



**MOVE PLATE TO ALTERNATE
(PTA) VEHICLE**

Part 4, *Passenger Transportation Act*)

LICENSEE INFORMATION:

Licensee Name: _____

Passenger Transportation Licence Number: _____

☐ **FAX** my PTA ☐ **EMAIL** my PTA ☐ Call when my PTA is ready for **PICK UP**

Phone: _____ Cell: _____

Fax: _____ Email: _____

PLATE & DECAL AND VEHICLE INFORMATION:

PT Plate No: **8** _____ Decal No. _____

OLD Vehicle Registration No.: _____

If from outside BC, **OLD** VIN Number: _____

Check the box(es) that apply
to **OLD** vehicle:

☐ Wheelchair Accessible	☐ Flip Seat	☐ Eco-friendly
☐ Sedan Limousine	☐ Perimeter Seating Bus	

NEW Vehicle Registration No.: _____

If from outside BC, **NEW** VIN Number: _____

Check the box(es) that apply
to **NEW** vehicle:

☐ Wheelchair Accessible	☐ Flip Seat	☐ Eco-friendly
☐ Sedan Limousine	☐ Perimeter Seating Bus	

DECLARATION:

I (we) declare that the statements and information contained in, attached to and submitted with this 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 licensee – an individual (sole proprietor), all partners in the partnership, a principal of the legal entity (i.e. corporation, LLC, society, city) or a person with delegated signing authority as filed with the Passenger Transportation Branch.

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____

ABOUT THE PTA APPLICATION PROCESS:

When do I need to file a PTA application?

File a PTA each time you want to take a vehicle out of service and replace it with another vehicle. Before you can move the plate, you need a Vehicle Identification Certificate (VIC) for the replacement vehicle. The vehicle registration or VIN number on the VIC must match the replacement vehicle.

What is the cost for a PTA?

There will be a \$50 fee (Canadian Funds) for each application. If using a credit card, do not send your credit card information with your application. Branch staff will call and request your credit card information and authorization when we receive your application.

What happens after I file my PTA?

Branch staff will process the application fee and review your application. If the application and supporting vehicle documents are complete and correct, you will receive a VIC showing the vehicle registration or VIN number of the replacement vehicle. Move the plate from the OLD vehicle and mount it on the NEW vehicle and carry the VIC in the NEW vehicle.

TIPS FOR COMPLETING YOUR PTA APPLICATION:

Follow these guidelines to ensure all required information is included:

Submit a separate application form for each vehicle.

Send replacement vehicle documents with your application form:

Vehicle(s) base plated in BC

- A copy of the current vehicle registration (Owner's Certificate of Insurance and Licence/Vehicle Registration) that shows the vehicle is licensed/registered in the correct I.C.B.C. insurance "vehicle use" category and displays the correct seating capacity.
- A copy of the Commercial Vehicle Inspection Report (CVIP), Form MV3104 that verifies the vehicle has been inspected and passed by an approved vehicle inspection facility (semi-annual inspections are a requirement unless your operation is part of a preventative maintenance program).
- For a wheelchair accessible vehicle – Include a copy of the Vehicle Inspection Report (CVSA), Form MV3110, of the British Columbia Commercial Vehicle Inspection Program (CVSE).

OR

Vehicle(s) base plated outside BC

- A copy of the current vehicle insurance that shows the vehicle is properly licensed and insured as a commercial passenger vehicle and displays the correct seating capacity.
- A copy of the mechanical inspection report that verifies the vehicle has been inspected and passed by an approved vehicle inspection facility (semi-annual inspections are a requirement in BC).
- For a wheelchair accessible vehicle – Include a copy of the Vehicle Inspection Report (CVSA), Form MV3110 of the British Columbia Commercial Vehicle Inspection Program (CVSE); **OR**

Equivalent document from your base jurisdiction; **OR**

A clear photograph of the secondary manufacturer's label(s) showing the vehicle conforms to Canadian Motor Vehicle Safety Standards (CMVSS) or United States Federal Motor Vehicle Safety Standards (FMVSS).

- A copy of the apportioned cab card showing proof that the vehicle is licensed under the International Registration Plan (IRP) to operate in British Columbia;

OR

If the vehicle is not registered with IRP, a written statement to explain how you intend to pay British Columbia vehicle licensing fees. For example, prior to entering British Columbia you will contact the Provincial Permit Centre (PPC) to purchase a non-resident single commercial vehicle permit (NRSCV) or a non-resident quarterly commercial vehicle permit (NRQCV). For further information on IRP please call your local IRP office.

- Photocopy of a valid BC Insurance Filing letter issued by the Insurance Corporation of British Columbia; **OR**

If you do not have a BC Insurance Filing letter issued by the Insurance Corporation of British Columbia, attach a written statement to explain how you intend to meet motor vehicle liability insurance requirements. For example, prior to entering British Columbia you will contact the Provincial Permit Centre to purchase a non-resident single commercial vehicle permit (NRSCV) or a non-resident quarterly commercial vehicle permit (NRQCV) that includes insurance. For further information on British Columbia Financial Responsibility (BC Insurance Filing) please call 604-443-4624 or Toll Free 1-800-665-4336.

Contact the PPC:

1-800-559-9688 or http://www.th.gov.bc.ca/cvse/permit_centre.htm

! Incomplete forms or missing documents may delay processing of your application.

SUBMIT YOUR APPLICATION:

Submit your application by fax or email, post or courier or in person to:

Registrar of Passenger Transportation
Ministry of Transportation and Infrastructure
Passenger Transportation Branch
Suite 200 - 1500 Woolridge Street
Coquitlam, BC V3K 0B8

QUESTIONS?

Contact the Branch at:

Phone: 604-527-2198

BC residents can call toll free through Enquiry BC:

Victoria callers: 250-387-6121 Elsewhere in BC: 1-800-663-7867

Fax: 604-527-2205

Email: passengertransportationbr@gov.bc.ca

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