



Passenger Directed Vehicles Business Licence Application Information Sheet

1 Centennial Square
Victoria, BC V8W 1P6
T 250.361.0572
E businesslicence@victoria.ca

Applications must be completed annually by December 15th of each year for the following licensing year, by the Passenger Directed Vehicle company. Annual licence fees are due by January 15th.

Companies will hold one business licence for all licensed Passenger Directed Vehicles. Fees are calculated based on the number of, and types of, passenger directed vehicles being licensed.

When additional passenger directed vehicles begin operating after the annual licence fee for any year is paid, an additional application and supporting documentation must be submitted at that time. Any additional licence fees will be pro-rated based on the number of months remaining in the current licensing year.

DOCUMENTATION CHECKLIST:

- Completed application form
- Company's Provincial authorization to operate (annually)
- List of each vehicle being licensed, including the vehicle's make, model, plate number and type

SCHEDULE FEES:

Fee Type	Fee Amount		
	Number of Vehicles	Fees	Maximum Fee
Passenger Directed Vehicle Fee	1-49	\$140 / standard vehicle \$30 / zero emission vehicle \$0 / wheelchair accessible vehicle	\$5,000
	50-99		\$10,000
	100-149		\$15,000
	150 +		\$20,000



Passenger Directed Vehicles Business Licence Application

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Application must be completed in full and be accompanied by the required documentation.

PART A: COMPANY INFORMATION

Company Name: _____

Business Operating Name: _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____ Cellular: _____

PART B: PASSENGER DIRECTED VEHICLE INFORMATION

Vehicle Type (Check if applicable)	Number of Vehicles	Fee per Vehicle	Total Calculated Fee per Vehicle Type
<input type="checkbox"/> Standard Vehicle	_____	\$140	\$ _____
<input type="checkbox"/> Zero Emission Vehicle	_____	\$30	\$ _____
<input type="checkbox"/> Wheelchair Accessible Vehicle	_____	\$0	\$ _____
Total Vehicle Fee			\$ _____

A list of each vehicle being licensed must be provided along with this application. The list must include the vehicle's make, model, plate number and type. Example:

Make	Model	Plate Number	Vehicle Type
Toyota	Camry	ABC 123	Standard
Toyota	Prius	ZYX 321	Zero Emission
Dodge	Caravan	LMN 456	Wheelchair Accessible

PART C: APPLICANT DECLARATION

The applicant declares that the above facts are correct, that an application for a business licence as set forth, is hereby made, and that the applicant has complied with all applicable bylaws, regulations or statutes and will comply with all future bylaws and amendments, relating to this application.

Applicant / Representative Name: _____

Applicant / Representative Title: _____ Contact Number: _____

Applicant / Representative Signature: _____ Date Signed: _____

INTERNAL USE ONLY

Business Licence Account #	Business Licence #

PROCESSED BY: _____ DATE PROCESSED: _____