NTA recognises that current public transport cannot meet the travel demands of many communities in rural Ireland, either because it is not available or it is not available at the time needed. To help address this, a pilot grant aid programme has been introduced to assist in the provision of part-time hackney services in 15 designated rural areas which could not support a full time taxi or hackney operation. The funding is designed to contribute towards the costs associated with providing this part-time service. This grant is €6,000, payable over 12 equal instalments for this one year pilot programme, where the service is confirmed by Local Link to have been provided each month.

The areas designated are:

<table>
<thead>
<tr>
<th>Cork: Adrigole Area</th>
<th>Kilkenny: Windgap</th>
<th>Meath: Cormeen Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donegal: Lettermacaward</td>
<td>Laois: Shanahoe Area</td>
<td>Monaghan: Newbliss</td>
</tr>
<tr>
<td>Galway: Dunmore</td>
<td>Limerick: Martinstown/Ballinvrena Area</td>
<td>Tipperary: Annacarty</td>
</tr>
<tr>
<td>Kerry: Glencar</td>
<td>Longford: Cullyfad</td>
<td>Waterford: Knockanore</td>
</tr>
<tr>
<td>Kildare: Kilberry Area</td>
<td>Mayo: Louisburgh</td>
<td>Wexford: Ballyfad</td>
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</table>

A key factor of this service is that it benefits the local community. The area within which a driver may pick up passengers is normally 5-7km from his/her home address. No local area hackney service may replace or displace any standard taxi or hackney service already operating in the area.

Two separate licences are legally required to operate a local hackney service:
1. A local area hackney vehicle licence (€50) issued by NTA for a suitable, appropriately insured vehicle; and
2. A local area hackney driver licence (€20) issued by An Garda Síochána for a driver who has been garda vetted.

If you are successful in applying to be part of this programme, both of these licences must be obtained before any local services can be provided. There are standalone procedures and rules for obtaining each of these licences and there is a separate guidance document for each [on the NTA website]. Please read these documents and investigate your vehicle suitability and motor insurance options before you apply to be part of this grant aided programme. If successful, you have [60 days] to obtain both licences, so preparation is crucial.

To be a part of this pilot programme, you must:

a. be resident in, or in very close proximity to, the area designated by map;
b. provide this local service for a minimum number of hours weekly preferably including Friday and Saturday nights;
c. provide this local service regularly for community events and activities at other times;
d. provide a sample journey fare for a distance of 5km;
e. provide a suitable, insured local area hackney vehicle, less than 10 years old, with an NCT certificate;
f. provide confirmation from Revenue that your tax affairs are in order - an eTax Clearance Certificate;
g. be of reputable character and fit to provide the service; and
h. demonstrate that you understand the transport needs of your community and explain how you will help to fulfil those needs.

The main steps are:
1. Read the documents available on [www.dlah.ie](http://www.dlah.ie) and check your insurance options.
2. When you are confident that you will be able to complete both the vehicle and driver licensing processes within 60 days, submit the Designated Local Area Hackney Pilot Programme 2019 Application to NTA.
3. If successful, complete the driver and vehicle licensing processes:
   a. Pass the NTA Vehicle Initial Suitability Test and be issued a with Local Area Hackney vehicle licence.
b. Complete Garda vetting and assessment to be issued a Local Area Hackney driver licence.

4. Start providing the Local Area Hackney service for your community, keeping the appropriate records to allow your grant to be processed monthly.

THE LOCAL AREA HACKNEY VEHICLE LICENCE PROCESS

NTA has a list of vehicles on the website (www.dlah.ie) which are suitable for use as a Local Area Hackney. Check that your proposed vehicle is on this list. If not, please contact NTA to ask if your proposed vehicle is suitable. At a minimum, to pass NTA’s vehicle suitability inspection, the vehicle must:

- be less than 10 years old;
- have a minimum of four doors;
- have a valid NCT roadworthiness certificate – irrespective of age (unlike a private car);
- have fully clear windows – privacy/tinted glass is not permitted for safety reasons;
- carry the required safety equipment; and
- be insured to carry passengers for hire or reward (SPSV insurance).

When you are confident that your vehicle will pass the NTA vehicle suitability inspection, submit the vehicle licence application form to NTA with the €50 licence application fee (bank draft or postal order made payable to “National Transport Authority”).

If your application has been successfully assessed, including NTA checking your tax clearance status with Revenue, we will send you a provisional vehicle licence number. This letter will provide further instructions on how to complete the vehicle licensing process, including arranging the vehicle inspection at one of 11 Inspection Centres nationwide.

THE LOCAL AREA HACKNEY DRIVING LICENCE PROCESS

This is a separate process for a driver to be granted a Local Area Hackney driver licence on completion of An Garda Síochána Assessment and Vetting.

- Telephone NTA to pay the Local Area Hackney driver licence fee of €20 using a credit or debit card;
- NTA will send you a receipt and the Local Area Hackney driving licence (PSV 15) application form;
- Submit the completed PSV 15 application form to the Garda PSV Officer nominated with:
  - two identical passport-style photographs
  - a letter stating that this is an application for a licence to drive a local area hackney in the designated area;
  - your tax clearance access number;
  - your standard driving licence; and
  - the licence fee receipt.
- An Garda Síochána will commence their vetting process and contact you for further information, if required, or provide you with your Local Area Hackney driver licence for the designated passenger pickup area.
- An Garda Síochána will post the paper licence to you and also inform NTA so that we can issue your driver identification cards and the map of your designated passenger pickup area.

COMMENCE PROVIDING LOCAL AREA HACKNEY SERVICES IN YOUR DESIGNATED AREA

Having received both of the above licences, you may start providing this vital transport service for your community.

By the 5th working day of each month for the duration of the Pilot Programme, you will submit your completed journey form to your Local Link office. A blank copy of this journey record form will be provided to you. Your compliance with the terms and conditions of this Pilot Programme will be monitored by NTA and Local Link to confirm that the required service is being provided to enable you to receive relevant grant monies. Where the Terms and Conditions of this Pilot Programme have been met, you will receive monthly payment directly to your bank account.
If you are successful in becoming a member of this Designated Local Area Hackney Pilot Programme 2019, you must then apply for a Local Area Hackney vehicle licence (NTA) and a Local Area Hackney driver licence (An Garda Síochána) to deliver the service. Please read the individual guidance on applying for each of these licences.

### Section 1: Designated area

<table>
<thead>
<tr>
<th>For which designated area are you applying?</th>
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### Section 2: Applicant details

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<thead>
<tr>
<th>Surname</th>
<th>First name</th>
<th>Address</th>
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<table>
<thead>
<tr>
<th>Contact details</th>
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<tr>
<td>Mobile Phone</td>
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### Section 3: Essential requirements (this section will be pass/fail)

**For this 12 month Pilot Programme, will you provide a Local Area Hackney service:**

- For a minimum of 20 hours per week?
- For a minimum of 40 weeks?
- each Friday and Saturday evening within that 40 weeks?
- local and community events at other times within that 40 weeks?

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<th>Yes</th>
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**Booking contact detail:**

To provide a Local Area Hackney service, members of the public must be able to contact you to book your services. Programme members are entitled to advertise their service within the designated passenger pick up area.

Separately, do you consent to your booking details (including mobile telephone number and email) being made available by NTA and Local Link via website, poster/leaflet and telephone enquiry?

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<th>Yes</th>
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**Do you ordinarily live within 5km of the designated area?**

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<th>Yes</th>
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### Section 4: Desired criteria (this section will be scored)
AVAILABILITY

State your proposed operating hours below. Tick where appropriate

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<thead>
<tr>
<th>Day/Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<td>Morning</td>
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<td>Afternoon</td>
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<td>Night</td>
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AFFORDABILITY

Please provide a sample fare to a passenger for a 5km journey. Please note the area of pick up and drop off.

Pick up point/address:                                    Drop off point/address:                                Fare: €

APPROACH

What local activities which could benefit from a Local Area Hackney service occur on a regular basis in your area?

Include, by way of example only, days and times of social, recreational, sports, religious and educational activities, classes, clinics, etc

Section 6: Applicant declaration

1. I declare that the information furnished above is true and accurate.
2. I agree that the information furnished above will form part of my Pilot Programme 2019 requirements.
3. I accept that NTA reserves the right to approve or reject my application.
4. I agree to be bound by the Terms and Conditions of the Designated Local Area Hackney Pilot Programme 2019.
5. I accept that NTA reserves the right to amend or terminate the Designated Local Area Hackney Pilot Programme 2019 without notice at any time.

Signed:  

Date:  

DD / MM / YYYY

Section 7: Return of form

Post:
Designated Local Area Hackney Programme 2019. PO Box 436, City North Business Park, Tuam Road, Galway.
The closing date for receipt of applications is 30 September 2019.