



GUIDANCE NOTES

APPLICATION FOR REGISTRATION AS AN OPERATOR OF A PUBLIC PASSENGER VEHICLE IN PART 'B' 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: -

An application for indefinite Operator Registration (in Part 'B' of the Register) to carry passengers only in a single passenger car (i.e. up to 8 seats plus the driver's seat), **only within the Isle of Man**. It must not be used as a 'radio cab' or on a regular bus-type service.

DESCRIPTION	FEE (£)
Registration in Part 'B' of the Register of PPV Operators, which includes one Operating Centre	£53.00
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 or Private Hire Car	£96.00 per annum (plus £64 for each additional Ply for Hire District)

NAME OF THE PPV APPLICANT/OPERATOR WHO IS SUBMITTING THIS APPLICATION

This box is for you to write your name, and if applicable, the trading name, by which your business is known.

If you have a business name, please include a copy of the Certificate of Registration with your application.

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.

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 A PPV TO CARRY PASSENGERS

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

SECTION 3 – THE PASSENGER VEHICLE

Please indicate the class of PPV which 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 must be registered and approved.

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

You must therefore complete a planning approval form (available from the RTLC Office) for each Operating Centre you intend to use.

If you intend to keep your vehicle 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 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, it will be necessary to appoint a separate Designated Manager who is responsible for the day to day operation of the business.

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).

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, debit card or cheque (Please make your cheque payable to the Isle of Man Government).