

## RAILROAD OPERATING AUTHORITY CERTIFICATE APPLICATION (New/Renewal)

### Who Should Apply for a Railroad Operating Authority Certificate (OAC)?

The Highway Traffic Board (HTB) issues OACs authorizing the transportation of goods and passengers by railway. Unless exempted by the Minister, any person operating a railway in Saskatchewan is required to obtain an OAC or a temporary OAC from the HTB. This application can be utilized for a new OAC or a renewal of an existing OAC.

### A Complete Application Consists of:

- > A fully completed Railroad Operating Authority Certificate Application form.
- > A Certificate of Insurance. Please note this is not mandatory to start the application process, however a certificate of insurance is required to be filed with the HTB prior to the issuance of an OAC. Certificates must be issued by the insurer and name The Highway Traffic Board as the certificate holder.

The amount of third party liability insurance limits required by the HTB varies by type of railway and commodity transported:

	Commodity Transported			
	Passengers	General Commodities	Dangerous Goods	Special Dangerous Goods
<b>Passenger</b>	<b>\$5,000,000</b>			
<b>Industrial</b>		<b>\$10,000,000</b>	<b>\$25,000,000</b>	<b>\$25,000,000</b>
<b>Common Carrier<sup>1</sup></b>		<b>\$10,000,000</b>	<b>\$25,000,000</b>	<b>\$25,000,000</b>
<b>Common Carrier<sup>2</sup></b>		<b>\$10,000,000</b>	<b>\$25,000,000</b>	<b>\$50,000,000</b>

<sup>1</sup>if traveling less than 15 miles/hour

<sup>2</sup> If traveling over 15 miles/hour

**Note:** All classes of railways that store empty or residue cars that last contained dangerous or special dangerous goods are required to maintain a minimum \$10,000,000 bodily injury and property damage for any one person and any one occurrence.

**Confidentiality:**

Under all circumstances, the Board will keep any financial information and any private business details confidential.

Please submit your completed application to **The Highway Traffic Board** or contact us if you have any questions:

Address:	1621A McDonald Street, Regina SK S4N 5R2
Phone:	1-855-775-8336 or 306-798-0152
Fax:	306-798-0162
E-mail:	<a href="mailto:contactus.htb@gov.sk.ca">contactus.htb@gov.sk.ca</a>
Website:	<a href="http://www.highwaytrafficboard.sk.ca">www.highwaytrafficboard.sk.ca</a>

<b>1. Application Type (Check one)</b>		
<input type="checkbox"/> Common Carrier	<input type="checkbox"/> New <input type="checkbox"/> Industrial Railway	<input type="checkbox"/> Renewal <input type="checkbox"/> Passenger/Amusement/Heritage
<b>2. Applicant Classification</b>		
<input type="checkbox"/> Owner of Railroad (Tracks)	<input type="checkbox"/> Owner of Rolling Stock	
<input type="checkbox"/> Operator of Railroad (Tracks)	<input type="checkbox"/> Operator of Rolling Stock	
<b>3. Applicant Identification</b>		
_____	_____	
Complete Legal Name	Email	
_____	_____	
Operating Name	OAC Number	
_____	_____	
Saskatchewan Incorporation Number	Incorporation Certificate Number	
_____	_____	
Contact Person	Telephone	
<b>3.1 Applicant Business Identification</b>		
_____	_____	_____
Business Address	City/Town	Prov/Terr/State
_____	_____	_____
Postal/Zip Code	Telephone	Fax
<b>3.2 Applicant Saskatchewan Business Identification (if different than above)</b>		
_____	_____	_____
Business Address	City/Town	Prov/Terr/State
_____	_____	_____
Postal Code	Telephone	Fax

**4. Types of Commodities Transported and/or Stored (Check all that apply)**

- |  |  |
|--|--|
| <input type="checkbox"/> Passengers (Maximum Number:_____) | <input type="checkbox"/> Dangerous Goods (transported) |
| <input type="checkbox"/> General Commodities (transported) | <input type="checkbox"/> Dangerous goods (stored)      |
| <input type="checkbox"/> General Commodities (stored)      |  |

**General Commodities transported and/or stored:**

**Dangerous Goods transported and/or stored:**

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

5. \_\_\_\_\_

**5. Provide a description of your operation. If you require additional space attach a separate document. For renewals, list only the changes required on your OAC.**

---

---

---

---

---

---

---

**Does the operation cross any public roadways?**

Yes (please describe below)

No

---

---

---

---

**6. Has a safety management plan been developed and submitted to the Ministry of Highways and Infrastructure?**

Yes  No

If no, please provide information as to when a safety management plan will be completed.

---

---

---

---

I hereby certify that, to the best of my knowledge, information and belief, I have supplied true, accurate and complete information to all the questions in this document and attachments.

I understand that nothing in this application limits the Highway Traffic Board from making inquiries with the major shippers on the proposed lines with any other parties affected by this application to determine the fitness of the applicant.

I understand that the Highway Traffic Board has the right to request any additional information the Board requires to determine the fitness of the applicant.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_

Print name and Position: \_\_\_\_\_

Signature: \_\_\_\_\_