

The information required in the form is necessary to process your application. All confidential information will be kept confidential except to the extent provided by the laws administered by the Commission des transports du Québec. The information may be released to another public body, if applicable, under an agreement for this purpose under the terms of the Act respecting access to documents held by public bodies and the protection of personal information.

IMPORTANT

- Only legal person not established or not carrying on a business in Québec and natural person may use the English version of the form.
- The “**Required documents**” section informs you what documents you must attach to your application and **appendix 1** informs you about the categories of buses and permits.

CTQ use only

Numéro de demande :

Numéro de revenu :

1 – Identification of the applicant or the purchaser

Business

Business name

Québec Enterprise Number – NEQ

Other name under which the permit will be operated, if applicable.

Individual Male Female

Last name Given name

Québec Enterprise Number – NEQ

Other name under which the permit will be operated, if applicable.

Business address (If you do business from your home, this address becomes your business address).

Number Street Apartment

City, village or municipality Québec Province Postal code

Area code Telephone Extension Area code Cell Area code Fax*

E-mail address *

* I accept to receive all documents that may be sent to me at the e-mail address or the fax number mentioned above and I agree to advise the Commission des transports of any change.

2 – Nature of the application

Select the type of application you are filing:

| | Sections to be completed | Bus leasing | Sections to be completed |
|---|--------------------------|--|--------------------------|
| Transport of persons by bus <input type="checkbox"/> Regular permit – max. 5 years <input type="checkbox"/> Temporary permit – max. 45 days <input type="checkbox"/> Special permit – less than 1 year <input type="checkbox"/> Permit – less than 60 days | 3, 5, 6, 7 | <input type="checkbox"/> Bus-leasing permit <input type="checkbox"/> Special bus-leasing permit – less than 1 year <input type="checkbox"/> Temporary bus-leasing permit – less than 45 days | 6, 7 |
| <input type="checkbox"/> Permit change <input type="checkbox"/> Partial transfer of permit <input type="checkbox"/> Transfer of permit <input type="checkbox"/> Permit renewal – max. 5 years | 4, 5, 6, 7 | <input type="checkbox"/> Maintenance of bus-leasing permit <input type="checkbox"/> Application for transfer of bus-leasing permit | 4, 7 4, 6, 7 |
| <input type="checkbox"/> Maintenance of permit | 4, 5, 7 | | |
| <input type="checkbox"/> Suppression of services - urban or interurban | 4, 6, 7 | | |

3 – Permit application

If you are applying for more than one permit, use an appendix.

Check the box corresponding to the category of permit you are applying for (consult appendix 1):

| | Sections to be completed | | Sections to be completed |
|---|--------------------------|--|--------------------------|
| <input type="checkbox"/> Urban transport | A, B, C, E, F, G | <input type="checkbox"/> Student transportation | A, C, D, E, F, G |
| <input type="checkbox"/> Interurban transport | A, B, C, E, F, G | <input type="checkbox"/> Shuttle transport | A, C, D, E, F, G |
| <input type="checkbox"/> Airport transport | A, B, C, D, E, F, G | <input type="checkbox"/> Chartered transport | A, C, E, F, G |
| <input type="checkbox"/> Tourist transport | A, B, C, E, F, G | <input type="checkbox"/> Experimental transport (non-renewable permit) | A, B, C, D, E, F, G, H |

A – Territory

Enter the names of the territories and identify the points of origin and destination, if applicable.

B – Route

Describe the route. Also, for TOURIST transport, indicate the places visited and the traveling time.

C – Schedule and frequency

Indicate schedule and frequency.

If Tourist category: Pricing established per passenger Pricing established per vehicle

B – Transferred items

Describe the permit items you wish to transfer.

C – Subject permit(s) (If more espace is needed, please use an appendix).

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Number | Number | Number |

D – Description of changes requested

E – Period of validity

F – Suppression of services

Check the box corresponding to the service suppression you are requesting:

- | | |
|--|--|
| <input type="checkbox"/> Permanent complete suppression of service | <input type="checkbox"/> Temporary complete suppression of service |
| <input type="checkbox"/> Permanent partial suppression of service | <input type="checkbox"/> Temporary partial suppression of service |

Period of temporary suppression:

Beginning

End

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Year | Month | Day |

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Year | Month | Day |

Services affected by the partial suppression:

5 – Offences

Have you been found guilty in the past 5 years of an offence under the Transport Act or a regulation adopted under this Act? No Yes

If yes, how many times?

6 – Rates and tariffs

A – Chartered category

If the space is insufficient, attach a document mentioning your rates and tariffs.

Taxes included: Yes No

IMPORTANT: Indicate the tariffs in the appropriate boxes. If you indicate a set tariff, you must not indicate minimum or maximum tariffs or vice versa.

| Bus categories | Category 1 | Category 2 | Category 3 | Category 4 | Category 5 | Category 6 | Category 7 |
|---------------------------|------------|------------|------------|------------|------------|------------|------------|
| With passengers | | | | | | | |
| Set price per km | | | | | | | |
| Minimum price per km | | | | | | | |
| Maximum price per km | | | | | | | |
| Without passengers | | | | | | | |
| Set price per km | | | | | | | |
| Minimum price per km | | | | | | | |
| Maximum price per km | | | | | | | |
| Hourly rate | | | | | | | |
| Set | | | | | | | |
| Minimum | | | | | | | |
| Maximum | | | | | | | |
| Minimum hours charged | | | | | | | |
| Daily rate | | | | | | | |
| Set | | | | | | | |
| Minimum | | | | | | | |
| Maximum | | | | | | | |
| Supplement | | | | | | | |
| Weekends | | | | | | | |
| Holidays | | | | | | | |
| Overnight stop | | | | | | | |
| Second driver | | | | | | | |

Enter here any additional information deemed useful:

Required documents

It is your responsibility to fill all required documents with the Commission, as well as any other relevant document supporting your application (for example: letter of support, petition, resolution of the municipal authorities involved, etc.).

You must provide the required documents. Without them, the processing of your application may be delayed and a decision could be rendered based on the partial information available in the file.

For a first application at the Commission:

If you are a legal person, a partnership or a co-owner, you must attach:

- ✓ A list of your shareholders, partners, co-owners including identification of the natural persons. This list must contain the person's last name and given name, along with the number of shares held by each shareholder or the percentage of assets for each partner and co-owner;
- ✓ A list of all your vehicles with copy of their most recent certificate of mechanical inspection.

If you are a natural person, you must attach:

- ✓ A copy of your driver's licence.
- ✓ A list of all your vehicles with copy of their most recent certificate of mechanical inspection.

For a permit application, a permit change, a route change, a transfer of permit, a partial transfer of permit or a permit renewal

- ✓ Document attesting that you have sufficient financial resources to assure the establishment and the viability of your business;
- ✓ Document establishing the projected income to assure the profitability of the services for which you are requesting this permit;
- ✓ Document establishing that you have knowledge or experience relevant to the activity for which you are requesting this permit;
- ✓ Document establishing that you are in a position to administer and manage your business efficiently and proving the human and material resources at your disposal;
- ✓ Document establishing that the services for which you are requesting this permit fulfill the needs of the clientele or of the population of the territory you intend to serve;
- ✓ Document establishing that the permit you are requesting is not likely to entail the disappearance of any other bus service or seriously affect the quality of that service;
- ✓ Resolution authorizing the filing of the application;
- ✓ Letter of support (chartered category);
- ✓ Copy of the contract or of the letter of support for each organization or business to which you are bound under your application (shuttle or student transportation categories);
- ✓ Copy of the contract binding you to the authorities concerned (airport category);
- ✓ Copy of the document attesting to the transaction (transfer of permit);
- ✓ Document showing proof of urgency (special permit);
- ✓ Document establishing the exceptional and unpredictable nature of the urgency (temporary permit);
- ✓ Document establishing a particular proof (permit for less than 60 days);
- ✓ A mechanical inspection certificate issued by the Société de l'assurance automobile du Québec attesting that the vehicle used is in compliance with the Highway Safety Code (experimental category if it is new equipment);
- ✓ Description of new equipment or a new service (experimental category).

Application for a chartered transport filed by a travel agent using a category 6 minibuses

- ✓ Document showing that you possess the knowledge or experience relevant to the safe operation of a minibus;
- ✓ A copy of your travel agent permit in force;
- ✓ Resolution authorizing the filing of the application;
- ✓ Letter of support.

Application to maintain a permit

- ✓ Document attesting to the transaction;

- ✓ List of shareholders or partners before and after the transaction. This list must contain the person's last name and given name, along with the number of shares held by each shareholder or the percentage of assets for each partner and co-owner;
- ✓ Resolution authorizing the filing of the application.

Application to suppress services

- ✓ Document in support of your application (for example: proof of financial difficulties);
- ✓ Proof of posting in the buses;
- ✓ Photocopy or copy of the poster;
- ✓ Resolution authorizing the filing of the application.

Appendix 1

Bus categories

A bus or minibus does not cease to come under one of categories 1 to 6 on the grounds that it is partly equipped for the transport of handicapped persons, provided that this equipment does not reduce the original capacity of the vehicle by more than half.

- Category 1:** a bus built for long-distance public transport and equipped with a baggage compartment, an interior baggage rack, seats with adjustable backs, an air-conditioning system, a toilet.
- Category 2:** a bus built for long-distance public transport but lacking one or more items listed in category 1.
- Category 3:** a bus built for urban transport.
- Category 4:** a bus built on a truck chassis, whose engine protrudes from the passenger compartment, equipped with: seats with adjustable backs, air-conditioning system, a toilet.
- Category 5:** a bus built on a truck chassis with an engine projecting beyond the passenger compartment but lacking one or more items listed in category 4.
- Category 6:** a minibus or a bus of reduced size built for the transport of 10 to 15 passengers. However, the minimal capacity is 10 passengers when the used minibus has been built after January 26th 1995.
- Category 7:** a minibus or a bus equipped for the transport of handicapped persons.

Permit categories

- Urban transport:** service within the territory of the municipality or urban area specified in the permit.
- Interurban transport:** service between two municipalities, between a municipality and an urban area or between two urban areas specified in the permit.
- Airport transport:** service between two airports or between an airport and places specified in the permit.
- Tourist transport:** sightseeing tours for which the routes, destinations and schedules or minimum time required to cover the route are specified in the permit. The holder of such a permit must make sure that a guide accompanies the tourists over the entire route to inform them about the points of interest along the way; the bus driver may, however, fulfil these duties.
- Student transportation:** service for the school and the student population specified in the permit, according to the schedule indicated therein.
- Shuttle transport:** regular transport of the clientele specified in the permit for activities shared by that clientele, to places specified in the permit.
- Chartered transport:** service for the exclusive transport of groups of persons from one of the locations indicated in the permit to any destination. This service must not be repeated so as to constitute a bus transport service under another category.
- Experimental transport:** service for the testing of new equipment or new transport service not included in another bus category or not covered by another class of permit. Applicants wishing to test new equipment must hold a bus transport permit.