

**Application for the non-exclusive right to operate  
small passenger service vehicles from Wellington  
International Airport**

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## **Section A: Explanatory notes**

### **Overview**

1. By completing the attached application, you can apply for any 1, or more, of the following services from the airport:
  - on-demand services
  - pre-chartered services
  - shared-ride services.
2. We have attached a checklist (see section F) of the steps you must complete, to apply for a licence.

### **Service standards**

3. We are always trying to improve standards at the airport. The service standards we expect you to fulfil are set out in the licence documents. In general terms, we expect you:
  - to have sufficient vehicles of a suitable calibre and type in respect of the services being applied for, to enable you to provide users of the airport with a high quality, dependable and efficient service, during our operational hours
  - to use vehicles which are in a good, safe and sound mechanical condition as well as in excellent physical condition
  - to use drivers who are communicative, pleasant, helpful, dress in a tidy manner, well groomed and have a good knowledge of the Wellington region
  - to have an overall commitment to providing a high quality service.

### **Operational hours**

4. Our operational hours are from 0430 to 0230.

### **Your responsibility/history**

5. You must read the relevant licence, and the ATO's deed of covenant, so you can fully understand the extent of the financial, and other obligations under the licences applied for. This is your responsibility. The licences will govern any future relationship between us.
6. Please do not assume that because you have held a licence in the past, you will be granted a licence in the future. We will consider each application in the context of that application alone. We may consider extraneous factors (such as prior conduct at the airport), but we do not have to.

### **Communication/information**

7. All communications as to this application, or requests for clarification or further

information should be directed to our:

Vehicle Business Officer  
Wellington International Airport Limited  
PO Box 14175  
Wellington  
Telephone: 04 385-5151  
Facsimile: 04 385-5139

### **Lodging application**

8. You can lodge your application by giving it to our contact detailed in clause 7. You will need to properly complete all necessary information, and complete all steps detailed in checklist in section F.

### **Commencement of services**

9. If your application is accepted, there will not be a binding contract between us, nor can you start operating from the airport until:
  - the necessary licence documents have been properly signed, and delivered to us, and
  - the appropriate fees have been paid to us, and
  - the appropriate decal has been affixed to your vehicles windscreens, and
  - you have been issued with an access card.

### **Errors**

10. We accept no responsibility for any errors, or misdescription, in this application, or any associated documents. You make this application, and sign any licence document, based on your own judgment, and at your own risk.

### **Evaluation process**

11. Whether or not your application is accepted will depend on a detailed evaluation of the following criteria - please note that the categories are not all of equal weight, but are ranked in order of relative importance:
  - driver local knowledge, driver training and driver dress/appearance
  - fare schedule and vehicle standard
  - previous history of service at the airport.
12. We will advise you if your application has been accepted, or declined, within 5 business days of your properly completing the steps detailed in the attached checklist (section F).

13. Our decision is final. We do not have to provide reasons. We will not enter into correspondence regarding our decision.

**Signing documents**

14. With any notification of acceptance, we will provide:
- the appropriate licence documents for signing
  - our invoice for the appropriate fee.

## Section B: Applicant & vehicle detail form (required for each vehicle)

15. You must complete this form, for **each** vehicle operated by **each** operator, who wants a licence from us (eg. if an operator operates, say, 3 vehicles, you must complete 3 of these forms - 1 for each vehicle - even though the operator is the same person in each case):

15.1 Full name of applicant:

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15.2 Applicant's postal address:

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15.3 Applicant's SPSV passenger service licence number:

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15.4 The type of service that is being applied for – that is:

- on-demand
- pre-chartered
- shared-ride.

*[NB: You can apply for 1 or more of the above services. Delete those you **do not** want.]*

15.5 Applicant's vehicle:

- Make: 

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- Model: 

---
- Year of manufacture: 

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- Registration number: 

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- Fleet taxi number: 

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- External appearance:
  - Excellent – panels are not damaged and are free of rust, paintwork is unmarked Please tick as appropriate
  - Good – panels have minimal damage and are free of rust, paintwork has minimal marking
  - Poor – panels are damaged and rusted, and/or paintwork is badly marked or faded
  - Exterior is cleaned at least daily
  - Exterior is cleaned at least weekly
- Internal appearance:
  - Interior clean, tidy and uncluttered
  - Soft seat covers in good repair
  - Floor carpeting in good repair
  - Interior is cleaned at least daily
  - Interior is cleaned at least weekly
  - Heating/ventilation in working order
  - Air conditioning in working order
  - Radio in working order
  - Tape deck or CD in working order
- Other:
  - Radio communications to dispatch centre
  - Computer linked to dispatch centre
  - Ample luggage storage

15.6 Please list the drivers you employ to drive the vehicle described above – please give their full names:

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## Section C: Driver detail form (required for each driver)

16. You must supply the following information on behalf of **each** driver who wants to provide the services for the applicant (including one for the applicant):

16.1 Name of applicant you will provide services for:

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16.2 Your full name:

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16.3 Your address:

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16.4 Approval and driver identification card:

Please tick as appropriate

- Has been approved by the applicant's ATO.
- Holds a current drivers identification card under the Transport Services Licensing Act 1989
- Driver's licence number:   
(please complete)  

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- Driver's unique identifier:   
(please complete)  

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16.5 Local knowledge:

Please tick as appropriate

- Holds an area knowledge certificate for the area in which hires will be accepted

- Maintains an appropriate standard of competency in the knowledge of the ATO's operating area

- Training undertaken to improve local area knowledge

Please detail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Other factors influencing local knowledge, eg. length of time driving SPSVs in local area

Please detail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16.6 Communication:

Please tick as appropriate

- Has an appropriate ability to communicate in the English language

- Has an appropriate ability to communicate in other languages:

Please detail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16.7 Driver training:

Please tick as appropriate

- Service training undertaken (eg Kiwi Host)

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Please detail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16.8 Dress/appearance:

Please tick as appropriate

- Wears a company uniform that is maintained to a neat and tidy standard consistent with providing a high level of service
- Wears a neat and tidy standard of dress, other than wearing a company uniform, consistent with providing a high level of service

16.9 Disqualification or suspension:

Please tick as appropriate

- Has in the past been disqualified or suspended from holding a licence to provide SPSV services   
Please detail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Has been banned or suspended from providing SPSV services from the airport   
Please detail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Section D: Applicant's warranty & signing clauses**

### **Warranty**

17. The applicant warrants to us that he/she has read and understood this application and the relevant licences, and that all information supplied above is, to the best of his/her knowledge and belief, true.

### **Execution**

18. The application is dated 200

Signed by the applicant )

)

*[insert name]* )

in the presence of: )

Witness signature:

Witness name:

Occupation:

Address:

## Section E: ATO's warranty & signing clauses

### Warranty

19. The ATO named below warrants to us that:

19.1 The drivers (including the applicant) named on the attached forms:

- have been approved by us
- are paid-up members of this ATO
- hold the appropriate, and current, licences to operate a small passenger service vehicle.

19.2 It has signed, and delivered to us, a deed of covenant, on our form, which binds the ATO to the terms of any licences issued by us to its members.

### Execution

20. This warranty is dated \_\_\_\_\_ 200

**Name of ATO:** \_\_\_\_\_

*[insert name]*

**Signed by the ATO by:** )

)

*[insert name and office held]* )

in the presence of: )

**Witness signature:**

**Witness name:**

**Occupation:**

**Address:**

## **Section F: Checklist**

21. Each operator must properly complete a separate application.
22. Print, or type, all details clearly. We are happy to help you.
23. Arrange a time with our Vehicle Business Officer, to:
  - run through your completed application
  - have your vehicle/s and driver/s inspected.
24. Bring the following with you when you meet with us:
  - the appropriate fees (see section G)
  - completed application form
  - your vehicle/s and driver/s
  - your SPSV passenger service licence
  - personal, unique identification cards (issued by the LTSA) for each driver, including yourself
  - drivers licences for each driver, including yourself
  - details of any service training (eg Kiwi Host) undertaken by any of your drivers, including yourself.

## **Section G: Fees schedule**

### **Application fee**

- Administration fee for new licence \$25.00

### **Annual fee**

- on-demand \$50.00
- pre-chartered \$50.00
- shared-ride \$50.00

### **Per-visit fee**

- on-demand 5.00
- pre-chartered 5.00
- shared-ride 5.00

### **Notes**

1. All fees are inclusive of gst.
2. The application fee is a 'oncer' to cover administration costs.
3. The annual fee can, at our discretion, be split, depending on the date of your application.
4. The annual fee is payable per service, per vehicle.