



**Isle of Man
Government**

Reiltys Ellan 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 Website: www.gov.im/rtlc



APPLICATION FOR REGISTRATION AS AN OPERATOR OF PUBLIC PASSENGER VEHICLES IN PART "A" OF THE REGISTER (Sections 5, 9 and 10 of the Road Transport Act 2001)

COMPLETE THIS FORM IF YOU ARE APPLYING TO OPERATE:-

TICK ✓

More than one Public Passenger Vehicle (PPV)

One or more PPV to be used in conjunction with a Service Provider (radio cab)

Minibus (es), Single Deck or Double Deck Buses, Limousines (For use within the Isle of Man only)

If you do NOT tick one or more of the above boxes, do not proceed with this form and contact the RTLC office for guidance.

NOTE IF ANY BUSES OR MINIBUSES ARE TO BE USED TO CARRY PASSENGERS OUTSIDE THE ISLAND, YOU SHOULD SUBMIT AN APPLICATION FOR AN 'OPERATOR LICENCE' USING THE APPROPRIATE APPLICATION FORM.

SECTION 1 – THE OPERATOR'S DETAILS

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

FORENAME(S)

PREVIOUS NAME(S)

HOME ADDRESS

.....

POSTCODE: DATE OF BIRTH/...../.....

TELEPHONE: MOBILE: EMAIL:

TRADING NAME

BUSINESS ADDRESS IF APPLICABLE.....

.....

.....

POSTCODE:

TELEPHONE: MOBILE: EMAIL:

Declaration of Relevant Convictions of Applicant Operator

The declaration of relevant convictions is subject to the provisions of the Rehabilitation of Offenders Act 2001 (Exceptions) Order 2001 by virtue of which spent convictions are to be disclosed to the Road Transport Licensing Committee in relation to an application for a licence or registration to operate a Public Passenger Vehicle.

1. Has the above named Applicant been convicted of any offence under the law of the Island, of any part of the United Kingdom or elsewhere which led to the applicant being given a sentence of custody for a term exceeding 3 months, a fine exceeding £2,500, a community service order requiring the performance of work for more than 60 hours, or a punishment in the United Kingdom corresponding to any of those?	PLEASE TICK
	YES <input type="checkbox"/>
	NO <input type="checkbox"/>

2. Has the above named Applicant been convicted or cautioned for an offence under the law of the Island, or of any part of the United Kingdom or elsewhere relating to drivers' hours of work and rest periods, the weight and dimensions of commercial vehicles, or road and vehicle safety, or under the Road Transport Act 2001 or any other law of the Island or any part of the United Kingdom relating to road transport which corresponds to any provisions of that Act?	PLEASE TICK
	YES <input type="checkbox"/>
	NO <input type="checkbox"/>

If the answer is "YES" to either question 1 and/or 2, full particulars of ALL such convictions must be provided in the box below. If necessary, please provide details on a separate sheet and attach.

Details of convictions or any other relevant information.....
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NOTES

You must obtain two character references from referees who must complete the Certificate of Character section of this form. The referees should be British Citizens, British Subjects or Citizens of a Commonwealth country who have known you personally for at least 3 years, and must not be a relative.

STATUS

At least one referee must be either your current or last Employer, a Member of Tynwald, a Justice of the Peace, a Minister of Religion, an Advocate, Bank Official, Police Officer, School or College Teacher, Medical Practitioner, Established Civil Servant or a person of similar standing (not being a person holding any position in or connected with the Road Transport Licensing Committee).

CERTIFICATE OF CHARACTER OF APPLICANT OPERATOR

TWO REFEREES who have known the Applicant for at least THREE YEARS and must not be related should sign the following Certificate:

I hereby certify that I qualify as a referee as to the character of the applicant named on this form and that I have known him/her personally for at least three years, that he/she is of good repute and I have read the completed declaration of convictions on the previous page. In my opinion, the person is suitable to be Registered or licensed as an Operator of a Public Passenger Vehicle(s),

INFORMATION	REFEREE 1	REFEREE 2
FULL NAME & HOME ADDRESS OF REFEREE (please print)		
POSITION OR TITLE OF REFEREE		
RELATIONSHIP OF REFEREE TO APPLICANT		
HOW LONG HAS THE REFEREE KNOWN THE APPLICANT?		
SIGNATURE OF REFEREE		
DATE		

SECTION 2 – THE OPERATOR’S USE OF PPV’S 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

NO

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 the answer “YES” applies to any of the above mentioned operations of passenger vehicles they will be used in such a way that the carrying of passengers is, or is a transport undertaking of, the main activity of the Operator’s business or undertaking, and the operation must therefore be Registered in Part ‘A’ of the Register.

SECTION 3 – THE PASSENGER VEHICLES

Total Number of Vehicles of all classes for which Operator Discs are requested:

Which class of vehicle(s) (PPV's) are you applying for?

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

For Weddings and Special Occasions only

PRIVATE HIRE CAR – up to 8 passenger seats

For Funerals and other organised processional events only

PRIVATE HIRE MINIBUS – between 9 and 16 passenger seats

SINGLE OR DOUBLE DECK BUS/COACH – 17+ passenger seats

Regular bus-type services will 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 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?

No.

PLEASE NOTE: A visual inspection of your proposed Operating Centre(s) may be undertaken prior to your application being heard at a hearing, and will also require an assurance or approval regarding the suitability of the proposed 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(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 (1)

.....
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ADDITIONAL OPERATING CENTRE(S)

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

(2)

(3)

SECTION 5 – RESPONSIBILITY OF THE OPERATOR

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:

Details of the Designated Manager

DESIGNATED MANAGER

YES

NO

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

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

Complete the details of the person who is to perform the duty of 'Designated Manager', an additional 'Designated Manager form', and police vetting check may also be required.

Title	MR / MRS / MISS / MS / OTHER:
Manager's Full Name	
Business Address (including Postcode)	
Home Address (including Postcode)	

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

Under the Road Transport Act 2001 new applicants must provide 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 provided in the way of a written statement or any other relevant documents.

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DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION

The appropriate fee (see Guidance Notes) Amount £	<input type="text"/>
A 'Good Repute' Form for Designated Manager if required	<input type="text"/>
A DBS Check for the Applicant Operator & Designated Manager, if required	<input type="text"/>
Operating Centre Application form	<input type="text"/>
Service Licence Application Form (if applicable)	<input type="text"/>

DECLARATION OF THE APPLICANT (see Section 6 of the Guidance Notes)

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 RTALC 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 RTALC 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.

NAME IN BLOCK CAPITALS

SIGNATURE

DATE

FOR OFFICE USE ONLY: FEE PAID £ RECEIVED BY:

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 RTALC 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.