

REGISTRATION OF SERVICES INFORMATION SHEET



This leaflet explains which forms to use when notifying the West Coast Regional Council about passenger services to be registered under Section 31 of the Public Transport Management Act 2008, and the way in which Council will register these services if approved.

A. Scheduled Services

These are services which operate generally to a timetable and over a set route or within a set area.

This includes services that vary the route according to demand. All other types of passenger service are classified as non-scheduled services.

Operators intending to operate scheduled services must complete the following forms:

- Details of a company intending to provide scheduled passenger services
- Application to register a scheduled passenger service

Scheduled services will be registered in terms of the following parameters:

- Route
- Termini
- Stopping places
- Timetable
- Fare schedule

Any changes to these parameters will require the submission to the Regional Council of a completed *Application to Vary a Scheduled Service Registration* form 21 days prior to the implementation date of the proposed change.

To withdraw a scheduled service, a completed *Application to Withdraw a Scheduled Service Registration* form must be submitted to the Regional Council 21 days prior to abandoning the service.

B. Non-Scheduled Services

Non-scheduled services are all types of passenger service which do not meet the criteria for scheduled services. The West Coast Regional Council is registering non-scheduled services in the following categories:

- Taxi service operating within the region
- Taxi service operating to and from the region
- Shuttle service
- Charter service
- Tourist service
- Other

Note: Some non-scheduled services may be registered in more than one category.

Instructions on notifying these services to the Regional Council are given below:

Taxi Services

1. Taxi Service Operating Within the Region

All small passenger vehicle services, which have not been exempted by the Land Transport Safety Authority from Rule 3 of the Small Passenger Service Rules (the requirement to fit a taxi sign), will be classed as taxi services.

Taxi operators based within the West Coast region must submit a completed *Application by an Approved Tax Organisation to Register a Non Scheduled Taxi Service* form.

These services will be registered in terms of the following parameters:

- Primary operating areas
- Hours of operation
- Fare schedule

Any change to the parameters of a taxi service will require submission of a completed *Application to Vary a Non-Scheduled Service Registration* form 21 days prior to the implementation date for the proposed change. To withdraw a taxi service registration, a completed *Application to Withdraw a Non-Scheduled Passenger Service* form must be submitted 21 days prior to the abandonment of the service.

2. Taxi Services Operating to and from the Region

Taxi operators based outside the West Coast region must submit a completed *Application by an Approved Taxi Organisation Based Outside the Region to Register a Non-Scheduled Taxi Service (Operating to and from the Region)* form. These services will be registered for the transport of passengers to and from the region in terms of the service details notified to the Company's base region. Operation as a taxi service within the region will require separate notification.

Other Non-Scheduled Services

All other non-scheduled services are to be notified to the Regional Council using the *Application to Register a Non-Scheduled Passenger Service* form. Any changes to the parameters of the service should be made 21 days prior to the implementation date of the proposed change on the *Application to Vary a Non-Scheduled Service Registration* form. To withdraw a non-scheduled service, a complete *Application to Withdraw a Non-Scheduled Passenger Service* form must be submitted 21 days prior to abandoning the service.

1. Shuttle Service

These are demand responsive passenger services conveying passengers from a fixed point (i.e. the place where the shuttle departs from eg. airport) to many points, and where fares are on an individual passenger basis. When specifying the Type of Service on the application form, the fixed departure points for the shuttle service must be indicated.

These services will be registered in terms of the following parameters:

- Primary operating area
- Shuttle fixed departure point
- Hours of operation
- Fare schedule

2. Charter Service

These are services where the vehicle is exclusively hired as a whole, for use in tour or special contract work where the hire has been pre-booked and the hireage rate predetermined at the time of booking.

These services will be registered in terms of the following parameters:

- Primary operating area
- Hours of operation
- Fare schedule

3. Tourist Service

These are services where the vehicle is used for tour or sightseeing purposes, where such tours or sightseeing trips have been previously advertised and itineraries and fares are predetermined.

These services will be registered in terms of the following parameters:

- Primary operating area
- Hours of operation
- Fare schedule

4. Other

Non-scheduled services, which do not fit into any of the above categories, will be registered in terms of the service information provided when notified.