



CRUISE OPERATOR PERMIT APPLICATION (FOR HIRE: MOTORIZED & NON-MOTORIZED)

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 SSA Marine Canada 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 SSA Marine Canada 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 any information provided if it changes during the cruise season.

NUMBER OF VEHICLE PERMITS REQUESTED: _____

THIS APPLICATION MUST BE ACCOMPANIED BY PERMIT FEES AND:

- 1. True copy of City of Victoria Business License or intermunicipal.
 - ❖ Rickshaws and Pedicabs must have a Victoria BL for each registered vehicle.
- 2. Current WorkSafe BC Clearance Certificate for each operator of a registered vehicle, or if not applicable state reason:

- 3. True copy of current Commercial General Liability insurance for a minimum of \$5 million, naming both Greater Victoria Harbour Authority and SSA Marine Canada LTD as additionally insured.
- 4. A list of all drivers of each registered vehicle that will be granted access to the Terminal (See Appendix A).
- 5. The certificate of completion of the Terminal Training program for anyone accessing the Terminal.
 - ❖ Permit applications will only be processed once SSA Marine Canada LTD 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. MOTORIZED VEHICLE APPLICATION MUST INCLUDE:

- 1. True copy of current Passenger Transportation Board (“PTB”) Authorization Vehicle Identification Certificate or Identifier Holder, including all amendments and terms and conditions, for each registered vehicle.
- 2. True copy of motor vehicle registration, insurance certificates for each registered vehicle with a minimum of \$5 million third party liability.
- 3. True copy of current Commercial Vehicle Inspection for each registered vehicle. Vehicle must have passed inspection.

B. PRIVATE VEHICLES FOR HIRE

You hereby indicate one (1) of the following associations with which you hold membership:

- VILA (The Vancouver Island Livery Association), OR,
- GVL&TOA (Greater Victoria Limousine and Tour Operators Association).

*NOTE: Previously permitted vehicles should be 2005. For new & replacement vehicles, they should be 2015.

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 SSA MARINE CANADA LTD

The Operator is granted a non-exclusive, non-transferable permit for service using the specified Registered Conveyance(s) at the Terminal during the 2025 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 A: COMPLETE LIST OF STAFF

Complete list of personnel and drivers that will be granted access to the terminal on behalf of the applicant operator.

- ❖ Prior to commencing operations at the Terminal, all listed personnel must complete the Terminal Training program.

FIRST NAME	LAST NAME	POSITION	PHONE NUMBER

