



Truck Exception Application guide and form

INTRODUCTION

Information about the Vancouver Fraser Port Authority's (the "**Authority**") Rolling Truck Age Program (the "**Program**") can be found at <https://www.portvancouver.com/truck-rail/truck/truck-licensing-system/>. This guide contains the application process details and the form to apply for a conditional exception to the age-out component of the Program (the "**Exception**").

THE BASICS

Who can submit an application?

A representative of a TLS-approved company ("**Applicant**") must submit an application for both company-owned trucks and on behalf of any Independent Operator (IO) joined to the Applicant's fleet. Only if an IO is not currently joined to any of the TLS-approved companies and is an Eligible or Inactive IO on the Commissioner's IO list, as defined in [the OBCCTC CTS Licence Truck Tag Management Policy](#), released June 2020 (the "**Commissioner's IO List**"), may that IO apply on their own behalf ("**IO Applicant**"). Please note that application and/or approval of application for an Exception by an IO Applicant **does not impact** the IO Applicant's eligibility or ineligibility for the Commissioner's IO list.

How to know if my truck is eligible for Exception?

Any TLS-approved vehicle that will otherwise age out in 2022 is eligible to apply for an Exception in 2021. This includes all TLS-approved vehicles that are truck model year 2011 or older. However, Exceptions will only be granted to the trucks that are able to meet or exceed the comparable standards of a truck conforming to the Program throughout the potential Exception period, based on verified environmental, safety, and aesthetic standards. The current comparable truck model year is 2013. A 2013 model year truck would reflect an environmental standard equivalent of a 2010 engine model certification year. As a result, most trucks that are older than 2010 and/or have an engine that is older than 2010 **will not meet the requirements for an Exception**.

Please review the [inspection parameters](#) on the TLS webpage to help you with your decision on whether or not to apply for an Exception.

When can I apply for an Exception?

Applications can be submitted starting August 24, 2021 up to and including December 17, 2021. We encourage applicants to submit their application promptly to ensure that TLS participants have time to find an eligible replacement truck, if their application is unsuccessful.

Note 1: The Authority is not responsible for ensuring continuity of port access. Submitting an application for an Exception does not defer a truck's age-out date. Applicants that do not submit completed, compliant applications early in the application period assume the risk that the truck

in question may age out before the final inspection report is available and reviewed by the Authority. Trucks that age out are permanently removed from TLS. The current model year for new truck additions is 2014.

Note 2: All Applicants provided with an invoice for Exception Fee are expected to complete the inspection process within the following 30 days. The Authority reserves the right to cancel an application at any stage without refund, for failure to advance the application process in a timely manner.

How do I apply for the Exception?

1. Ensure that your truck is eligible to apply
2. Ensure that your truck is able to meet 2013 truck model standards
3. Fill out the application below and take the current pictures of your truck (pictures are only required, if the Applicant wishes to receive a pre-application aesthetic component assessment)
4. Submit the application form and the pictures (if applicable—refer to step three) via email to tls@portvancouver.com
5. Receive the pre-application aesthetic component assessment, (if requested)
6. Advise whether you wish to proceed with a full application, if pre-application aesthetic component assessment selected
7. Receive the invoice
8. Pay the invoice
9. Receive an invitation to schedule the truck inspection
10. Attend the truck inspection

Is there a fee for application and how much is it?

Yes, there is a **non-refundable truck exception application fee** (the “Fee”), which is published in the Vancouver Fraser Port Authority fee document. The Fee is \$1,100.00, plus applicable taxes. For further information regarding the Fee please refer to the Rolling Truck Age Program and exceptions—Frequently asked questions on the Authority’s truck licensing system [webpage](#).

When will I have to pay the Fee?

The Fee will have to be paid once the Applicant receives the invoice. An invoice will be issued to the Applicant after an initial review of the application for accuracy, legibility, completeness and eligibility and (where applicable) after the optional pre-inspection aesthetic component assessment is complete and the Applicant advises the Authority of the Applicant’s continued intent to proceed with the application.

APPLICATION PROCESS

Phase 1: Documentation submission

1. Submit the application form (found on page five) and, if the Applicant wishes to receive the pre-inspection aesthetic component assessment, the pictures of the truck (follow the guidelines for what pictures need to be submitted on page six).
2. The Authority will endeavor to confirm receipt of all applications within two (2) business day.
3. (Optional) The Applicant will be advised within five (5) business days of the receipt of application, whether the pictures indicate that the truck would likely meet the aesthetic component for the Exception.
4. (Optional) Upon receiving feedback regarding the aesthetic component, the Applicant will have to advise by responding to the email whether they wish to proceed with the application.
5. The Applicant can expect to hear from the Authority within five (5) business days from the Authority receiving the application, a confirmation that the application is determined complete and compliant. The confirmation email will include an invoice for the Application Fee. Upon receiving the invoice, please remit payment and advise the Authority that the payment has been made.

Phase 2: Truck inspection

6. Once the Application Fee is received by the Authority, you will receive confirmation and an invitation to schedule the truck inspection at one of the pre-determined inspection facilities (“**Inspection Facility**”) as assigned by the Authority.
7. Schedule your inspection and attend with your vehicle accordingly.

NOTE 1: If the Inspection Facility is unable to definitively determine the presence and proper functionality of the emission control system and equipment, the Inspection Facility may offer to perform a more comprehensive inspection, **at the Applicant or vehicle owner’s risk and expense.**

NOTE 2: In the event a truck is unable to meet the “pass” or “pass with caution” standards of the Commercial Vehicle Inspection (CVI), or if issues exist respecting the proper functionality of the emission control system and equipment, the Applicant (or vehicle owner) may seek to have the issues fixed at the Inspection Facility **at the Applicant or vehicle owner’s risk and expense.** In the event the Applicant (or vehicle owner) wishes to move the vehicle off-site for repairs prior to the completion of the inspection, the inspection shall be deemed “failed” by the Inspection Facility and the Applicant would be required to make a new application for an Exception, including payment of another application Fee.

NOTE 3: If during the inspection, the vehicle is found to be in an unsafe condition and/or the emission control equipment is determined to be inoperable, missing, or not in good working order, in accordance with the terms of the Access Agreement, the truck is no longer capable and/or no longer meets the definition of an Approved Vehicle. The Authority reserves all its rights to suspend and/or terminate in such circumstances.

Phase 3: Decision

8. Following the truck inspection, the Authority will receive an inspection report from the Inspection Facility. The application and inspection results will be reviewed by the Authority and decision will be made, and
9. The decision along with the inspection report will be emailed to the Applicant

If at any stage of your application, you have any additional questions, please email them to tls@portvancouver.com

General

Note 1: The Authority has the right at all times and at all stages of the application process to request from the Applicant or the Inspection Facility additional information and/or material and/or to refuse to accept, process, approve and/or disapprove an application upon any reasonable grounds, including, without limitation, if it is apparent on the face of the application that a truck will be unable to meet the required standards for receipt of an Exception.

Note 2: The Authority is not responsible for any loss or damage to the truck that occurs during or as a result of applying for an Exception, including, without limitation, during the truck inspection at the third-party Inspection Facility.

Note 3: The free, pre-inspection aesthetic component assessment serves as initial guidance on whether the truck may or may not meet the aesthetic standards and **will not** represent a final decision on the aesthetic component of the application.

Note 4: An approved Exception remains **conditional** and is subject to the truck maintaining the required standards throughout the term of Exception. The Exception does not negate, impact or alter any other requirement for the truck to be deemed an “Approved Vehicle” under the terms of the Access Agreement.

Note 5: The Exception is non-transferable. However, in the case of an IO moving from one TLS approved company to another—provided the IO is not removed from the Commissioner’s IO List—the Exception remains valid for the duration of the Exception, provided all the conditions are maintained.

Note 6: If a truck is deactivated from TLS, the Exception is automatically extinguished.

EXCEPTION APPLICATION FORM

The date of application	
Ownership	Company Independent Operator
Company name (or IO Applicant - see page 1)	
Registered truck owner/lessee	
IO's name (only applicable for IO trucks)	
TRUCK INFO	
Vehicle Identification Number (VIN)	
Engine model number	
Vehicle status	Normal Rebuilt Other
Unit number	
Licence plate number	
Truck model year	
Truck make	
Truck model	
Colour(s)	
OPTIONAL PRE-APPLICATION AESTHETIC COMPONENT ASSESSMENT	
Do you wish to receive a pre-application aesthetic component assessment?	Yes No
How many pictures are attached to your application (minimum of four (4), refer to examples on page 6)	

TO BE SIGNED IF THE TRUCK IS OWNED/LEASED BY A JOINED IO: By signing this application form, the owner or lessee of the truck understands and acknowledges the consequences and authorizes the Applicant to proceed with the application for an Exception to the Rolling Truck Age Program's age-out component:

Joined Independent Operator	Witness
Signature	Signature
Name	Name

Pre-inspection Aesthetic Component Assessment

When submitting pictures for the pre-inspection aesthetic component assessment, please use the images below as guidance for required angles, distance and quality of the pictures.

