



GUIDANCE NOTES

APPLICATION FOR REGISTRATION AS AN OPERATOR OF A PUBLIC PASSENGER VEHICLE IN PART 'A' OF THE REGISTER

(Sections 5, 9 and 10 of the Road Transport Act 2001)

PLEASE READ THESE GUIDANCE NOTES BEFORE SENDING IN YOUR APPLICATION FORM

THESE GUIDANCE NOTES APPLY TO: -

Applications for indefinite Operator Registration (in Part 'A' of the Register) to carry passengers **only within the Isle of Man**.

They DO NOT apply to: -

- (a) Operations that include journeys outside the Isle of Man by Large Buses or Minibuses
- (b) Operation of only a single passenger car that is **NOT** used in conjunction with a taxi radio base
- (c) Certain operations of 'courtesy' or 'works' minibuses
- (d) Limousines of up to 8 seats

This form is for use if the Business, Public Authority or other Organisation, or any separately-trading division of it, is **wholly or mainly** engaged (or to be engaged) in the activity of carrying passengers (which includes a service where PPV's are to be used in a 'courtesy' or 'works' operation to provide a 'regular service' for customers, clients, or staff of the Operator's non-transport business). It is also to be used if a large bus (17 or more passenger seats) is used commercially as a courtesy or works bus, or for any such use of a minibus if the operation is not eligible to be registered in Part 'B' of the Register.

NOTE – IF ANY LARGE BUSES OR MINIBUSES ARE TO BE USED TO CARRY PASSENGERS OUTSIDE THE ISLAND, YOU SHOULD SUBMIT AN APPLICATION FOR AN OPERATOR LICENCE USING THE APPROPRIATE APPLICATION FORM FOR SUCH A LICENCE, AND YOU SHOULD NOT PROCEED WITH THIS APPLICATION

APPLICATION FEE

DESCRIPTION	FEE (£)
Registration in Part 'A' of the Register of PPV Operators, which includes one Operating Centre	£70.00
For EACH additional Operating Centre in excess of one (Payable in addition to the fee mentioned above)	£20.00
Operator Disc for a Ply for Hire taxi	£96.00 per annum (plus £64 for each additional Ply for Hire District)
Operator Disc for a Private Hire car or minibus	£96.00 per annum
Operator Disc for a Private Hire cortege Limousine	£20.00 per annum
Operator Disc for a Bus/Coach (fleet rate: £20 for each bus in excess of 3)	£122.00 per annum

SECTION 1 – THE OPERATOR’S DETAILS

The person whose name is given in Section 1 will be regarded as the person responsible for operating the Public Passenger Vehicle(s).

This will normally be the proprietor of the business. If the Operator is a company, partnership or other organisation, the person named should be that person who has the ultimate responsibility to the organisation for operating the PPV, and so has the responsibility to ensure that the PPV is operated in accordance with the Road Transport Act 2001 and relevant road traffic legislation.

SECTION 2 – THE OPERATOR’S USE OF PPV’S TO CARRY PASSENGERS

Your answers to the questions will clarify and confirm whether your operation should be registered in Part ‘A’ of the Register.

SECTION 3 – THE PASSENGER VEHICLES

The ‘Total number of vehicles’ is the maximum number of vehicles which the Operator may use on roads at any one time under the Operator Registration, and does not exceed the total number of PPV’s which the Operator may keep at his Operating Centre(s). You must also identify the class of each vehicle you are applying for.

NOTE: A PPV may not be used on roads for carrying passengers, unless it displays a current Operator Disc for the appropriate class and use. An Operator Disc issued to an Operator in respect of a vehicle to be used to Ply for Hire under a ‘Section 29’ Ply for Hire Service Licence will be issued along with a Ply for Hire plate for that vehicle.

SECTION 4 – THE OPERATING CENTRE(S)

The Operating Centre is where the vehicle is to be normally kept when not carrying passengers.

All applicants must list at least one Operating Centre – all of the places where you intend to keep your PPV(s) must be registered and approved.

Please note that a visual inspection of your proposed Operating Centre(s) may be undertaken prior to your application being heard at a hearing, and you may also require an assurance or approval regarding the suitability of the Centre from the Planning Office at DEFA.

You must therefore complete an Operating Centre application form for each Operating Centre you intend to use.

If you intend to keep your vehicle(s) on the public highway and a parking permit is required, you should attach a photocopy of the permit to your application.

If you intend to use more than one Operating Centre, you will need to list the details in the table for ‘Additional Operating Centre(s)’.

SECTION 5A – RESPONSIBILITY OF THE OPERATOR

To be completed if the ‘Operator’ named in Section 1 is not the single proprietor of the business. You will need to list the names and addresses of Joint Operators, Directors, Partners or responsible Officers who are jointly responsible for the operation of the business.

If any person named in this Section, or the Designated Manager Section below, has not lived in the UK for the last 5 year period, or is a British National who has lived abroad for a period of 3 months or more within the last 5 year period, they are required to obtain a ‘Certificate of Good Conduct’ from the country where they lived.

The person must obtain and pay for a ‘Certificate of Good Conduct’ by contacting the Embassy of the Country. Information on the requirements, fee, and contact information for most countries is available from the RTLC Office. If the document is not provided in English, the person is required to pay for the document to be translated using a certified translator – a list of certified translators can be obtained from the RTLC Office.

SECTION 5B – DESIGNATED MANAGER

If the Operator(s) named in Section 1 is also the manager of the PPV(s) then tick ‘yes’ in the box.

If the Operator(s) named in Section 1 does not manage the business on a regular basis, e.g. he/she spends long periods off the Island, or he/she does not meet the required qualifications of ‘professional competence’, it will be

necessary to appoint a separate Designated Manager, who is responsible for the day to day operation of the business.

MANAGERS OF LARGE BUSES: -

It is necessary for the Designated Manager to show the RTLC that either: -

- (a) he/she has experience of effectively managing PPV transport, including large buses, for at least a 5 year period prior to the application, and also to satisfy the RTLC that he/she is adequately aware and knowledgeable of the requirements for complying with regulations made under the Road Transport Act 2001;

or

- (b) he/she holds a Certificate of Professional Competence from a professional body, and thereby is immediately able to show professional competence without further enquiry or examination by the RTLC; the requirements are well known to experienced operators of PPV transport in the UK or elsewhere in the EU, as they are set out in an EC Directive. (SEE NOTE)

NOTE – where an operator (or manager) of LARGE BUSES does not meet any of the other means of showing professional competence, he/she must be able to demonstrate that he/she possess the required skills listed in Part A of the Annex to Council Directive 74/562/EEC dated 12th November 1974 on admission to the occupation of road passenger transport operator in national transport operations, as amended by Council Directive 89/438/EEC dated 21st June 1989. To do this, the Manager would produce to the RTLC a certificate of professional competence from a professional body certifying that the holder has been examined and found to possess the specified professional skills.

As the application for registration as an Operator is for operating PPV's only within the Island, the requirements of Part B of the Annex to the Council Directive are not required to be complied with.

MANAGERS OF MINIBUSES: -

It is necessary for the Designated Manager of PPV's, which excludes large buses, but include minibuses, to show the RTLC that he/she: -

- (a) has the experience mentioned for new managers of Large Buses;

or

- (b) holds a PPV Driver Licence and –

- (i) has experience of driving minibuses for at least 12 months prior to the date of application
- (ii) is adequately aware and knowledgeable of the requirements for complying with regulations made under the Road Transport Act 2001;

or

- (c) has experience in the management of a PPV business for at least 12 months prior to the date of application, and has received a course of instruction under the Minibus Drivers' Awareness Scheme (MIDAS).

MANAGERS OF PLY FOR HIRE TAXIS, OR PRIVATE HIRE CARS: -

If the Designated Manager does not have any of the experience mentioned for large buses or minibuses, he/she should either: -

- (a) hold a PPV Driver Licence and either –

- (i) satisfy the RTLC that he/she is adequately aware and knowledgeable of the requirements for complying with regulations made under the Road Transport Act 2001; or
- (ii) satisfy the RTLC that he/she has experience of driving a PPV for at least 12 months prior to the date of the application

OR

- (b) satisfy the RTLC that he/she has experience in management of a PPV business and that he/she has had that experience for at least 12 months prior to the date of the application

GOOD REPUTE

The Operator named in Section 1 AND any Designated Manager(s) must be of good repute. "Good Repute" forms must be completed by the applicant and any Designated Manager(s).

FINANCIAL STANDING

In accordance with paragraph 6(2) of Schedule 1 of the Road Transport Act 2001, every NEW APPLICANT must submit satisfactory evidence or an assurance of adequate financial resources to ensure the establishment and proper administration of the transport undertaking, e.g. to insure and maintain the vehicle(s). This must be provided in the form of a written self assurance and any other relevant documents (see below).

For the purpose of Paragraph 6(2) of Schedule 1 of the Road Transport Act 2001, the applicant will be required to evidence the following: -

GENERAL

In the case of an application by a new Operator to operate PPV's **other than large buses**, resources equivalent to the Operator's estimated outlay in respect of all comprehensive motor insurance premiums to be paid for operating the PPV's during the first 12 month period of operation (an estimate or offer of insurance premium from the insurer should be produced).

OPERATOR OF LARGE BUSES

In the case of an application by a **new Operator of Large Buses**, the means referred to in Paragraph 1 in respect of his/her PPV's other than large buses which he/she is applying to operate, **together with**, in respect of **each Large Bus** which he/she is applying to operate, at least the aggregate of: -

£2,750 for the first or only Large Bus; and
£1,500 for each additional Large Bus

SECTION 6 – PERSONAL INFORMATION

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 RTLC 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.

COMPLETION OF THE APPLICATION FORM

On completion of the application form, take or send it to the Road Transport Licensing Committee, Thie Slieau Whallian, Foxdale Road, St John's, Isle of Man, IM4 3AS. Payment can be made by cash, cheque, debit or credit card.

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