



**Isle of Man  
Government**  
*Reiltys Eilan Vannin*

## Road Transport Licensing Committee

*Bing Kied Carbid*

Chair: Mr Graham Curphey

This 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 TO RENEW A PUBLIC PASSENGER VEHICLE LICENCE

(Section 40 of the Road Transport Act 2001)

**Please Note:** It is an offence to drive a PPV unless the driver is licensed for that purpose. Your licence will lapse if you fail to submit your application to the RTLC Office by the expiry date

**Please read the accompanying notes before completion**

**Please use CAPITAL LETTERS**

**This form must be completed by the applicant**

#### APPLICANT'S PERSONAL DETAILS – applicant must be aged 21 or over

Surname..... Mr / Mrs / Miss / Ms (Delete as appropriate)

Forename(s) .....

Any previous name(s) .....

Address .....

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Postcode .....

Telephone..... Mobile..... Email .....

**\* You are reminded that it is your responsibility to notify the RTLC of any change of name and/or address during the term of your Licence.**

Date of birth ...../...../ ..... Place of birth .....

Have you lived outside of the Isle of Man or the United Kingdom within the past 5 years? **YES / NO**

**NOTE:** If you have not lived in the United Kingdom for the last 5 years, or you are a British national who has lived abroad within the last 5 years, you are required to obtain a Certificate of Good Conduct – **see Guidance Notes Paragraph 10.**

#### PPV DRIVER DETAILS

PPV Licence No. .... Expiry ..... / ..... / .....

Restrictions on use (if any) .....

<b>DBS Ref.No. (for office use only):</b>	<b>C / A</b>	<b>Date Issued:</b>	<b>NR/NFA:</b>
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<b>TYPE OF PPV LICENCE APPLIED FOR;</b>	<b>TICK ✓</b>
1. Taxi Service	<input type="checkbox"/>
2. Regular Bus Service (including minibuses)	<input type="checkbox"/>
3. Private Hire	<input type="checkbox"/>
4. Commercial Courtesy	<input type="checkbox"/>
 <b>CLASS OF VEHICLE</b>	
1. Up to and including 8 seats	<input type="checkbox"/>
2. Between 9 and 16 seats	<input type="checkbox"/>
3. 17 seats and over (bus) see Guidance Notes, para. 5	<input type="checkbox"/>

**PREVIOUS CONVICTIONS – see Guidance Notes Paragraph 7**

Have you ever been cautioned, convicted, fined or imprisoned for **any** offences? All offences, including those that are pending, must be disclosed. **YES / NO**

If **YES**, please give details below (continue on a separate sheet if necessary).

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The declaration of relevant convictions is subject to the provisions of the Rehabilitation of Offenders Act 2018 (Exceptions) Order 2018 (or any subsequent legislation which makes equivalent provision), by virtue of which **ALL spent convictions are to be disclosed to the RTLC** in relation to an application for a licence to drive a public passenger vehicle.

If your PPV Driver Licence is renewed and you are allowed to operate as a PPV Driver as a direct result of a failure to disclose your full convictions during the application process, you may be considered to have committed an offence of fraud and on conviction may be liable to fine or imprisonment.

**HEALTH ISSUES - see Guidance Notes Paragraph 8**

Do you suffer from any health conditions which could affect your ability to drive? **YES / NO**

If **YES** please give details below (please continue on a separate sheet if necessary)

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**If you aged 50 or over a completed RTLC Medical Report must be completed by your GP (see Guidance Notes).**

**DRIVING EXPERIENCE**

Please give details of your driving experience since the grant of your most recent PPV licence.

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**CHECK LIST**

**TICK ✓**

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|---|--------------------------|
| 1. The appropriate fee (see Guidance Notes, para. 14)                                   | <input type="checkbox"/> |
| 2. One passport sized photograph (see Guidance Notes, para. 13)                         | <input type="checkbox"/> |
| 3. Isle of Man Driving Licence  | <input type="checkbox"/> |
| 4. Enhanced Disclosure and Barring Service Certificate                                  | <input type="checkbox"/> |
| 5. Certificate(s) of Good Conduct (required if resident outside UK during last 5 years) | <input type="checkbox"/> |
| 6. Medical report   | <input type="checkbox"/> |

**PERSONAL INFORMATION – see Guidance Notes Paragraph 2 and Paragraph 3**

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/>

## DECLARATION BY APPLICANT

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 provided to and held by the RTLC may be shared with Police, Treasury and other investigative bodies in relation to any crimes and pending court proceedings or for any other lawful reason. All information shared will be done so under the terms of the Data Protection Act 2018.

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' person as described in the Road Transport Act 2001 **(see Guidance Notes Paragraph 1)**.

I understand that, if during the term of my PPV Driver licence I am convicted of **any** offence in the circumstances to which Section 20 (2A) applies, I must notify the RTLC of the relevant details of any conviction in writing within the period specified in that section **(see Guidance notes Paragraph 15)**.

**Signature** .....

**Name in BLOCK CAPITALS** .....

**Date** .....

For Office Use Only

Post:

Counter:

Paid:

Issued by:

Issue Date: February 2024 v.2