



# Road Transport Licensing Committee

*Bing Kied Carbid*

Chair: Mr Graham Curphey

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



## APPLICATION FOR A LICENCE TO OPERATE PUBLIC PASSENGER VEHICLES

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

**Includes use of PPVs of any class within the Isle of Man, and Minibuses or Large Buses on journeys outside the Isle of Man under International Circulation provisions**

**PLEASE READ THE ACCOMPANYING GUIDANCE NOTES BEFORE COMPLETING THE APPLICATION FORM**

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

Please include the Trading Name of the Business if applicable

FULL NAME ..... DR / MR / MRS / MISS / MS (delete as appropriate)

TRADING NAME .....

### PLEASE TICK BOX(ES) WHICH INCLUDES THE VEHICLES TO BE USED BY THE APPLICANT OPERATOR: -

<b>Large Buses</b> (17 or more passenger seats plus the driver's seat)	
<b>Minibuses</b> (9 or up to 16 passenger seats plus driver's seat) but NOT Large Buses	

### SECTION 1 – THE OPERATOR

SURNAME ..... MR / MRS / MISS / MS (Delete as appropriate)

FORENAME (S) ..... MAIDEN NAME .....

HOME ADDRESS .....

.....

POSTCODE ..... TEL. NO. .... E-MAIL ..... BUSINESS

ADDRESS .....

.....

POSTCODE ..... TELEPHONE NO. ....

DATE OF BIRTH ...../...../ 19..... PLACE OF BIRTH .....

ARE YOU AN IOM WORKER AS DEFINED IN THE CONTROL OF EMPLOYMENT ACTS? .....

PREVIOUS ADDRESSES OVER LAST 5 YEARS (IF DIFFERENT FROM ABOVE) .....

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### 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.

**SECTION 2 – THE OPERATOR’S USE OF PPVs TO CARRY PASSENGERS****TICK ✓**

Is the Business, Public Authority or other Organisation, including any separately trading division of it, wholly or mainly engaged (or to be engaged) in the activity of carrying passengers?

**YES****IF YOU TICKED “NO”: -****(1)** Please write here the main activity of the Business, Public Authority or other Organisation:

.....

and, please answer “YES” to one or more of the following, as appropriate: -

**(2)** Is any passenger vehicle under the control of the Operator: -

(a) to be used to provide transport for fare-paying passengers? .....

(b) to be used to provide transport for members of the general public without taking fares either directly, by arrangement with another business or a Government Department (e.g. school children)? .....

(c) to be ‘hired out’ or ‘lent’ to another Operator, or to any other person or organisation, to provide transport to that person or organisation on a contract or private hire basis? .....

**(3)** Is any passenger vehicle, or service of passenger vehicles, under the control of the Operator, to be used to provide a regular service of carrying passengers? .....

**NOTE:** If any Large Buses or Minibuses are NOT to be used to carry passengers outside the Island, you should submit an application for Registration as an Operator under Part ‘A’ of the Register using Form P2. In that case you should NOT proceed to complete this application form for an Operator Licence

**SECTION 3 – THE PASSENGER VEHICLES****Total Number of Vehicles of all classes for which Operator Discs are requested:**

(The total number of vehicles is that maximum number of vehicles which the Operator may use on roads at the same time under the Operator Licence.

**Which class of vehicle(s) (PPV’s) are you applying for?****TICK ✓****NUMBER****PLY FOR HIRE CAR (TAXI) – up to 8 passenger seats**

('stand or rank cab' using ranks and accepting hails in the street, but no radio bookings)

Requires a Ply for Hire Service Licence.

**PLY FOR HIRE CAR (TAXI) – up to 8 passenger seats**

(all purpose radio-despatched taxi driver to take bookings by radio, and will also use ranks and accept hails in the street. Requires a Ply for Hire Service Licence.

**PRIVATE HIRE CAR – up to 8 passenger seats**

General purpose

**PRIVATE HIRE CAR – up to 8 passenger seats**

Only for Weddings and Special Occasions

**PRIVATE HIRE CAR – up to 8 passenger seats**

Only for Funerals and other organised processional events

**PRIVATE HIRE MINIBUS – between 9 and 16 passenger seats****SINGLE OR DOUBLE DECK BUS/COACH – 17+ passenger seats**

Regular bus-type services require a Regular Service Licence

**TOURS, EXCURSIONS AND IRREGULAR SERVICES**

(not being on a Private Hire basis)

**SECTION 4 – THE OPERATING CENTRE(S)**

(i.e. the base(s) where the vehicle(s) are to be normally kept or stationed when not carrying passengers).

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

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

NUMBER

**PLANNING APPROVAL**

**PLEASE NOTE:** A visual inspection of your proposed Operating Centre(s) may 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 proposed Centre(s) from the Planning Office at DEFA.

You must therefore complete a planning approval form (available from the RTALC office) 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, please attach a photocopy of your parking permit authorisation.

**THE MAIN (OR ONLY) OPERATING CENTRE (Operating Centre 1)**

Address of the MAIN (or only) Operating Centre: - .....

.....

.....

..... Post Code: .....

**ADDITIONAL OPERATING CENTRE(S)**

Do you intend to keep any of your vehicles at any additional Operating Centre(s)? If so, please complete the appropriate details for the proposed Centre(s) below: -

Centre No.	Address (include Post Code)
2	
3	

**PLEASE USE A SEPARATE SHEET FOR ANY FURTHER ADDITIONAL OPERATING CENTRES**

## SECTION 5 – RESPONSIBILITY OF THE OPERATOR

For the operation and services of the PPV(s).

### SECTION 5A - Names and address of Joint Operators, Directors, Partners (or responsible officers in a Public Authority)

The Persons (if any) listed in the table below are responsible along with the Applicant Operator named in Section 1, for the Operation of Public Passenger Vehicles licensed to that Operator.

Position:	Position:	Position:	Position:
Name:	Name:	Name:	Name:
Address:	Address:	Address:	Address:
Postcode:	Postcode:	Postcode:	Postcode:

### SECTION 5B – Details of the Designated Manager

i.e. the Applicant Operator named in Section 1 of this form, or a person responsible to the Operator for compliance with the provisions of the Road Transport Act 2001.

#### DESIGNATED MANAGER

Is the Operator (named in Section 1 of this form) to be the Designated Manager?

Yes

If your answer is NO – give details of the proposed Designated Manager below

Complete the details of the person who is to perform the duties of 'Designated Manager'. An additional 'Designated Manager form', and police vetting check will also be required.

Title	<b>MR / MRS / MISS / MS / DR :</b>
Manager's Full Name	
Business Address (including Postcode)	
Home Address (including Postcode)	

**QUALIFICATION OF THE DESIGNATED MANAGER:**

**The Designated Manager (whether he/she is the Operator or another person) must meet the following 'Professional Competence' requirements.**

**Class 'A': General Competence - Indicate by ticking at least one of the following: -**

The Manager holds certificate(s) issued by an appropriate professional body to confirm that he/she has acquired the requisite skills for effective management of road passenger transport undertakings through attending courses, by practical experience in a transport undertaking or by a combination of both, or holds advanced or technical diplomas the nature of which imply that he/she has sound knowledge of the PPV industry.

**OR**

That the Manager holds certificate(s) issued by the ROAD TRANSPORT LICENSING COMMITTEE to confirm that the Committee has been satisfied that he/she has acquired the requisite skills for effective management of road passenger transport undertakings by practical experience in a transport undertaking or through undertaking courses, or by a combination of both.

**OR**

Other qualification (as referred to in the 'Notes for Guidance': please give details here: -

**Class 'B': (Competence in International Road Passenger Transport) IS required** for the Operator or Designated Manager under the Operator Licence by which authorisation is given for carrying passengers on journeys outside the Isle of Man.

State which of the three qualifications listed in Part 'A' above show that the Designated Manager has acquired the requisite skills applicable to passenger transport by road using buses/coaches or minibuses between the Island and Great Britain or Northern Ireland, or any other country, or between Member States of the European Community.

Give brief details of those qualifications here (you may give the details on a separate sheet attached to this form)

**NOTE**

If the above information is supplied for a 'Designated Manager' other than the Applicant Operator, the Applicant Operator may wish to provide details as to his own qualifications on a separate sheet.

**FINANCIAL STANDING**

**EVIDENCE OF FINANCIAL RESOURCES OF A NEW APPLICANT FOR OPERATING PPV'S: -**

Under the Road Transport Act 2001, new applicants must enclose evidence of sufficient 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 evidenced in accordance with the amounts specified **(see Guidance Notes Section 6)**.

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**DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION**

**PLEASE ENSURE THE FOLLOWING ARE ENCLOSED WITH THIS APPLICATION**

**TICK ✓**

The appropriate fee (see Guidance Notes)      Amount £

A 'Good Repute' Form (for the Applicant Operator & Designated Manager)

Evidence of Financial Standing (see Guidance Notes)

Evidence of Professional Competence (see Guidance Notes)

Evidence of Planning Approval for your Operating Centre(s)


When this form has been completed, signed and dated, it should be sent to: -

**Road Transport Licensing Committee  
The Slieau Whallian, Foxdale Road, St. John's, Isle of Man, IM4 3AS**

**DECLARATION**

**(BY THE OPERATOR NAMED IN SECTION 1 OF THIS FORM WHO IS APPLYING TO BE REGISTERED)**

I understand that it is an offence to give false information in order to become a PPV Operator. I understand that personal details about me will be held on computer, subject to the requirements of the Data Protection Act 2018. I also understand that information on ALL forms relating to the RTLC 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. I also understand that, in the event of the Police commencing an investigation whereby I am a potential suspect, information may be shared between the RTLC 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.

I declare that I have checked the answers given in this application and that to the best of my knowledge and belief they are correct. I also declare that I am a fit and proper person as defined in the Road Transport Act 2001.

**SIGNATURE** .....

**NAME IN BLOCK CAPITALS** .....

**DATE** .....