



SHORE EXCURSION OPERATOR & SUB-CONTRACTOR PERMIT APPLICATION (VEHICLE, PERSON & VESSEL)

Thank you for your interest in providing guest experience services to the Victoria Cruise Terminal (the ‘Terminal’). The Terminal has been a port-of-call for cruise ships on Alaska itineraries for more than 40 years, and now welcomes an average of more than 300 ship calls per year between April and October. The service you provide to guests, employees, and visitors is a key component to our success, and the Greater Victoria Harbour Authority and Western Stevedoring consider you a partner. The Cruise Related Operations User Guide (the ‘User Guide’), that is available on the GVHA’s website, has been developed to make it easier for service providers to access all required information on the permitting process, terms and conditions that make operations at the Terminal possible. We encourage your feedback on this document, the User Guide, and on the process.

PART 1: FOR COMPLETION AND CERTIFICATION BY APPLICANT OPERATOR:

The Applicant Operator (“You” and “Your”) is applying to Western Stevedoring on behalf of the Greater Victoria Harbour Authority (“Us”) for permission to conduct shore excursions which may include operating Registered Vehicles and/or registered vessels at the Terminal to include all parking lots, roadways, and water lots at the Breakwater District property west of Dallas Road.

FULL LEGAL NAME OF APPLICANT: _____

LEGAL COMPANY NAME: _____

EMAIL: _____

TEL: _____ CELL: _____

***NOTE*: Applicant is responsible to update the contact information provided if it changes during the cruise season.**

NUMBER OF REGISTERED IDENTIFICATION CARDS REQUESTED: _____

NUMBER OF VEHICLE PERMITS REQUESTED: _____

NUMBER OF VESSEL PERMITS REQUESTED: _____

NUMBER OF HORSE TROLLEY PERMITS REQUESTED: _____

THIS APPLICATION MUST BE ACCOMPANIED BY PERMIT FEES AND:

- 1. True copy of City of Victoria Business License (Applicant Operator).
- 2. Current WorkSafe BC Clearance Certificate for each operator of a Registered Vehicle or if not applicable state reason: _____
- 3. True copy of \$5 million Commercial General Liability insurance naming Greater Victoria Harbour Authority and Western Stevedoring as additionally insured.
- 4. Appendix A and B filled out accordingly.
- 5. A certificate of completion of the Terminal Training program for each person listed on the personnel list.
 - Permit applications will only be processed once Western Stevedoring can confirm that the training is complete. **This QR Code is linked to the training page for your convenience:**





PART 2: FOR COMPLETION AND CERTIFICATION BY APPLICANT OPERATOR FOR EACH MODE OF TRANSPORTATION

A. BUS & SHORE EXCURSION MOTOR VEHICLES THIS APPLICATION MUST INCLUDE:

- 1. True copy of current Passenger Transportation Board (“PTB”) Authorization Licence including all amendments and terms and conditions
- 2. True copy of motor vehicle registration, insurance certificates for each Registered Vehicle with a minimum of \$5 million third party liability
- 3. Commercial vehicle inspection for each Registered Vehicle

B. MARINE VESSELS THIS APPLICATION MUST INCLUDE:

- 1. True copy of Charter Insurance for each Registered Vessel with a minimum of \$5 million third party liability
- 2. True copy of Transport Canada Inspection Certificate for each Registered Vessel

THE UNDERSIGNED APPLICANT OPERATOR CERTIFIES agreement with the Terms and Conditions and the Terminal Rules and Regulations outlined in the Victoria Cruise Terminal Cruise Related Operations User Guide, 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. **By extension, Your personnel are subject to this application, while engaged in services originating at the Terminal, relating to the Registered Conveyance (including vehicles, boats, people, buses, pedicabs, horse trolleys, rickshaws, and any other means of transportation); 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 3: FOR COMPLETION AND PERMITTING BY WESTERN STEVEDORING

The Operator is granted a non-exclusive, non-transferable permit for service using the specified Registered Conveyance(s) at the Terminal during the 2024 Victoria cruise season. The permit is effective until its termination or in accordance with outlined provisions, whichever is earlier, and is subject to the Terms and Conditions of this Permit and the referenced Rules and Regulations of the Authority.

Per: _____

Name: _____

Date: _____

Title: _____



APPENDIX C: VEHICLE PERMIT INFORMATION

FOR OFFICE USE ONLY BY WESTEN STEVEDORING

| PERMIT # | VIN # | LICENCE PLATE # | VEHICLE # |
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