



## Rules and Regulations for Annual Sightseeing Vehicle Licences

### Application

The 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 with your application via the form online.

### Sightseeing Vehicle – Definitions

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.

### Rules and Regulations

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

- All sightseeing vehicles entering Niagara Parks must be licenced.
- The annual licences expire on Dec 31<sup>st</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 a list of routes and stops you will be making on Niagara Parks Commission property. These submissions are subject to approval by Niagara Parks.
- You must submit a list of all tariffs and fares you will be charging your passengers. These submissions are subject to approval by Niagara Parks.



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- 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 on Niagara Parks property without the written approval of Niagara Parks.
- A public address system is to be used only for the purpose of communicating with the passengers of your sightseeing vehicle.
- Follow instruction from bus management staff, including regarding the ambassador escort service and bus pick-up and drop-off time limits.

### 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.

Insurance Schedule	
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



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### Fees

- **Class 1 sightseeing vehicle:** \$250 per vehicle per year
- **Class 2 sightseeing vehicle:** \$375 per vehicle per year
- **Class 3 sightseeing vehicle:** \$100 per day
- **Class 4 sightseeing vehicle:** no fee per day

### Application 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 upload the following attachments with your online application form:

- ✓ **Copy of vehicle ownership**  
Per vehicle being registered
- ✓ **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.
- ✓ **Schedule of all rates charged to customers**  
Normally listed as Adult rate, Child rate, Senior rate, etc.
- ✓ **Tour itinerary**  
Your itinerary must show a mandatory stop (minimum of 60 minutes) at Table Rock for each visit to the Niagara Parks to comply with the requirements of your annual sightseeing vehicle licence. You are obligated to sign in at Table Rock Bus Management for each visit. You must use and cooperate with the bus management system and staff, 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 Niagara Parks.
- ✓ **Advertising**  
Submit photo or artwork of any advertising on the vehicles. First-party advertising only is allowed (more information below in requirements).

### Annual Sightseeing Vehicle Licence Requirements

- **Weekly attendance (two or more days per 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 days per week you will meet the attendance obligation. Each visit must include a minimum 60-minute stop at Table Rock.
- **Licensed guide required on vehicle**

A vehicle with an annual licence must have a licenced 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.
- **Posted rates**

Rates must be posted in the vehicle being licensed and must match the rates submitted as part of this application process or per any subsequent approvals of updated rates.
- **Use of ambassador service**

Drivers may not escort groups from bus management. If the vehicle does not have an additional guide or escort on-board, it is required to use Niagara Parks Ambassador staff (when available) to escort the group to the Journey Behind the Falls or the boat tour, retail, dining or observation areas. The current rate for this service is \$19 per occurrence.
- **Time limit for pick-up and drop-off at Niagara Parks Bus Management locations**

There is a ten-minute time limit for all pick-up and drop-off at Niagara Parks Bus Management locations - any buses parked at a Bus Management location for more than ten minutes will be asked to move. Niagara Parks has a designated bus parking lot available at Rapidsview Parking.
- **Advertising**

No advertising is allowed on your vehicle without the consent of the Niagara Parks Commission. Niagara Parks normally allows limited first-party advertising (i.e. advertising your own business name or location). Restaurants, attractions, golf courses and third-party advertising is not allowed. Please submit a photo or artwork of your vehicle advertising for approval by Niagara Parks. Failure to disclose advertising on your vehicle will be sufficient reason to deny your application or to revoke your annual licence.

### 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:

<https://www.niagaraparks.com/travel-trade/tools-resources/#purchase-permits>

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.

### Payment Information

- **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.

- **Credit privileges**

New customers requesting credit must first complete a credit application. Those with credit will be invoiced at the end of the calendar month. Billing details provided will only be an electronic summary of the date, plate number and location. No original signed slips will be returned or sent as part of the billing process.