



**Chairperson: Mr Brendan O’Friel FJMU**

The Slieau Whallian, Foxdale Road, St John’s, Isle of Man, IM4 3AS  
Tel: (01624) 651563 Email: rtlc@gov.im Website: www.gov.im/rtlc

**APPLICATION FOR REGISTRATION AS A GOODS VEHICLE OPERATOR**  
(Sections 8, 9 and 10 of the Road Transport Act 2001)

**NAME OF THE APPLICANT: -**

**COMPLETE THIS FORM IF YOU ARE APPLYING TO OPERATE:**

One or more goods vehicles of over 3,500 kg gross laden weight to be used Tick  
**ON THE ISLE OF MAN** and **NEVER** off the Island.

I have operated goods vehicles of over 3,500 kg gross laden weight prior to 1st   
January 2019 on the Isle of Man.

**If you have any questions or queries about completing this application form, please contact the RTLC office using the above details.**

**SECTION 1 – THE APPLICANT’S DETAILS**

Is the Applicant (named above) one of the following

- |  |                 |                          |
|--|-----------------|--------------------------|
| <b>An Individual</b>                     | Complete Box 1a | <input type="checkbox"/> |
| <b>A Partnership</b>                     | Complete Box 1b | <input type="checkbox"/> |
| <b>A Ltd Company or Public Authority</b> | Complete Box 1c | <input type="checkbox"/> |

**Box 1a - An individual**

Surname	Forename	Previous Names
Address		Postcode
Telephone	Mobile	Email

**\* You are reminded that it is your responsibility to notify the RTLC office of any change of name and/or address during the term of your Registration.**

**SECTION 1 – THE APPLICANT’S DETAILS (continued)****Box 1b - A Partnership**

## Partners

Surname	Surname	Surname	Surname
Forename(s)	Forename(s)	Forename(s)	Forename(s)
Previous Names	Previous Names	Previous Names	Previous Names
Address	Address	Address	Address
Postcode	Postcode	Postcode	Postcode

## Place of Business Address

Address	Postcode	
Telephone	Mobile	Email

**\* You are reminded that it is your responsibility to notify the RTALC office of any change of name and/or address during the term of your Registration. A change in any one for the Partners may invalidate your Registration.**

**Box 1c - A Limited Company or Public Authority**

Company Registration Number

## Registered Office Address

Address	Postcode	
Telephone	Mobile	Email

Continued overleaf...

## SECTION 1 – THE APPLICANT’S DETAILS (continued)

### Box 1c - A Limited Company or Public Authority (continued)

#### Place of Business Address

Address		Postcode
Telephone	Mobile	Email

#### Directors or Responsible Officers in a Public Authority

Surname	Surname	Surname	Surname
Forename(s)	Forename(s)	Forename(s)	Forename(s)
Previous Names	Previous Names	Previous Names	Previous Names
Address	Address	Address	Address
Postcode	Postcode	Postcode	Postcode

**\* You are reminded that it is your responsibility to notify the RTAL office of any change of name and/or address during the term of your Registration. A change in your Company Registration Number may invalidate your Registration. Changes to Directors or officers must be notified to RTAL.**

## SECTION 2 – GOODS VEHICLES

**Total number of goods vehicles of all classes you wish to operate:**

**Total number of trailers with a maximum laden weight over 3,500 kg (e.g. semi trailer) that you wish to operate:**

**Total number of trailers with a maximum laden weight under 3,500 kg that you wish to operate:**

If a trailer with a maximum laden weight over 3,500 kg has a valid UK operator disc then it does not need to be included in your Registration.

The total number of vehicles and trailers is the maximum number of vehicles and trailers which the Operator may use on roads at the same time under the Registration.

What year did you begin operating goods vehicle on the Isle of Man?

### SECTION 3 – MAINTENANCE ARRANGEMENTS

The RTLC must be satisfied that there are appropriate arrangements in place for the repair and regular safety inspection of goods vehicles and trailers. One of the ways to do this is by entering into a maintenance arrangement with a local garage.

Do you have an arrangement with a maintenance contractor(s) to carry out regular safety inspections and repairs?

Yes	No

#### Regular Safety Inspections

#### Repairs

Contractor Name	Contractor Name
Address	Address
Postcode	Postcode
Telephone	Telephone

Please list the frequency of your safety inspections (the number of weeks between each inspection) for each vehicle in the box below. Please continue on a separate sheet if necessary.

If you do not have an arrangement with a maintenance contractor for either regular safety inspections or repairs, please tick the box to confirm that you intend to carry out these checks within your own business.

**SECTION 4 – OPERATING CENTRE(S)**

(i.e. the location(s) where the vehicle(s) are normally kept when not in use).

**The Applicant MUST list AT LEAST ONE Operating Centre** – all places where you intend to keep one or more goods vehicles must be registered and therefore be listed on this application.

**HOW MANY OPERATING CENTRES DO YOU INTEND TO USE?**

**PLEASE NOTE:** All operating centres must comply with the requirements of the Town and Country Planning Act 1999. If you have any questions regarding the compliance of your proposed centre(s), please contact the Planning Section of the Department of the Environment, Food and Agriculture on 685950 or the RTLC on 685476 / 651563.

Main Operating Centre Address	Operating Centre Address	Operating Centre Address	Operating Centre Address
Postcode	Postcode	Postcode	Postcode
Is the Centre Shared with Another Operator?	Is the Centre Shared with Another Operator?	Is the Centre Shared with Another Operator?	Is the Centre Shared with Another Operator?
Planning Permission/ Certificate of Lawfulness Number	Planning Permission/ Certificate of Lawfulness Number	Planning Permission/ Certificate of Lawfulness Number	Planning Permission/ Certificate of Lawfulness Number
Number of Vehicles	Number of Vehicles	Number of Vehicles	Number of Vehicles
Number of Trailers	Number of Trailers	Number of Trailers	Number of Trailers

Should you wish to register more operating centres, please supply their details on a separate sheet.

If you are unable to provide evidence that ALL of your proposed operating centres comply with the Town and Country Planning Act 1999, then you may ask the RTLC to allow you a period of grace under the transitional provisions of the Road Transport Regulations 2018 to obtain the required documents.

Do you wish to ask the RTLC for a period of grace?

Yes	No

If you are unable to obtain planning approval or a certificate of lawfulness of use for each of your operating centres by 31st December 2024, you will be unable to continue to use that operating centre.

**SECTION 5 – GOOD REPUTE**

The RTLC must have regard to the good repute of the Applicant and all of the people involved in the management of the transport operation authorised by the Registration. During the transitional provisions of the Road Transport Regulations 2018 all applicants will be assumed to have good repute unless they have more than one conviction for a serious offence or have repeatedly been convicted of road transport offences. Schedule 1 of the Road Transport Act 2001 requires the RTLC to be aware of such convictions.

Does anyone named in this application have a conviction for either a serious offence or multiple road transport offences? A serious offence is one which either led to a term of custody exceeding 3 months, or a fine exceeding £2,500 or a community service order of more than 60 hours.

Yes	No

Please tick the box to confirm that you understand that you must tell the RTLC if you are convicted of a relevant offence during the period between submitting this application and a decision being made.

If you answered Yes to the question above, please provide details of any relevant convictions in the box below;

**Convictions**

Conviction	Conviction	Conviction	Conviction
Court	Court	Court	Court
Date of Conviction	Date of Conviction	Date of Conviction	Date of Conviction

Please continue on a separate sheet if necessary.

The RTLC must also have regard to any history of goods vehicle operation either on the Isle of Man and elsewhere.

Have you ever had a goods vehicle Operator Licence or Registration as a goods vehicle operator revoked, suspended or curtailed either on the Isle of Man or elsewhere?

Yes	No

If you answered yes to above question, please provide details of any operator licensing history in the box below.

## **SECTION 6 – UNDERTAKINGS, CONDITIONS & DECLARATION OF THE APPLICANT**

### **WARNING: ANY FALSE DECLARATION MAY RESULT IN PROSECUTION**

#### **Undertakings**

If the RTLC decides to grant a Registration as a goods vehicle operator it will be subject to the following conditions that will be recorded on the registration document. I understand that if any of these conditions are breached the holder of the Registration may be prosecuted and the Registration as a goods vehicle operator may be revoked, suspended or curtailed.

It is a condition of your Registration as a goods vehicle operator that:

- Each goods vehicle, and trailer, operated will be regularly checked with respect to roadworthiness by a suitably competent person and be adequately maintained.
- Drivers of goods vehicles will complete a visual safety check of each vehicle and trailer used which must be recorded.
- All defects likely to affect roadworthiness of vehicles or trailers are recorded in writing and repaired before a vehicle or trailer is used.
- Vehicles and trailers are presented to Vehicle Testing Centre for annual test and at the request of an Authorised Examiner.
- The law relating to the safe operation of vehicles is observed.
- Vehicles and trailers are not overloaded.
- Vehicles are parked at the operating centre(s) specified on the registration document when not engaged in road transport operations.
- The number of vehicles and trailers does not exceed the number authorised at each operating centre specified on the registration document.
- All regular daily inspections, safety inspections, written defect and rectification forms and evidence of routine maintenance (using whatever forms are appropriate) are kept for a minimum of 15 months. Examples of such forms are available on the RTLC website.
- All goods vehicles will display a valid goods vehicle operator disc.
- No vehicles will be used off the Island after the Registration as a goods vehicle operator has been granted by the RTLC.
- The number of goods vehicles and trailers must not exceed the maximum numbers specified in the registration document.

I will notify the RTLC, in writing within 28 days, of any relevant conviction of the holder of a goods vehicle Registration or any officer, employee or agent for an offence committed in the course of the transport operation.

I will notify the RTLC, in writing within 28 days, of any insolvency action (bankruptcy, liquidation, administration, voluntary arrangements, etc.) taken against the holder of a goods vehicle Registration and any change in the Transport Manager, the death or mental incapacity of the registered operator, changes of Director or Partners (where applicable), changes at your Operating Centre, changes to your maintenance arrangements and prohibitions issued to vehicles and trailers operated under my goods vehicle Registration.

**Signature**

**Name in Block Capitals**

**Position**

**Date**

## **Data Protection & Personal Data**

I understand that it is an offence to give false information on this application form. I understand that personal details about me will be held on computer, subject to the requirements of the Data Protection Act 2018.

I understand that information on ALL forms relating to the RTALC may be shared with Police Forces, tax officials, HMRC and other investigative bodies in relation to any false declaration, crimes and pending convictions/court proceedings including both financial and professional.

You may request erasure, restrictions or amendment of your details at any time if you no longer wish us to process your application. Full details of how and why the RTALC processes your personal information are contained in our Privacy Policy which is available here <https://www.gov.im/about-the-government/statutory-boards/road-transport-licensing-committee/privacy-notice> or a hard copy can be sent if you prefer.

I understand that, in the event of the Police commencing an investigation whereby I am a potential suspect, information may be shared between the RTALC and Police for safeguarding/crime prevention purposes. All information shared will be done so under the terms of the Data Protection Act 2018 and the Freedom of Information Act 2015.