



RTLC OFFICE OPENING HOURS

Monday to Friday - 09:30 to 12:30 and 13:30 to 16:30 - except for Public Holidays.

REPLACEMENT PLY FOR HIRE OR PRIVATE HIRE PLATES/DISCS

Ply for Hire and Private Hire plates are vehicle specific, it is therefore necessary to obtain a replacement plate each time a vehicle is replaced. A replacement plate/disc will only be issued at the public counter of the RTLC office on production of the following: -

- The original plate
- Valid ‘Certificate of Approval’ (test certificate) for the replacement vehicle
- Confirmation that the meter has been tested by the PPV Inspector, or arrangements have been made for the meter to be tested before the vehicle is used to carry passengers
- £20.00 fee if a new plate is required for the vehicle

Emergency Procedures – Outside Office Hours

Should a vehicle need to be taken out of service outside normal RTLC office hours the following procedure must be adhered to:

Before transferring a plate Operators **must** either deliver by hand to the RTLC external post box, or e mail RTLC@gov.im, written details of the Operator name, number and district served, and the registration of the vehicle and why it is being taken out of service. The registration number and details of the replacement vehicle are also required

If the replacement vehicle is on loan from another operator, that Operator must give written permission and return the plate they hold for vehicle to the RTLC during office hours. The plate will be returned when they resume operation of the vehicle.

Operators should also contact the PPV Inspector on 431378, and inform him of the same information.

Forms to record the information are available from the RTLC office or Website if required.

The Operator **must** then bring the original plate and necessary documents to the office of the RTLC before 2pm of the next RTLC office opening hours, to enable the issue of the replacement plate.

It is the responsibility of the Operator requesting the change to ensure compliance with this procedure.

Please note that if a vehicle is replaced outside of office hours you **must** ensure that both insurance cover and test certificate are valid from the time that the replacement vehicle is brought into service.

Certificates of Insurance, and Cover Notes, must always be in the name of the Operator.