



GUIDANCE NOTES

APPLICATION FOR A LICENCE TO OPERATE PPVs

(including large buses or minibuses) for use within the Island and on journeys outside the Island under International Circulation Provisions

FORM P1

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

PLEASE READ THESE GUIDANCE NOTES BEFORE SUBMITTING YOUR APPLICATION FORM

HOW MUCH WILL IT COST?

Every application must be accompanied by the appropriate fee: -

ITEM	FEE
1 Application for an Operator Licence with ONE SINGLE operating centre	£70.00
2 EACH additional operating centre in excess of one	£20.00

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

This box is for you to write your name and if applicable, the company or 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(s) whose name is given in Section 1 will be regarded as the person responsible for the operation of 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 the person who has responsibility to the organisation for operating the PPV(s), and so has the responsibility to ensure that the PPV(s) is operated in accordance with the requirements of 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 you should be licensed as an operator.

SECTION 3 – THE PASSENGER VEHICLES

The 'Total Number of Vehicles' is the maximum number of vehicles that the Operator may use on roads at any one time under the Operator Licence, and does not exceed the total number of PPV's which the Operator may keep at the approved operating centre(s). You must also identify the class of each vehicle you are applying for.

NOTE: If a PPV is used on journeys outside the Island, it can only be operated under 'Private Hire', or as an excursion/irregular service unless it is also licensed to an operator in that country. A PPV can not be used on IOM PPV service licences to Ply for Hire outside the Island, or as a bus under a Regular Service Licence outside the Island, because external laws relative to those kinds of service outside the Island would apply.

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, 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 an Application to Create/Modify an Operating Centre form (available from the RTLC 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, 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 appropriate details in the table, 'Additional Operating Centre(s)'.

SECTION 5A – RESPONSIBILITY OF THE OPERATOR

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

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 does have the appropriate qualification, and who is responsible for the day to day operation of the business.

In order to be regarded as 'professionally competent' in relation to operating large buses or minibuses on journeys outside the Island: -

The operator must have passed a written examination organised by a **professional transport industry body**, and be the holder of a valid certificate to that effect issued by that body, **which includes competence in management of international circulation of large buses and minibuses;**

(By such certificate the applicant will be able to demonstrate that he possess the requisite skills (listed in BOTH Parts A and B 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 and international transport operations, as amended by Council Directive 89/438/EEC dated 21st June 1989)

OR

The operator must be the holder of any certificate of competence, diploma or other qualification recognised for the purposes of paragraph 13(1) of Schedule 1 to the Road Transport Act 2001, by the Department of Transport.

OR

If the operator is not himself professionally competent, he will be regarded as such provided that he has a designated transport manager who is of good repute and professionally competent as mentioned above.

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).

SECTION 6 - FINANCIAL STANDING

Applicants are required to submit satisfactory evidence of financial standing.

The applicant must be able to produce evidence that, for the buses and minibuses which he is applying to be licensed to operate, he has access to capital and/or reserves equal to or exceeding the aggregate of: -

£5,400 for the first or only **large bus or minibus; and**

£3,000 for each additional **large bus or minibus**

EXCEPT - if no large buses are to be operated, and you are applying to operate no more than two minibuses, or the minibus is a 'Commercial Courtesy' operation, i.e. staff or courtesy minibus, the aggregate of: -

£2,700 for one minibus

£1,500 for each additional minibus

For any PPV car, the financial standing requirements are as set out in the 'Handbook P2' in relation to PPVs other than large buses.

Appropriate financial standing consists of having sufficient resources to ensure the establishment and proper administration of the business (see Schedule 1, paragraph 6(1)(a) of the Road Transport Act 2001. Normally, this requires that, as a minimum, the individual or company must be able to maintain the large buses and minibuses out of working capital.

COMPLETION OF THE APPLICATION FORM

On completion of the application form, take or send it to the Road Transport Licensing Committee, The Slieau Whallian, Foxdale Road, St John's, Isle of Man, IM4 3AS.

Make your cheque or postal order payable to the "Isle of Man Government" and ensure that it is crossed. Please do not postdate your cheque – it will not be accepted. If you underpay, your application will be rejected and returned to you. Please write your full name and address on the reverse side of the cheque or postal order.

If you are sending your application form by post, please do not send cash, bank notes or blank postal orders.

SECTION 7 – PERSONAL INFORMATION

Personal Information

The Road Transport Licensing Committee (RTLTC) acts as an independent tribunal body of Government with responsibility for regulating the transport of passengers. It is the duty of the Committee to administer and enforce the provisions of the Road Transport Act 2001, to benefit and protect the public through the provision of sufficient, efficient, safe and quality services of public transport. Its key tasks are to ensure that the public are protected, receive a good transport service and that all drivers are professional and competent and they be a fit and proper person which is defined "that they are safe drivers with good driving records and adequate experience; sober, mentally and physically fit, honest and not persons who would take advantage of their employment to abuse or assault passengers". All information on ALL forms relating to the RTLTC 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. In the event of the Police commencing an investigation whereby the PPV holder is a potential suspect, information may be shared between the RTLTC and Police for safeguarding/prevention of crime purposes. All information shared will be done so under the auspices of the Isle of Man Data Protection Act 2002 and the Isle of Man Freedom of Information Act 2015.

SECTION 8 – DATA PROTECTION

The Road Transport Licensing Committee is a Controller for the purposes of the Data Protection Act 2018 and requires the information of this form to comply with its legal obligations under the Road Transport Act 2001. Some of the information you provide, such as your name, address, date of birth, declared past convictions and any current official investigations will be shared with the Isle of Man Constabulary, in order to ensure public safeguarding/prevention of crime. We will only keep these details for the duration of your PPV Licence and in accordance with the Data Protection Act 2018. The personal information will then be deleted from our systems. You have the right to lodge a complaint with the Information Commissioner if you think the Department is acting outside the Data Protection Act 2002. The Information Commissioner can be contacted on <https://www.inforights.im/> and the Data Protection Officer can be contacted on (01624) 686781 or by email at DPO-RTLTC@gov.im. Full details of how and why the RTLTC 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.