

## RAILROAD OPERATING AUTHORITY CERTIFICATE RENEWAL APPLICATION

### 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. Any person operating a railway in Saskatchewan is required to obtain an OAC or a temporary OAC from the HTB. OACs expire annually and holders of OACs are required to apply to the HTB for renewal.

### A Complete Application Consists of:

- A fully completed Railroad Operating Authority Certificate Renewal 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>Railway Type</b>	<b>Passenger</b>	\$5,000,000			
	<b>Industrial</b>		\$10,000,000	\$25,000,000	\$50,000,000 <sup>3</sup>
	<b>Common Carrier<sup>1</sup></b>		\$10,000,000	\$50,000,000	\$50,000,000
	<b>Common Carrier<sup>2</sup></b>		\$10,000,000	\$50,000,000	\$75,000,000

<sup>1</sup> If travelling 15 miles/hour or less with a maximum of 80 cars

<sup>2</sup> If traveling over 15 miles/hour OR hauling more than 80 cars

<sup>3</sup> This insurance requirement will come into force on January 1, 2017

**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, St. Regina, SK S4N 5R2  
Phone: 1-855-775-8336 or 306-775-8336  
Fax: 306-775-6618  
E-mail: [contactus.htb@gov.sk.ca](mailto:contactus.htb@gov.sk.ca)  
Website: [www.highwaytrafficboard.sk.ca](http://www.highwaytrafficboard.sk.ca)

**1. Application Type** (Check one) Common Carrier       Industrial Railway       Passenger/Amusement/Heritage**2. Applicant Classification** (Check all that apply) Owner of Railroad (Tracks)       Owner of Rolling Stock  
 Operator of Railroad (Tracks)       Operator of Rolling Stock**3. Applicant Identification**\_\_\_\_\_  
Complete Legal Name\_\_\_\_\_  
Operating Name\_\_\_\_\_  
OAC Number\_\_\_\_\_  
Saskatchewan Incorporation Number\_\_\_\_\_  
Incorporation Certificate Number\_\_\_\_\_  
Contact Person\_\_\_\_\_  
Telephone\_\_\_\_\_  
E-mail**3.1 Applicant Business Identification**\_\_\_\_\_  
Business Address\_\_\_\_\_  
City/Town\_\_\_\_\_  
Prov./Terr/State\_\_\_\_\_  
Postal/Zip Code\_\_\_\_\_  
Telephone\_\_\_\_\_  
Fax**3.2 Applicant Saskatchewan Business Identification** (if different than above)\_\_\_\_\_  
Business Address\_\_\_\_\_  
City/Town\_\_\_\_\_  
Prov./Terr/State\_\_\_\_\_  
Postal Code\_\_\_\_\_  
Telephone\_\_\_\_\_  
Fax

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

Passengers (Maximum number: \_\_\_\_\_)

General Commodities (transported)

Dangerous Goods (transported)

General Commodities (stored)

Dangerous Goods (stored)

General Commodities transported and/or stored:

Dangerous Goods transported and/or stored:

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

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

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

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

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

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

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

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

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

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

**5. Are there any changes required to your OAC?**

Yes (please describe below)

No

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

Yes (please describe below)                       No

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

Yes       No

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 of 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: \_\_\_\_\_