

## APPLICATION FORM FOR THE ISSUE OF PUBLIC SERVICE LICENCES

This application form constitutes a record and is issued by the Committee *for the Environment & Infrastructure* in accordance with the Public Transport (Guernsey) Law, 1984.

<b>A. Your details (Note 1)</b>			
Name and Address of individual(s) or company who will be the licence holder			
Name:			
Address:			
	Post code:		Tel No:

<b>B. Name and Address of owner of vehicle if different from above (Note 2)</b>			
Name:			
Address:			
	Post code:		Tel No:

<b>C. Licence Particulars (Note 3)</b>			
Category of Licences Required		(Tick All Relevant Boxes)	
<b>Public Service Road Service Licences</b>		<b>Public Service Vehicle Licences</b>	
Public Omnibus Road Service Licence	<input type="checkbox"/>	Public Service Omnibus Vehicle	<input type="checkbox"/>
Public Excursion Road Service Licence	<input type="checkbox"/>	Private Hire Omnibus Vehicle	<input type="checkbox"/>
Private Hire Omnibus Road Service Licence	<input type="checkbox"/>	Private Hire Motor Vehicle	<input type="checkbox"/>
Private Hire Motor Car Road Service Licence	<input type="checkbox"/>	For temporary licences state duration required	<input type="checkbox"/>

<b>D. Details about the applicants. (In the case of a company or partnership details should be provided in respect of each and every director and or partner) (NOTE 6)</b>	
Names:	Past experience in operating public service vehicles:
Names:	Previous criminal convictions (state none if none)

Names:	Previous company/business experience
Names:	Details of any PSV licences refused, suspended or revoked
Names:	Details of any notices served
Names:	Other supporting information

<b>E. Please provide full details regarding nature of service to be delivered. (NOTE 7)</b>	
Market Sector:	
Service type & quality:	
Market need:	
Supporting documentation & evidence:	

Fare structure:	
Service and/or routes:	
Frequency & timings of service	

F. Vehicle details (NOTE 8) (for additional vehicles copy this page if required)									
Vehicle registration No:		Plate colour:		Plate No:					
Make & model:				Date first registered:					
Number of doors:		Number of seats:		Right or left hand drive:					
Maximum carrying capacity:		Body type:				Engine size:			
Chassis No:				Engine No:					
Weight:		Width:		Length:		CO <sub>2</sub> g/km			
Number of wheels:				Number of axles:					
Fuel type:				Fuel efficiently rating					
Number of seatbelts fitted				Number of emergency exit doors:					
Details of other safety features:									
Details of where the vehicle will be parked/garaged:									
Details of any special features (e.g. passenger address system) fitted as part of the service delivery:									
I have attached a copy of the valid insurance certificate									
I have attached a copy of the registration certificate									
I have attached a copy of the Police vehicle examination sheet									

G. Declaration			
I declare that to the best of my knowledge the details I have provided are correct and true.			
Signature:		Date:	

*The States of Guernsey will process any personal data that you provide, via this form, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed by the States of Guernsey can be found at <https://gov.gg/dp>.*

## Warning

Any person who, in connection with any application for the grant of a public service vehicle licence or road service licence, knowingly makes a false statement or recklessly makes any statement which is false in a material particular, shall be guilty of an offence and liable, on conviction, to a fine.

## Notes

1. Licenses must be held by a legal identity. This may be an individual or an incorporated company. The licence cannot be held by a partnership or trading body that is not a registered company. In the case of a registered company the address must be the company address. (Please refer to the legislation and to the Passenger Transport Governing Policy section 2.1.1).
2. The legislation requires that the owner of the vehicle is the same person as the holder of the Public Service Vehicle Licence. However, the legislation enables us to grant a temporary vehicle licence in respect of a vehicle not owned by the applicant but only in prescribed circumstances and only for a limited period of not more than 60 days. (please refer to the legislation and to the Passenger Transport Governing Policy sections 2.1.3 and 4.1.6).

Where the temporary licence is required to provide emergency cover for an existing and operating service and we is satisfied that the application has been made at the earliest possibility, we will generally request that only section A to E and the first nine questions in section H are completed.

3. The Public Transport Legislation requires that before a person/company can operate a public transport service both a Road Service and a Vehicle licence must be granted. Applicants must clearly state the categories of road service and vehicle licences being requested.

A separate application form is required for each road service licence. However, a single Public Omnibus Service licence relating to several different routes and timings can be applied for using a single application form and attaching the proposed time tables and fare tables.

A separate licence is required for each vehicle to be used in association with a road service licence. However, if a fleet of identical vehicles are to be used in association with a road service licence, a single application form can be completed and submitted with an attached schedule of vehicle registration numbers, chassis numbers and engine numbers.

(Please refer to the legislation and to the Passenger Transport Governing Policy sections 3.1.1 and 3.1.2 and 3.1.3 and 4.1.1, 4.1.4, 4.1.9, 4.2.1 and 4.2.5).

The legislation enables us to grant a temporary vehicle licence and/or a temporary road service licence. (Please refer to the legislation and to the Passenger Transport Governing Policy sections 2.1.3, 2.2.3, 4.1.6 and 4.2.6).

4. The start date must be on or before the date the service is intended to start. Unless issued as a temporary licence, a public service vehicle licence is valid only until 31 December of the year in which the licence was issued. The End date is, therefore, 31 December of the year of the application or such earlier date conditioned by us in respect of a temporary licence. (Please refer to the legislation and to the Passenger Transport Governing Policy sections 2.1.3, 2.1.4, 2.2.3, 4.1.7, 4.1.9 and 4.2.6).

Applicants must state if they are applying for an existing licence currently in force to be renewed. (Please refer to the legislation and to the Passenger Transport Governing Policy sections 2.1.4 and 4.1.9).

5. The applicant is required to calculate the total sum of all licences being requested using the table below and to enter this sum into the box provided. Applicants are required to sign to confirm that they have done this. Fees are currently only payable upon the granting of a licence.

Category of Licence	Fee
Public Service Vehicle licence - First Application with a vehicle examination	£70.00
Public Service Vehicle licence - First Application without a vehicle examination (if the vehicle is less than 12 months old)	£50.00
Public Service Vehicle licence – Renewal	£50.00
Public Service Vehicle licence – Temporary Licence	£10.00
Public Service Vehicle licence – Permanent Replacement Licence	£15.00
Public Service Road Service licence - First Application	£30
Public Service Road Service licence - Renewal	£30

6. **This information will assist us to determine the suitability of the operator for the licences requested and the services proposed.** Where the licence is to be held in the name of an individual this part of the form only needs to be completed in respect of that individual. Where the licence is held by a company each of the directors must complete a named entry for each section in part F.

Applicants must include all relevant past experience including, where appropriate, names of previous employing public service operators. (Please refer to the legislation and to the Passenger Transport Governing Policy sections 2.1.1 and 2.1.2)

Applicants must state all relevant convictions including but not limited to driving offences as the Guernsey Rehabilitation of Offenders legislation does not apply to applicants for **public service road service licences**, this declaration must include BOTH 'spent' and 'unspent' convictions for these applicants. If you are unable to remember the details of any previous convictions you may have, you will need to come to Driver & Vehicle Licensing Edward T Wheadon House Office in order to complete a Disclosure & Baring Service (DBS) disclosure application, which we will then submit to the Police on your behalf. You will need to disclose the certificate to us and we may undertake further checks in this respect. (Please refer to the legislation and to the Passenger Transport Governing Policy sections 2.1.2, 2.1.6 and 4.1.12)

Applicants must include details of all relevant experience of operating a business or company and specifically experience of operating customer focused service delivery businesses. (Please refer to the legislation and to the Passenger Transport Governing Policy sections 2.1.2 and 2.2.1)

Applicants must include all details of PSV licences including Road service licences, vehicle licences and permits to drive that have been refused, suspended or revoked. This includes similar passenger transport licences in other jurisdictions. (Please refer to the legislation and to the Passenger Transport Governing Policy sections 2.1.2, 2.1.6, 2.2.7, 4.1.12 and 4.2.7)

Applicants must include all details of any notices served by regulatory bodies including but not limited to, Health and Safety at Work notices, and notices or enforcement actions under any trading standards legislations or consumer protection legislation. (Please refer to the legislation and to the Passenger Transport Governing Policy sections 2.1.2, 2.1.6, 2.2.2, 2.2.7 and 4.1.12)

Applicants may include any other information considered relevant and that would support the application.

7. Applicants should explain the market they intend to target their service at. Example might include - tourist island tours; weddings; high quality chauffeur driven executive services; photographic tours; a to b shuttle service; budget no frills group travel etc. It is important to clearly identify the market as this will have a key bearing on the applicant's ability to demonstrate an unmet demand and to demonstrate that the vehicle, routes and service level meet that demand. (Please refer to the legislation and to the Passenger Transport Governing Policy sections 2.1.2, 2.2.1 and 4.2.4)

Applicants must explain the service type and quality. This should have a direct bearing on the market sector and the market need. (Please refer to the legislation and to the Passenger Transport Governing Policy sections 2.1.2, 2.2.1 and 4.2.4)

Applicants are required to demonstrate that the market they have identified and the service they intend to deliver to that market represents a need that is currently unmet. Applicants should provide any relevant documentation to support the case including, for example, letters from perspective clients, opinion polls, letters from the tourist industry etc. (Please refer to the legislation and to the Passenger Transport Governing Policy section 4.2.4)

Applicants seeking an omnibus or excursions service licence are required to set out the fare structure, routes to be served including stopping points, the frequency and timing of services. (Please refer to the legislation and to the Passenger Transport Governing Policy sections 2.1.2, 4.2.4, 4.2.8 and Appendix 1)

8. Applicants are required to provide detailed information on the specific vehicle(s) to be used in connection with the licences.

A separate licence is required for each vehicle to be used in association with a road service licence. However, if a fleet of identical vehicles are to be used in association with a road service licence, a single application form can be completed and submitted with an attached schedule of vehicle registration numbers, chassis numbers and engine numbers.

Where a temporary licence is required to provide emergency cover for an existing and operating service and we are satisfied that the application has been made at the earliest possibility, we will generally request that only section A to E and the first nine questions in section H are completed.

(Please refer to the legislation and to the Passenger Transport Governing Policy sections 2.1.1, 2.1.2, 4.1.5, 4.1.13, 4.2.4 and Appendix 1).