

### Applicant Details

**Vehicle Owner:**

**Vehicle/s registration:**

**Company**

*(if affiliated)*

**Address:**

**Contact number:**

**Email:**

**Vehicle drivers:**

*(Please list all current drivers of vehicle/s. Please identify if drivers use all, some or one vehicle as listed above.)*

How many permits are you requesting?

Permits required

Do you currently hold any other parking permits?

No

If yes, please detail:

**Application Details**

## Small Passenger Service Vehicle Rank Permit Application

The small passenger service vehicle rank permit purpose is to:

- Control and manage Council controlled passenger ranks in the district
- Assist NZTA in ensuring regulations and requirements of SPSV are met and monitored throughout the district
- Fee \$500.00 per annum

Please identify how or where your vehicle identifies NZTA driver complaints number for passengers

Please identify how your drivers agree full fare or fare km rate with passengers

Driver will at all times follow pick up rank rules and etiquette

Agree

Disagree

Permit does not allow parking in any other areas outside of marked zones

Agree

Disagree

**Please ensure you have the following information to support your application complete and in full to prevent any delays in the permit assessment process:**

**Checklist**

## Small Passenger Service Vehicle Rank Permit Application

- A copy off all drivers current NZTA P endorsement
- A copy of vehicle's current certificate of fitness
- Information on make, model, image of in car security camera
- A copy of vehicles small passenger service licence
- A copy of health and safety process and procedures
- A copy of vehicles complaints process
- Information on top light

Number of additional pages/attachments supporting applications

### Office Use Only

**Approve:**

**Decline:**

**Date:** \_\_\_\_\_

**Payment:** \_\_\_\_\_

**Staff Member:** \_\_\_\_\_

*Remember to update the Permit Register*

### Rank Rules and Etiquette

It is expected that this Code of Practice is always adhered to by drivers and operators.

All permit applicants will be required to sign a copy of the Code of Practice as below.

The Code of Practice requires drivers and operators to:

- have an up to date "Permit" at all times
- accept the first hire unless there is a lawful reason to refuse, for example, drivers believe that personal safety is at risk.
- take the best route for the passenger unless the passenger asks for an alternative, or the trip has more

## Small Passenger Service Vehicle Rank Permit Application

- than one passenger with different drop off points.
- always be with the vehicles and available for hiring immediately if occupying some or all the rank.
  - not remain on a rank or any portion of a rank unless willing to accept any lawful hiring that may be offered.
  - move vehicles up a rank (whether the rank is a single length or broken into sections) as space becomes available and spaces must not be filled in any other manner.
  - not leave broken-down vehicles on a rank longer than is reasonably necessary.
  - not congregate unnecessarily on, or obstruct, the carriageway or footway, and behaviour must not cause any annoyance or disturbance to residents or other persons in the vicinity
  - consider not smoking while using the ranks
  - not tout for business on ranks
  - only enter ranks legally and safely i.e. no illegal U-Turns on to ranks.

As the owner of the vehicle I understand the purpose of the SPSV rank permit is to regulate access to council-controlled ranks. Permits are issued to vehicles, not drivers, and are valid for one year. I agree to the conditions of use and confirm that all the information provided is true and accurate.

I understand a verifiable breach of any of the criteria may result in the permit being revoked by Council.

**Signature:**

**Name:**

**Date:**