

2 – Nature of the application

Check the box corresponding to the application you are filing:

	Sections to be completed		Sections to be completed
<input type="checkbox"/> Permit application	3A, 4, 5	<input type="checkbox"/> Permit modification	3B, 3C, 4, 5
<input type="checkbox"/> Permit renewal	3A, 3B, 4, 5	<input type="checkbox"/> Permit extension	3B, 4, 5
<input type="checkbox"/> Permit transfer	3B, 4, 5		

3 – Description of the application

A – Ferry service (marine transport of passengers which includes the boarding and securing of vehicles by their owners or drivers)

Do you wish to offer a ferry service? No Yes

B – Permit number(s) involved (Please include an appendix if you require more space.)

Number	Number	Number
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C – Details of the requested modification(s)

4 – Details of the vessels and primary ports of embarkation

Provide the required information for each vessel to which this application applies.

(Please include an appendix if you require more space.)

Vessel name	Small craft registration or permit number	Capacity (number of passengers, not counting crew)	Gross registered tonnage (tons)	Primary port of embarkation (name of municipality)

5 – Declaration and signature

I hereby attest that each vessel and crew assigned to provide the service in question shall meet the requirements of all federal regulations concerning the inspection, capacity and safety of marine vessels as well as crew competency.

I declare that all the information provided is true and accurate.

Signature	Name in block letters	Year	Month	Day
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False declaration

Whoever makes a false declaration or provides false information is guilty of an offence and is liable to the penalties provided under the Act and penalization by the Commission, in addition to costs.

Required documents

You must submit the required documents. Failure to do so could delay the processing of your application and result in a decision being rendered based on possibly incomplete information in your file.

If you are a legal person, a company, a partnership or a co-owner and are submitting a first application to the Commission, you must append:

- ✓ A list of your shareholders, partners or co-owners which includes the identification of all natural persons. This list must contain the person's last name and given name, as well as the number of shares held by each shareholder or the percentage equity for each partner or co-owner.

For a permit application, permit renewal, permit modification or permit transfer:

- ✓ An insurance certificate attesting that each vessel (vessel name or serial number to be included on the certificate) for which you are requesting a permit is protected by a commercial insurance policy for the period covered by the permit, as well as by a public liability marine insurance policy (protection and indemnity) with a minimum liability limit of:
 - a. \$5,000,000 for vessels with a capacity of more than 12 passengers;
 - b. \$1,000,000 in all other cases.
- ✓ A certified true copy of insurance policy endorsements (in addition to the insurance certificate) specifying that the policies held cannot be cancelled, nor the coverage amounts decreased without a prior written notice of thirty (30) days being submitted to the Commission's Secretariat at its head office.
- ✓ A document attesting that each vessel and crew assigned to provide the service in question meet the requirements of all federal regulations concerning the inspection, capacity and safety of marine vessels as well as crew competency:
 - a. For vessels with a capacity of more than 12 passengers:
 - A vessel inspection certificate issued by Transport Canada.
 - b. For vessels with a capacity of 12 or fewer passengers, the following documents must be submitted:
 - A Letter of Participation confirming your registration in the Small Vessel Compliance Program (SVCP), issued by Transport Canada (valid for a 5-year period).
Note: For the second, third, fourth and fifth years for which the letter is valid, you need only submit an Annual Compliance Report. This document must be completed each year following the letter's receipt.
- OR -
 - A Letter of Conditional Participation in the Small Vessel Compliance Program (SVCP), issued by Transport Canada (valid for a set period).
- ✓ Evidence of the urgent and real necessity of additional service for each of the vessels that will operate (in the case of a new ferry service).
- ✓ Document attesting to the transaction and including a description of the vessel (in the case of a permit transfer).
- ✓ Death certificate, if applicable (in the case of a permit transfer).
- ✓ Resolution authorizing the application's submission.
- ✓ All other relevant documentation in support of your application.

For a permit extension (legal person, company or partnership):

- ✓ List of all former and new shareholders, including the number of shares held by each.
- ✓ List of all former and new partners, with the percentage equity for each.
- ✓ Document attesting to the transaction.
- ✓ Resolution authorizing the application's submission.

Important information for permit holder

- ✓ In the event of changes to your transport vessels or to the operating conditions and limitations of your permit, you must request that the Commission modify your permit accordingly before you can continue operating.
- ✓ The Commission must be notified of any changes in your crew's qualifications or in your insurance policy. You must also cease operating until such time as the Commission is able to extend your permit, based on the documentary evidence in your file.
- ✓ A copy of your permit must be visibly displayed at the point of embarkation.

Important permit renewal information

Marine transport permits for the carriage of passengers are issued for a maximum period of one year and expire on May 31 of each year. **Whenever a permit has not been renewed by July 15 due to insufficient documentary evidence in the file, the applicant must pay an additional fee and submit the required information within the timeframe established by the Commission.**

Fees

In order to determine the amount of the payment that you should send with your application, please consult the form "[Fees-Marine](#)" (CTQ-345A) that is available on our website. The various ways to make the payment are also mentioned on the form.

For a permit renewal, the amount payable is available on your renewal notice.

Submit your application

Send the signed form along with the payment and the required documents:

By secure email	www.ctq.gouv.qc.ca/en/to_reach_us	
By fax	514 873-4720 or 418 644-8034	
By mail	Commission des transports du Québec 200 Chemin Sainte-Foy, 7 th floor Québec (Québec) G1R 5V5	
In person	545, boulevard Crémazie Est 10 th floor, Bureau 1000, Montréal	200 Chemin Sainte-Foy, 7 th floor Québec

To reach us

Internet address	www.ctq.gouv.qc.ca
By phone	Montreal area: 514 873-6424 All other areas: 1 888 461-2433