

Application For Road Permit (Road Route Licence) Transfer/Re-Issue/Amendment

Land Transport Act 1998 [Section 65 (3) (a)]



- Purpose:** A road route license authorizing the conduct of one or more road services for the transportation of passengers and goods at separate fares on -
- Stage Service:** A scheduled service along a specified route between terminating points with stops intended to meet the needs of persons along or in the vicinity of that route or;
- Express Service:** A scheduled service between terminating points with or without limited number of stops at hotels or towns intended to meet the needs of the general public.
- Types of Vehicle:** An omnibus which must be certified by a certifying officer and equipped for the conveyance of not less than 16 persons excluding the driver and constructed so that the driver and passengers are located in the same structural compartment.

REQUIREMENTS TO BE PROVIDED BY THE APPLICANT

- [i] Two application forms. A statement relating to the business or proposed business of the applicant should be clearly stated in the forms, together with the number of vehicles to be operated and the intentions in regard to motor vehicle purchase and replacement
- [ii] The applicant's financial stability and a letter from bank or from any reputable lending institution or a current bank statement. Finance available should be enough to deposit at least two omnibuses.
- [iii] Details of any business or association with any other permit issued by the Authority.
- [iv] In case of the applicant being a limited liability company - Company Registration Certificate and memorandum and Article of Association to be provided and application form stamped with Common seal and signed by at least 2 Directors of the company.
- [v] Approval from the relevant highway authority for the use of the bus stand.
- [vi] The applicant should confirm :
 - [a] The needs of the public and the desirability of ensuring that services to passengers are maintained or enhanced.
 - [b] The suitability of the routes on which service would be provided under the permit.
 - [c] The right vehicle to be used.
 - [d] His/Her suitability to hold a permit. [Police vetting reports are to be obtained first before PSV application fees are accepted at LTA.]
 - [e] That the proposed service does not affect other public service operators, also it will not offer unfair and wasteful competition with alternative forms of transport operating in the same sphere.

SECTION A

File No:

1. APPLICANTS NAME

Surname	Middle Name	First Name
Fathers Name	Driver Licence No:	

2. ADDRESS

Business	Residential
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Phone No/e-mail

Business	After Hours
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3. DATE OF BIRTH

attach original copies of birth certificate

4. MARITAL STATUS

5. NUMBER OF DEPENDENTS

NAME AND AGE

6. RESIDENTIAL STATUS

7. FIJI CITIZEN YES / NO (circle where applicable)

8. REFEREES AND ADDRESSES

Personal

Professional

9. NEXT OF KIN (name/relationship/phone contact/address)

SECTION B

1. BANK DETAILS

Bank _____

Branch _____

Account Number _____

Account Style _____

Note

- (a) Certified true copy of Passbook or last three months bank statements is to be attached together with the application form.
- (b) Finance shown should be enough to deposit at least two omnibuses.

2. STATEMENT OF POSITION (to be attached)

For self employed or salaried applicant, a list of personal assets and liabilities that a applicant has on the date of application is to be provided.

3. Financial Statement and Memorandum and Article of Association for limited liability company to be attached with application.

SECTION C

PARTICULARS OF VEHICLE

Do you own any vehicle [s] YES or NO

If yes, give vehicle registration number(s) _____

How many are currently used as PSV? _____

Are you going to use one of the above vehicles? YES or NO

- Please note that the vehicle to be used for this permit should be currently registered as **PRIVATE**.

PARTICULARS OF VEHICLE TO BE USED ON THIS PERMIT

Registration Number _____

Make _____

Model _____

Year of Manufacture _____

Engine Number: _____

Engine Capacity: _____

Body Type _____

Fuel Type _____

Transmission Type _____

Air Conditioning Unit _____

1. FOR IMPORTED SECOND HAND

A statement of previous registration/cancellation certificate to be attached.

Please ensure that all instructions given above is true and correct. Your application will be refused if information is incorrect.

SECTION C (cont)

All vehicles to be inspected and passed under the PSV inspection checklist

Reg No _____ Make _____ Model _____ Type _____

Eng No _____ Chassis No _____ Colour _____

Owner _____ Address _____

ITEM TESTED	P	F		P	F		P	F
<p>Lighting Equipment Head Lamps Brake Lamps Park Lamps Reverse Lamps Hazard Lamps Interior Lamps Fog Lamps Dash Board Lamps Luggage Compartment Lamps Number Plate Lamps</p>			<p>Steering and Suspension Steering Linkages - track rod - socket springs - ball joints - pivot joints Power Steering Axles & Wheel Bearings Suspension Pins and Bushes Suspension Spring Units and Linkages Shock Absorbers Attachment of spring units, linkages and sub frame</p>			<p>Signs and First Aid Taxi Sign Sealed Fare Meter No Plate Condition & Sticker Base Sign Code of Practice copy Hand Rails Over-Head Luggage Sign First Aid Kit Fire Extinguisher Cords and Belts Reverse Warning Device</p>		
<p>Brakes Condition of Service Brake system <ul style="list-style-type: none"> • hydraulic pipeline • hoses and pipes • master cylinders and reservoir Locking devices Brake Drums or Disks Condition of Parking Brakes Brake Actuators Speed Limiter Fuel Supply Connections and component fittings General Exhaust system Emission</p>			<p>Engine and Wheels Mountings and sub frames Radiator <ul style="list-style-type: none"> • mountings • fins condition • upper lower tank • hoses and pressure cap Fan Belt <ul style="list-style-type: none"> • tension and condition • pulley condition Batteries <ul style="list-style-type: none"> • cables • terminals and posts • Brackets and supporting frames Wheels Tyre condition and spare Wheel nuts , rims and tools Alignment condition</p>			<p>Seats , Dash, Seat Belts Seat <ul style="list-style-type: none"> • Spring condition • Adjuster • Mountings • Cushioning Foam • Upholstery • Back & Head Rest • Spacing aisle, & in-between & height • Leg Room • floor condition and carpet and mats Dash Board Condition <ul style="list-style-type: none"> • All controls • Storage Seat Belts - Automatic Tensioned - Belt Material and Condition - Anchorage and Mountings - Operation Condition</p>		
<p>Doors Mirror and Glasses Door hinges, locks, winders, glasses and handle condition Windscreen, cross member and Fittings Condition Rear Vision Mirror Water and Air Test Body vibration test</p>			<p>Body and Frames Side Reinforcement Bars Mesh and Steel Frame and Steps for LC Roof Frames & Bow Reinforce Body and Panels Plastic Test Dents and body condition Panels and Assembly Fittings Under Frame Conditions Luggage Compartment</p>			<p>Transmission Clutch Shaft Universal Joint Center Bearing Transmission Loop Differential</p>		

REMARKS

SECTION C (cont)

- 3. Letter of Approval to use Bus Stand from Highway Authority
- 4. Details of all current permits / license approved from LTA in applicants name.

- 5. POLICE REPORT(to be attached)

- 6. MEDICAL REPORT (to be attached)

- 7. JUSTIFICATION OF the needs of people of the area.

Note: Quarterly reports of records to be submitted to the Authority in line with Public Service Vehicle Regulation 15: 1-6.

Particulars of Vehicles to be Used (If space insufficient use separate sheet)

Registration No	Make	Certificate of Fitness No	Expiry Date
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Proposed Timetable or Amendment on Timetable (If space insufficient use separate sheet)

Route to Follow or Amendment of Route:

Proposed Fares

(If standard fares, merely state; **"Authority's Standard Fares"**)

(If space insufficient use separate sheets)

Reason for Application:

IMPORTANT

A decision may be given solely on the information provided in this application and attachments and applicant is advised accordingly that in his/her own interest he/she should give all available information in support of this application.

DECLARATION

1, _____ f/n _____
whose signature appears below declare that the particulars given in this application and in the attachments are true and correct.

Dated this _____ of _____ 20 _____

Signature: _____
[Applicant/Manager/Director and Common seal in the case of Limited Liability Company]

- Note:** [a] The application form must be completed and must be accompanied by the fees of \$ _____
[b] In the case of application for amendment or re-issue on existing permit, vehicles quoted on the application must have current Certificate of Fitness.
[c] In case of application for transfer of road permit the applicant should provide evidence under Regulation 11 of Land Transport [Public Service Vehicle] Regulation 2000 and a written authority of transfer from Permit Holder.
[d] In the case of re-issue of the permit, the application must be lodged 28 days in advance before the expiry date.

SECTION D (For office use only)

1. Check list completed yes / no
Remarks _____

2. Interview yes / no
Remarks _____

3. Fees Paid yes / no
Receipt Number: _____ Date: _____ Amount \$: _____

4. Recommendation by authorized Customer Service Officer

Name of CSO: _____ District: _____

Recommendation by Supervisor PSV

Name of S/PSV: _____ Date: _____

5. Advertisement information
Name of daily _____ Date of Advertisement _____

6. APPROVAL AUTHORITY (_____)

Note – Reasons for approval or refusal to be specified.