



## Vehicle registration & licensing

### Manual permits in exceptional circumstances

In rare circumstances, a customer may purchase a System Wide Outage Temporary Operation Permit (SWOT) and display a Temporary Operation Permit on their vehicle instead of a B.C. number plate or in addition to an expired number plate.

#### What is a SWOT?

The SWOT (APV16S) is an insurance certificate issued with an operation permit (MV1800A) as a temporary alternative to the operating authority provided by an Owner's Certificate of Insurance and Vehicle Licence (APV250). A sample SWOT is attached to this bulletin.

#### When are they used?

If a computer system disruption prevents the issuance of an APV250 and the motorist cannot wait until systems are back on-line or return to a broker office at that time, then a SWOT may be filled out by hand at a broker office.

#### No operating limitations

There are no special restrictions added. Any conditions or restrictions on operation that would apply to the number plate or that would have appeared on the APV250 will also apply to the vehicle operation under the SWOT. For example, a backhoe or other industrial vehicle (self-propelled construction machinery) may not operate to and from a worksite with a load.

Commercial vehicles operating under a SWOT are not limited to point-to-point operation and can operate the same as they would under an APV250. For example, if applicable a valid Commercial Vehicle Inspection Program certificate must be displayed.

SWOTs are valid for a maximum period of three days. However, sequential SWOTs may be issued at the same time if necessary to provide extended operating authority and insurance for motorists who are not able to return to a B.C. service delivery office (broker) within three days.

#### Can SWOTs be verified?

When ICBC systems become operational again, the data from any SWOTs that have been issued will be uploaded into the computer system. Normally the information will be available for query by ICBC or through the Canadian Police Information Center (CPIC) systems within hours. However, in some cases the upload could occur days later.

In the interim, the SWOT document, which is issued by a licensed Autoplan Broker, should be accepted as valid insurance and licence.

#### Advice for motorists using SWOTs

Motorists are advised to return to a broker office as soon as possible after systems become operational again, to license and insure their vehicle in the standard manner.



Travel to other jurisdictions under a SWOT is discouraged in order to avoid possible inconvenience if stopped by out of province officials unfamiliar with the SWOT. However, such travel is not prohibited by ICBC.

SWOTs are issued subject to applicable premiums and fees.

## Contact

For more information, contact:

Rob Miller, Senior Business Analyst  
Vehicle Registration Programs  
250-414-7907 or email [Rob.Miller@icbc.com](mailto:Rob.Miller@icbc.com)

For a copy of this or a previous bulletin, visit: <http://partners.icbc.com/insurance-services/vehreg-bulletins.asp>

A handwritten signature in black ink, appearing to read "M. Francis".

**Mark Francis**  
**Manager, Provincial Vehicle Registration & Licensing**  
**ICBC**



Sample (front)

DO NOT WRITE / STAPLE
IN THIS AREA



SYSTEM-WIDE OUTAGE TEMPORARY OPERATION PERMIT AND OWNER'S CERTIFICATE OF INSURANCE

TRANSACTION TIMESTAMP [grid of boxes]

Form with fields: NAME OF INSURED, ADDRESS OF INSURED, CITY/TOWN, PROVINCE, POSTAL CODE, PERMIT NUMBER, EFFECTIVE DATE, EXPIRY DATE, FR FILING/EXEMPTION NO., AGENCY NUMBER, CERTIFICATE NUMBER, APV284 CERTIFICATE/PLATE NO., ICBC OUTAGE AUTH. NUMBER

\* WARNING: This permit and certificate are void if issued without a valid ICBC outage authorization number

Table with 3 columns: VIN, REGISTRATION NUMBER, VEHICLE TYPE, MODEL YEAR, COLOUR, FUEL TYPE, MAKE, GVW (KG), NET WEIGHT, MODEL, VEHICLE STATUS, SEATING CAPACITY

Table with 2 columns: Basic Coverage, Premium. Rows include Third Party Liability, Accident Benefits, First Party Coverage, Optional Coverage (Third Party Liability, Collision, Comprehensive, New Vehicle Replacement, Roadside Plus, Excess Underinsured Motorist Protection), Total Premium, Permit Fee, Total Fees and Premium Paid.

By signing this certificate, you:

- apply for a System-Wide Outage Temporary Operation Permit and Owner's Certificate of Insurance under the Insurance (Vehicle) Act, Motor Vehicle Act, Commercial Transport Act and their respective regulation(s);
apply for optional insurance for which a premium is shown, in accordance with the terms and conditions of the ICBC Autoplan Optional Policy (the Optional Policy);
certify that coverage and vehicle description are correct;
certify that you, if under 18 years of age, have the consent of a parent or (legal) guardian to license this vehicle;
if optional insurance is purchased, accept delivery of a copy of the Optional Policy by viewing it at www.icbc.com/optionalpolicy, or acknowledge receipt of a copy of the Optional Policy;
acknowledge all the terms and conditions contained herein and, if applicable, in the Optional Policy, and declare that the particulars set out in this certificate are true.

Under section 75 of the Insurance (Vehicle) Act, your claim is invalid if at any time you fail to provide complete and accurate information, violate a term or condition of your policy or commit fraud. This is a summary. For full information, see section 75 of the Insurance (Vehicle) Act.

NOT VALID UNLESS STAMPED BY AUTHORIZED ISSUING OFFICE

SIGNATURE OF INSURED TITLE SIGNATURE OF AGENT TIME OF VALIDATION

This certificate must be signed by the insured and carried by the operator in the insured vehicle displaying the front and rear window permits bearing the same number as this certificate.

APV16S (072016)

AGENT COPY



### Sample (reverse)

DO NOT WRITE / STAPLE  
IN THIS AREA

**Motor Vehicle Liability Insurance Card Canada Inter-Province**

This certificate is subject to the terms and conditions of the insurer's standard automobile policy. This certifies that the party named herein is insured against liability for bodily injury and property damage by reason of the operation of the motor vehicle described herein, in an amount not less than the statutory minimum requirements in any area of Canada.

**WARNING** — Any person who issues or produces a card to show that there is in force a policy of insurance as indicated herein that is in fact not in force is liable to a heavy fine and/or imprisonment and his licence may be suspended. This card should be carried in the insured vehicle for production as proof of insurance when demanded by police.

Le présent certificat est soumis aux dispositions et conditions de la police d'assurance automobile de l'Assureur.

Ce certificat atteste que la personne susmentionnée est assurée contre la responsabilité pour blessures et dommages qui résultent de l'usage du véhicule ci-dessus conformément aux limites minimales exigées par les lois d'assurance en vigueur partout au Canada.

**AVERTISSEMENT** — Quiconque remet ou présente un tel certificat comme preuve d'une police d'assurance responsabilité qui effectivement n'est pas en vigueur, est coupable d'une infraction punissable d'une forte amende et/ou d'emprisonnement et de suspension de son permis. Ce certificat doit être tenu dans le véhicule susmentionné d'être présenté comme preuve d'assurance lorsque la police l'exige.

INSURANCE CORPORATION OF BRITISH COLUMBIA

**WARNING**

1. Contact your local Autoplan broker when you change your address, vehicle description or use, or place where your vehicle is kept or operated. If you don't, your claim may be denied.
2. A certificate is invalid if issued for a vehicle that is not required to be licensed under the Motor Vehicle Act.
3. A certificate is deemed invalid as soon as the vehicle is registered and licensed in another province or state.
4. Use of the vehicle by persons or for purposes not permitted by the governing legislation or by the rate class shown on the certificate may invalidate the certificate.

#### Terms and Conditions

In this System-Wide Outage Temporary Operation Permit and Owner's Certificate of Insurance (collectively, the "certificate");

1. (a) "Optional Policy" means the ICBC Autoplan Optional Policy, (b) "Regulation" means the Insurance (Vehicle) Regulation, (c) "vehicle" means the vehicle described on the first page of this certificate.
2. In consideration of the fee and premium paid to the Corporation as indicated on this certificate, this certificate is being issued in accordance with the information contained in this certificate and pursuant to the Insurance (Vehicle) Act, the Motor Vehicle Act, the Commercial Transport Act and their respective regulation(s) and, if applicable, the Optional Policy.
3. This certificate authorizes the owner of the vehicle, and a person who uses or operates the vehicle with the consent of the owner, to use and operate the vehicle in British Columbia or in such other province or territory in Canada or state in the United States of America that accepts this certificate as valid, and so long as the use or operation of the vehicle is in accordance with the following terms and conditions:
  - (a) this certificate is not valid for the purpose of transfer of registered ownership; and
  - (b) the person using or operating the vehicle must hold a valid driver's licence.
4. Subject to the limits and deductibles set out in this certificate, while the vehicle is being lawfully used or operated in accordance with this certificate, this certificate provides:
  - (a) universal compulsory vehicle insurance pursuant to the Regulation Part 6 (third party liability insurance coverage), Part 7 (accident benefits) and Part 10 (first party coverage), and
  - (b) the following optional vehicle insurance if a premium for the insurance is set out in this certificate:
    - (i) extension third party liability insurance coverage in accordance with Division 4 of the Optional Policy,
    - (ii) own damage coverage (collision and comprehensive) in accordance with Division 5 of the Optional Policy and the following terms and conditions:
      - A. if the vehicle is a private passenger vehicle or commercial vehicle with a GVW of 5,000 kg or less, section 5.11(b) of the Optional Policy will apply, but not otherwise,
      - B. if the vehicle is a commercial vehicle over 5,000 kg GVW, commercial trailer, motorcycle, utility trailer, industrial machine, recreational vehicle including a motorhome or custom vehicle, section 5.11(c) of the Optional Policy will apply, but not otherwise, and
      - C. no coverage is provided for a type of vehicle described in section 5.2 of the Optional Policy,
    - (iii) if the vehicle is not a rebuilt, replica, replica, specialty vehicle or utility, as those terms are defined in the Replacement Cost Endorsement (APV286A) terms set out in Division 9 of the Optional Policy:
      - A. New Vehicle Replacement Plus coverage if the vehicle is in rate group 26 or lower, a private passenger vehicle or a commercial vehicle with a GVW of 5,500 kg or less, and in model year 1 or 2, or

- E. Replacement Cost coverage if the vehicle is a private passenger vehicle, commercial vehicle with a GVW of 5,500 kg or less, or a motor home, and in model year 1, 2 or 3,
  - (iv) Roadside Plus if the vehicle is a private passenger vehicle or a commercial vehicle with a GVW of 5,500 kg or less, and
  - (v) Excess Underinsured Motorist Protection (UMP), except no UMP compensation is payable under this certificate to or in respect of a person unless and until the person has complied with the terms and conditions of Division 2 of Part 10 of the Regulation, and the Corporation has paid, or is required to pay, the basic UMP limit to or in respect of the person pursuant to Division 2 of Part 10 of the Regulation, and the terms of the Corporation's Replacement Cost Endorsement (APV286A) and Excess Underinsured Motorist Protection (APV234) apply to the corresponding coverages listed above and copies of the forms are available from any Autoplan agent on request.
5. Where optional coverage is purchased, the extension third party liability limit on this certificate is to be read as \$10,000,000 where this limit is required to meet the United States of America Federal Motor Carrier Safety Administration requirements for motor carrier policies of insurance for public liability under sections 29 and 30 of the Motor Carrier Act of 1980 or section 18 of the Bus Regulatory Reform Act of 1982.
  6. If any other valid and subsisting insurance is in force and applicable to the vehicle, such other valid and subsisting insurance is primary insurance, and any insurance afforded by this certificate is excess insurance to such primary insurance.
  7. If a financial responsibility number, a British Columbia licence plate number, a Binder for Owner's Interim Certificate of Insurance number or a Special Autoplan Certificate number is shown on this Certificate, the insurance provided by this Certificate is void.
  8. When validated, and so long as the vehicle is operated in accordance with the terms and conditions set out herein, this certificate is in force, pursuant to the Motor Vehicle Act, Commercial Transport Act, and the Insurance (Vehicle) Act, and their respective regulation(s), or, to any lesser extent authorized by any other province or territory of Canada or state of the United States of America, pursuant to the applicable legislation respecting licensing and insuring of the vehicle in that other province, territory or state.
  9. This certificate expires at the end of the day on the date of expiry shown on the certificate, but in no event is this certificate valid for more than 3 days inclusive of the effective date shown.
  10. This certificate is comprised of this form, the front and rear window permits bearing the same permit number as shown on this certificate and, if optional insurance is purchased, the following terms and conditions of the Optional Policy: Divisions 2 and 3, Division 8 (Prescribed Conditions), and any other terms and conditions indicated as applicable on this form.
  11. Except as otherwise provided in this certificate, all terms, including definitions, of the Insurance (Vehicle) Act and Regulation apply to this certificate even if in the context of the Act or Regulation they apply only to universal compulsory vehicle insurance.

APV165 (prvznt)





## *Distribution list*

### **B.C. Ministry of Environment**

Conservation Officer Service (Chief C.O.)

### **B.C. Ministry of Forests, Lands and Natural Resource Operations**

Compliance and Enforcement Branch (Director)

Land Tenures Branch (Manager responsible for ORVs)

### **B.C. Ministry of Public Safety and Solicitor General**

CPPO (Directors of Policy & Legislation and Corporate Initiatives)

Police Services Division, Road Safety Unit (Director)

RoadSafetyBC, Policy Unit (Director)

### **B.C. Ministry of Transportation and Infrastructure**

CVSE (Director)

CVSE (Deputy Director)

Provincial Permit Centre (Manager)

Transportation Policy & Programs Dept. (Exec. Director)

Transportation Policy Branch (Manager)

### **Canadian Border Services Agency**

#### **Law Enforcement**

BC Association of Chiefs of Police

Municipal Police forces

PRIME-BC

RCMP "E" Division, Traffic Services (Officer in Charge)

RCMP, Lower Mainland District Traffic Services (Officer in Charge)

### **Other Jurisdictions**

Canadian Council of Motor Transport Authorities (CCMTA)

American Association of Motor Transport Authorities (AAMVA)

### **Registrar of Imported Vehicles**

RIV Policy, Standards & Enforcement (Compliance Manager)

### **Toll operators**

### **Transport Canada**

Motor Vehicle Regulation Enforcement (Director)

Road Safety and Motor Vehicle Regulation (Director General)

### **U.S. Customs & Border Protection**

#### **ICBC**

Business Education - Insurance

Claims Services (Personal & Commercial)

Commercial Insurance / CUS & GU

Communications, SE & Road Safety

Driver Licensing Policy & Standards

Insurance & DL Contact Centres / BEU / Ins.

Op Support / Ins. Procedures & Bus. Change

Insurance Product Services

Insurance Sales & Distribution

Insurance Strategy & Pricing

Insurance Underwriting

Procurement Operations

Vehicle Registration Programs / Specialty

Vehicle Registration Services