

SHORE EXCURSION OPERATOR & SUB-CONTRACTOR owner application



**SHORE EXCURSION OPERATOR & SUB-CONTRACTOR APPLICATION AND PERMIT**

“Shore Excursion Operator & Sub-Contractor” means an operator with a contract directly with the cruise line conducting a tour booked by a passenger through the cruise line, or a sub-contractor of this operator.

**PART 1- FOR COMPLETION AND CERTIFICATION BY APPLICANT OPERATOR:**

The Applicant Operator (“You” and “Your”) applies to Greater Victoria Harbour Authority (“Us”) for permission to operate Registered Vehicles at the Victoria Cruise Ship Terminal to include all parking lots and roadways west of Dallas Road (the “Terminal”).

FULL LEGAL NAME OF APPLICANT: \_\_\_\_\_

OPERATING NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NUMBER OF REGISTERED IDENTIFICATION CARDS REQUESTED: \_\_\_\_\_

**THIS APPLICATION MUST BE ACCOMPANIED BY:**

- True copy of City of Victoria Business License
- Current WorkSafe BC Clearance Certificate or if not applicable state reason: \_\_\_\_\_
- True copy of \$5 million Commercial General Liability insurance naming Greater Victoria Harbour Authority and Western Stevedoring as additionally insured
- Contact details for operations manager as well as onsite supervisor that can be reached during all hours of operation
- Complete list of companies you engage in cruise business with
- Complete list of employees that will be granted access to the Terminal
- A certificate of completion of the Terminal Training program for each employee as requested



This QR Code is linked to the training page for your convenience.

As per the Victoria Cruise Terminal Cruise Related Operations User Guide, each person operating at the Terminal is required to complete the Online Terminal Training Program. Permit applications will only be approved once all drivers of the vehicle have completed the training and are verified by Western Stevedoring. Permit fee(s) will be collected by Western Stevedoring once the application is approved.

THE UNDERSIGNED APPLICANT OPERATOR CERTIFIES agreement with the Terms and Conditions attached to this application, the Terminal Rules and Regulations, which are incorporated into this Permit. Further, You certify agreement with all regulations required to legally operate Your services offered for sale at the Terminal, ensuring all licenses, permits, and inspections are current. By extension, Your personnel are subject to this application, while engaged in services originating at the Terminal; it is Your responsibility to ensure said personnel are informed and in agreement.

\_\_\_\_\_  
Authorized Signatory of Applicant Operator

\_\_\_\_\_  
Date: DD/MM/YYYY

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Title

**PART 2 - FOR COMPLETION AND PERMITTING BY GREATER VICTORIA HARBOUR AUTHORITY:**

The above-named Operator is hereby granted the non-exclusive and non-transferable permit to provide Shore Excursion services at the Terminal as provided herein, commencing on April 1, 2022 and continuing until the earlier of its termination in accordance with the provisions contained herein or March 31, 2023, whichever comes earlier, in accordance with the Terms and Conditions of this Permit and the Rules and Regulations of the Authority, which Rules and Regulations are incorporated by reference herein.

**GREATER VICTORIA HARBOUR AUTHORITY**

Per: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

