Registrar's Office at CPV@gov.bc.ca.

Checklist

Designate taxis as single-shift paired vehicles (SSPV)

Forms

- Special authorization licence application (Registrar form)
- Signing authority (Registrar form)
- Disclosure of unlawful activity & bankruptcy(655 KB)
- Declarations & consent(573 KB)
- Request to designate taxis as single-shift paired vehicles(270 KB)

Attachments

- Resumés, criminal record checks and identification documents

Final step

- Submit your completed application package to the Registrar's Office at CPV@gov.bc.ca.

Related topics:

- Application process
- Preparing an accessible service plan
- Apply to change rates
- Add a taxi during festive season