



GUIDANCE NOTES

APPLICATION FOR REGISTRATION OF AN OPERATOR OF A PUBLIC PASSENGER VEHICLE ('OWN ACCOUNT' MINIBUS) IN PART 'B' OF THE REGISTER

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

PLEASE READ THESE GUIDANCE NOTES BEFORE COMPLETING YOUR APPLICATION FORM

THESE GUIDANCE NOTES APPLY TO: -

An Application for Operator Registration (in Part 'B' of the Register) to carry passengers **only in one or more Minibuses (i.e. 9 or up to 16 seats plus the driver's seat).**

Such a Minibus, used to carry passengers for Hire and Reward, must be used by the Operator only for carrying passengers in connection with a business or other activity which does not consist of wholly or mainly carrying passengers. Such minibuses will be either: -

Commercial Courtesy Minibus(es) – 'courtesy' or 'staff' minibus(es) used on 'own account' for hire or reward in connection with a business intended to make a profit from persons who pay for goods, services or for using the facilities e.g. hotels, nursery schools, commercial and leisure businesses, etc.

Social Courtesy Minibus(es) – 'courtesy' or 'works' minibus(es) used on 'own account' for hire or reward in connection with a voluntary, charitable, public authority or other social activity, either not intended to make a profit, or otherwise involved in education, religion, social welfare, recreation or other activities beneficial to the community other than transport.

NOTE: If a minibus is used on a Regular Service (e.g. timetabled), or is to be used by the Operator in connection with a business or other activity of carrying passengers as a transport undertaking, you should apply on Form P2 for registration in Part 'A' of the Register of Operators (or on Form P1 for an Operator Licence if such commercial operation is to include journeys outside the Isle of Man).

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

This box is for you to write the name, business name, or 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.

APPLICATION FEE & HOW TO PAY

ITEM	FEE
Applications for Operator Registration in Part 'B' of the Register, with ONE SINGLE operating centre	£53.00
For EACH additional operating centre	£20.00

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 responsibility to the organisation for the operation of the PPV, and so has the responsibility to ensure that the PPV 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 whether your operation should be registered in Part ‘B’ of the Register.

Where there is a question in bold type, please answer ‘yes’ or ‘no’ as to whether your Business or Organisation as a whole is intended to be profit-making. Do not regard the Business or Organisation as ‘profit making’ if the profit is ONLY for the benefit of a Registered Charity or for an institution or body involved in education, religion, social welfare, recreation or other activities beneficial to the community, other than transport).

This is important for classifying your application as a ‘Commercial Courtesy’ minibus operation or a ‘Social Courtesy’ minibus operation. No ‘Commercial Courtesy’ minibus operator may use a minibus on journeys outside the Island under Registration, and may only do so by applying for, and being granted, an Operator Licence instead.

SECTION 3 – THE PASSENGER VEHICLE(S)

This is the maximum number of minibuses which the Operator may use 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).

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.

Ensure that you give information, in the spaces provided, to identify the purposes for which your minibus will be used, and the particular types of passengers who you intend to carry in a minibus.

To ensure that your application is considered for all the kinds of ‘Courtesy’ or ‘Staff’ operations, please tick ALL the operations for which you intend to use a minibus. Do not tick a type of operation which you do not wish to be committed to providing.

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 minibus(es) 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 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, you should attach a photocopy of the permit to your application.

SECTION 5 – 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.

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

SECTION 6 – PERSONAL INFORMATION (see Section 6 of the Guidance Notes)

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.

Make your cheque or postal order payable to "Isle of Man Government", and ensure that it is crossed. 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.

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