



# Road Transport Licensing Committee

Bing Kied Carbid



Chair: Mr Graham Curphey

This Slieau Whallian, Foxdale Road, St John's, Isle of Man, IM4 3AS  
Tel: (01624) 651564 Email: rtlc@gov.im Website: www.gov.im/rtlc

## APPLICATION FOR A LICENCE TO OPERATE GOODS VEHICLES

(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 off the Isle of Man **AS WELL AS** on the Island.

Tick

I have paid the appropriate fee of £70 to the RTLC with all cheques being made payable to the "Isle of Man Government".

**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

**An Individual**

Complete Box 1a

**A Partnership**

Complete Box 1b

**A Ltd Company or Public Authority**

Complete Box 1c

#### 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 Operator Licence.**

**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 Operator Licence. A change in any one of the Partners may invalidate your Licence.**

**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 RTALC office of any change of name and/or address during the term of your Operator Licence. A change in your Company Registration Number may invalidate your Licence. Changes to Directors or officers must be notified to RTALC.**

**SECTION 2 – THE GOODS VEHICLES**

**Total number of goods vehicles with a maximum laden weight of over 3,500 kg you wish to operate:**

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

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

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

What year did you begin operating goods vehicles in 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.

Please provide a basic map or location plan (eg Google Maps) which shows the outline of your operating centre, including any associated land where your vehicles are parked.

**\* You are reminded that you must comply with the requirements of the Town and Country Planning Act 1999 before your application can be accepted. Operating without an Operator Licence is an offence under the Road Transport Act 2001.**

## SECTION 5 – FINANCIAL STANDING

### EVIDENCE OF FINANCIAL RESOURCES OF A NEW APPLICANT:

The holder of a goods vehicle Operator Licence must be able to satisfy the RTLC that it is of appropriate financial standing AT ALL TIMES.

Financial standing is defined each year and the requirement from 1st January 2020 to 31st December 2020 is:

For the first vehicle authorised under your Operator Licence	£8,000
For each subsequent vehicle authorised under your Operator Licence	£4,450

e.g. a Licence authorising 4 vehicles must have access to £8,000 + (3 x £4,450) = £21,350

In order to satisfy the requirement laid down in regulation 3(1)(c) of regulation (EC) No 1071/2009 of the European Parliament and of the Council of 21st October 2009, an applicant must at all times be able to meet its financial obligations. To this end, the applicant must declare he/she has at his/her disposal capital and reserves totalling at least EUR 9,000 when only one vehicle is used and EUR 5,000 for each additional vehicle used.

For the purpose of the above paragraph, the value of the Euro is fixed every year. The rates to be applied will be those obtained on the first working day of October and will have effect from 1st January of the following calendar year.

I hereby declare that I have access to sufficient funding to satisfy this requirement;

**Signature**

**Name in Block Capitals**

**Position**

**Date**

## SECTION 6 – CERTIFICATE OF PROFESSIONAL COMPETENCE

Surname	Forename	Previous Names
Address		Postcode
Telephone	Mobile	Email

**\* You are reminded that an individual within the organisation (whether he/she is the operator or another person) must hold a relevant Certificate of Professional Competence ("CPC") qualification before your application can be accepted. Operating without an Operator Licence is an offence under the Road Transport Act 2001.**

**SECTION 7 – 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 Operator Licence. Schedule 1 of the Road Transport Act 2001 requires the RTLC to have regard to any relevant convictions or any other information which would relate to an individual's fitness to hold an Operator Licence.

Does anyone named in this application have a relevant conviction?

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.

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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 either of the questions above, please provide details of any operator licensing history in the box below.

## **SECTION 8 – UNDERTAKINGS, CONDITIONS & DECLARATION OF THE APPLICANT**

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

#### **Undertakings**

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

It is a condition of your goods vehicle Operator Licence 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 on each day that it is used and 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 Operator Licence 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 licence.
- 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 RTALC website.
- All goods vehicles will display a valid goods vehicle operator disc which relates to the vehicle in which it is displayed.
- The number of goods vehicles and trailers must not exceed the maximum numbers specified in the licence.

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

I will notify the RTALC, in writing within 28 days, of any insolvency action (bankruptcy, liquidation, administration, voluntary arrangements, etc) taken against the Operator Licence holder and any change in the Transport Manager, the death or mental incapacity of the licence holder, 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 Operator Licence.

**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, Planning 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.

**For office use only**

**Fees paid: Y / N**

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