

## SIGHTSEEING VEHICLE ANNUAL LICENCE APPLICATION

Following are the requirements for a Sightseeing Vehicle Licence as outlined in the Niagara Parks Act and Regulations and a brief description of what is required. All required information must be submitted when filing your application. Completed applications may be forwarded to The Niagara Parks Commission, Licence Office, P.O. Box 150, Niagara Falls, Ontario Canada L2E 6T2. The application may also be delivered in person to the Licence Office located at Rapidsview Park, 7369 Niagara Parkway.

### **SIGHTSEEING VEHICLE -DEFINITION**

A sightseeing vehicle is defined as a vehicle used for the transportation of persons for compensation.

**Class 1** - a sightseeing vehicle designed to carry one to six passengers, operating on a regular schedule (2 days per week or more) approved by the Commission and excluding groups being conveyed from schools.

**Class 2** - a sightseeing vehicle designed to carry seven or more passengers, operating on a regular schedule (2 days per week or more) approved by the Commission and excluding groups being conveyed from schools.

**Class 3** - a sightseeing vehicle not operating on a regular schedule (less than 2 days per week) and excluding groups being conveyed from schools.

**Class 4** - A sightseeing vehicle that conveys passengers on a trip from a school.

### **SIGHTSEEING VEHICLE LICENCES**

#### **RULES AND REGULATIONS**

In order for a vehicle to operate on Niagara Parks land it must comply with all of the following rules and regulations listed:

- All sightseeing vehicles entering the Niagara Parks must be licenced.
- The annual licences expire on Dec 31<sup>t</sup> of the year of issue
- Licences may not be given to unauthorized third parties. The licence is specific to the vehicle for which it was issued.
- You must submit to the Commission a list of routes and stops you will be making on Niagara Parks Commission property. These submissions are subject to approval by the Commission.

## RULES AND REGULATIONS (con't.)

- You must submit to The Niagara Parks Commission a list of all tariffs and fares you will be charging your passengers. These submissions are subject to the approval of the Commission.
- You must publicly display to your passengers the licence you are granted along with the charges and fares they will incur by patronizing your services.
- The owner's name and address is to be displayed on both sides of the exterior of the vehicle.
- Advertising on the exterior of a sightseeing vehicle is prohibited while traveling in the Niagara Parks without the written approval of the Niagara Parks.
- A public address system is to be used only for the purpose of communicating with the passengers of your sightseeing vehicle.

## INSURANCE

- Every sightseeing vehicle must be insured under a livery service policy for loss or damage to persons or property. Insurance must be equal or greater than the minimum limits required by The Public Vehicles Act. You must submit proof of insurance to The Niagara Parks Commission.
- You must have your insurance provider notify The Niagara Parks Commission fifteen days prior to any changes in your insurance policy
- The following chart is the current minimum required insurance for a sightseeing vehicle under the Public Vehicles Act.

<b>INSURANCE SCHEDULE</b>	
Number of Passengers	Minimum Limits (each occurrence)
1 to 7	\$ 1,000,000
8 to 12	\$ 5,000,000
13 or more	\$ 8,000,000

## Fees:

Licensing fees are as follows:

For a **Class 1** sightseeing vehicle, \$100.00 per vehicle per year

For a **Class 2** sightseeing vehicle, \$150.00 per vehicle per year.

For a **Class 3** sightseeing vehicle, \$ 40.00 per day.

For a **Class 4** sightseeing vehicle, no fee per day.

## SUMMARY

It is your responsibility to abide by the Act and Regulations of The Niagara Parks Commission. Should you choose not to do so your licence can be revoked. You are also obligated to provide full disclosure of information during the application process. False information could result in your licence being denied or revoked.

You must provide the following:

**1. COMPLETED APPLICATION FOR SIGHTSEEING VEHICLE LICENCE (form provided)**

**2. PROVIDE A COPY OF YOUR VEHICLE(S) OWNERSHIP**

**3. PROOF OF INSURANCE COVERAGE:**

Provide a copy of your insurance showing that you have the required liability amounts and an endorsement from your insurer stating that the Niagara Parks will be contacted by the insurer within 15 days if there is any change in your insurance status.

**4. SIGHTSEEING VEHICLE ROSTER** for all vehicles you wish to licence (form provided).

**5. PROVIDE A SCHEDULE OF ALL RATES CHARGED TO YOUR CUSTOMERS. YOUR RATES MUST BE POSTED IN YOUR VEHICLE.**

This is normally listed as Adult Rate, Child Rate, Senior Rate, etc.

**6. A SCHEDULE OF ITINERARY**

You must comply with *minimum mandatory* stops of 45 minutes at the Maid of the Mist and 30 minutes at Table Rock for **each** visit to the Niagara Parks. You are obligated to sign in at each location for each visit. You must use and cooperate with the bus management system including the paging recall system. Your itinerary should be printed or typewritten (not handwritten). Your itinerary must be consistent. Any changes in your itinerary must be submitted in writing and approved by the Niagara Parks Commission.

**7. YOUR VEHICLE MUST ATTEND TWO (2) OR MORE TIMES EACH WEEK.**

If you have a fleet of vehicles licenced with the Niagara Parks your company will be considered compliant if one or more of your registered vehicles attends twice a week. As long as your company's total visits are two or more times per week you will meet the attendance obligation

**8. LICENCED GUIDE REQUIRED ON VEHICLE**

A vehicle with an annual licence must have a licensed guide on board. The guide may be the driver or a separate step on guide. Use the Guide Application form and Licence Study Guide to write the test. The test must be rewritten each year.

**9. USE OF AMBASSADOR SERVICE**

Drivers may not escort groups from bus management. If the vehicle does not have an additional guide or escort on the vehicle it is required to use the Niagara Parks Ambassador staff (when available) to escort the group to the Journey Behind the Falls or the Maid of the Mist attractions, retail, dining or observation areas. The current rate for this service is \$ 15.00 per occurrence (\$7.50 for those with pre-approved charge privileges).

**10. LICENCE FEE**

The licence fee must be paid by cash, credit card, money order or cheque payable to The Niagara Parks Commission. No refunds or transfers of licences are allowed.

**11. NON-COMPLIANCE**

If a company is unable to comply with all of the above requirements, they will not qualify for a class 1 or 2 annual licence. A daily licence (class 3) may be obtained in those instances and is payable at Niagara Parks' bus management sites or by using our on-line purchase option at [www.licence.niagaraparks.com](http://www.licence.niagaraparks.com).

If a company is normally compliant but has a temporary issue affecting compliance on any given day, the company must e mail or fax the licence office within 24 hours of the known issue affecting full compliance.

The Niagara Parks Commission may revoke a licence, without refund or further notice, if a company or vehicle is non-compliant and fails to follow the rules and regulations set out under the authority of the Niagara Parks Act.

**12. ADVERTISING ON YOUR VEHICLE**

No advertising is allowed on your vehicle without the consent of the Niagara Parks Commission. The NPC normally allows limited first-party advertising. By that we mean your transportation or hotel business name and location. Restaurants, attractions, golf courses, and 3<sup>rd</sup> party advertising is not allowed. Please submit a photo or artwork of your vehicle advertising for approval of the NPC. Failure to disclose advertising on your vehicle will be sufficient reason to deny your application or to revoke your annual licence.

## SIGHTSEEING VEHICLE LICENCE APPLICATION

(Please Print)

<b>Company</b> _____	<b>Owner's Name</b> _____
<b>Address</b> _____	<b>Other Contact</b> _____
<b>City / Province</b> _____	<b>Postal/Zip Code</b> _____
<b>Phone Number</b> (____) _____ - _____	<b>Fax Number</b> (____) _____ - _____
<b>Alternate</b> (____) _____ - _____	<b>Cell Number</b> (____) _____ - _____
<b>E Mail Addresses</b> ① _____	② _____

**“ The personal information on this form is collected under the authority of the Niagara Parks Act and will be used to administer and regulate the sightseeing vehicle licensing program. ”**

I acknowledge receipt of a copy of the rules and regulations relating to the licence for which this application is being made. **The applicant agrees to comply with the rules and regulations of The Niagara Parks Commission.**

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**A vehicle holding a Niagara Parks Commission annual licence must:**

- 1 Come to Niagara Parks a minimum of 2 or more times each week .
- 2 Log in at Table Rock bus management. Your group must stay for a minimum of 30 minutes.
- 3 Log in at Maid of the Mist bus management. Your group must stay for a minimum of 45 minutes.\*
- 4 All annual licenced vehicles must have a licenced guide on board. The guide may be the driver / operator or a step-on guide and must hold a current Niagara Parks Commission guide licence.
- 5 Provide the licence office with your rates and itinerary. You are not entitled to an annual licence if the itinerary changes without our approval. Any temporary instances affecting your compliance or itinerary must be promptly reported (within 24 hours) to the licence office by fax or e mail.
- 6 Follow the instructions of bus management including use of pagers and ambassador escort service, when required.
- 7 You must have required minimum insurance and hold valid operating licences.
- 8 No advertising is allowed on your vehicle without the consent of the Niagara Parks Commission. Submit any artwork or photos of advertising on your vehicle with this application for approval.

-----**FOR OFFICE USE ONLY**-----

**Documents attached: ( please note that missing documentation will delay your application )**

Insurance Coverage <small>w/ Endorsement to notify NPC of changes</small>	<input type="checkbox"/>	Schedule of Itinerary	<input type="checkbox"/>
Sightseeing Vehicle Roster	<input type="checkbox"/>	Printed Material & Tour Info.	<input type="checkbox"/>
Schedule of Rates	<input type="checkbox"/>	Advertising artwork submitted Advertising approved _____	<input type="checkbox"/>
Copies of Vehicle Ownerships	<input type="checkbox"/>	Licencing Official _____	<input type="checkbox"/>

**\*During the Maid of the Mist boat season : April - October 24<sup>th</sup>**

## SIGHTSEEING VEHICLE ROSTER (Please Print)

**COMPANY NAME** \_\_\_\_\_

( Please attach copy of vehicle ownerships to this form)

1	Vehicle Make/Model	Year	Colour	Vin #	# of Seats	Licence Plate		C l a s s	(for office use only) NPC Licence Number
						Prov / State	No.		
2									
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Licences are not transferrable and non-refundable - Please Make copies of this form where needed.

**I affirm the information provided herein is true, accurate and complete.**

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_