



Access Card & Licence Application for Passenger Vehicles

- Taxi
- Shuttle
- Private Hire

- Pick-up & Drop-off
- Drop-off only

Owner/Operator Details			
Owner/Operator Name:		Landline/Mobile:	
Owner/Operator Email:		Vehicle Registration Number:	
Owner/Operator Address:		Year of Manufacture:	
		SPSV Licence Number	
Vehicle Make & Model:		Fleet Taxi Number:	
Driver (1) Details			
Driver Name:		Landline/Mobile:	
Driver Email:		Driver Licence Number:	
Driver Address:		Driver Unique identifier:	
Driver (2) Details			
Driver Name:		Landline/Mobile:	
Driver Email:		Driver Licence Number:	
Driver Address:		Driver Unique identifier:	
Driver (3) Details			
Driver Name:		Landline/Mobile:	
Driver Email:		Driver Licence Number:	
Driver Address:		Driver Unique identifier:	
Owner/Operator Warranties			
I/we have read and understood the Terms and Conditions			<input type="checkbox"/>
I/we will let WIAL know of any changes to the above information			<input type="checkbox"/>
I/we will follow all regulations as set out in the attached Demerit Schedule			
My Drivers and I will follow all traffic regulations and directions by WIAL staff			<input type="checkbox"/>
Owner/Operator Agreement			
Owner/Operator Signature		Date:	
ATO Agreement			
ATO Signature:		Date:	
Name:		ATO:	

Terms and Conditions	
Fees	The Owner/Operator must pay the per-visit fees for pick-up and drop-off of passengers. WIAL will advise the per-visit fees and the method for collecting these.
ATO	The Owner/Operator and any nominated Driver must be, and remain a member of an ATO authorised by WIAL to operate at Wellington Airport.
Vehicle Standards	Vehicles must be no more than 10 years old and in a safe and sound mechanical and physical condition. The exterior must not have obvious damage and the paintwork shall be in good condition without obvious scratches or blemishes. The vehicle must be clean, inside and out.
Drivers	Drivers must be courteous and well presented.
Accurate Information	The information provided by the Owner/Operator shall be complete and accurate. The Owner/Operator must update WIAL in a timely manner if any of the information provided changes.
Demerit Schedule	The Owner/Operator and Drivers acknowledge the Demerit Schedule (attached) and the consequences of earning demerit points that might apply. WIAL may update the Demerit Schedule and advise ATO's from time to time.
Cancel/Change	WIAL may update and change the terms and conditions of access by giving appropriate notice.
Definitions	WIAL: Wellington International Airport Limited. ATO: Approved Taxi Organisation. SPSV: Small Passenger Service Vehicle.

Demerit Schedule

Major Offences:

The following offences are subject to a penalty of 300 DEMERIT POINTS and will result in the cancellation of your licence to operate at the Airport:

1. Failure to conduct yourself in an orderly and civil manner at the Airport (e.g. using foul or offensive language, causing or being party to any breach of the peace) or any behaviour by You at the Airport which becomes a Police matter.
2. Driving at the Airport in a reckless manner or at a speed, or in a manner which, having regard to all the circumstances is dangerous to the public or any person (e.g. exceeding the speed limit or ignoring traffic signs etc.).
3. Picking up or dropping off a passenger other than from the appropriate rank/area, touting for business at the Airport, or allowing any other person acting on your behalf to locate passengers or tout for business within the Terminal or the surrounding area.
4. Wilfully or negligently causing damage to Airport property.
5. Conducting any business or other commercial activity at the Airport which is not expressly permitted by the licence, or which WIAL believes is not consistent with the rights granted to You under the licence.
6. Operating an SPSV at the Airport while already serving a suspension for a previous SPSV offence.
7. Failure to accept a passenger at the Airport without lawful reason.

Other Offences:

The following offences are subject to a penalty of 200 DEMERIT POINTS and will result in your suspension of your licence to operate at the Airport for a period of one (1) month:

8. Failure to pay the Per Visit Fee as detailed by WIAL, prior to picking up or dropping off passengers at the Airport, without our consent.
9. Driving at the Airport in a careless manner. Irresponsible driving (e.g. not obeying traffic laws/rules at the Airport etc.).
10. Failure to notify us of any changes to the drivers of your vehicle(s) operating at the Airport.
11. Sleeping or lounging in your vehicle whilst operating at the Airport.
12. Failure to comply with reasonable and lawful instructions of WIAL's Traffic Marshals or any of WIAL's staff.
13. Failure to park in the designated pre-booked area(s) when waiting to meet pre-booked passengers.
14. Using the authorised SPSV ranks for non-work related purposes (e.g. for picking up family members or friends while off duty).
15. Parking your vehicle on a space allocated to another company for its exclusive use.
16. Ride-sharing from the Airport ranks. Ride-Sharing is not permitted.
17. Failure to be available to accept a job while parked on the ranks.
18. Failure to operate the on-demand rolling rank within the agreed manner (based on ATO space allocations).

The following offences are subject to a penalty of 100 DEMERIT POINTS and will result in your suspension of your licence to operate at the Airport for a period of fourteen (14) days:

19. Failure to display your personal & operator identification within your vehicle whilst operating at the Airport.
20. Failure to remain within 1 metre of your vehicle when in the rank (under the parking building, unless absent for some reasonable cause).
21. Obstructing other vehicles in the holding areas or ranks.
22. Depositing litter, cigarette butts or chewing gum at the Airport except in the appropriate bins provided.
23. Loitering in airlocks or in other areas away from your vehicle.
24. Obstructing passengers, raising your voice or gesturing (waiving arms) in any manner while parked in on-demand or pre-booked ranks.
25. Parking on pedestrian areas or on kerbs or footpaths, moving traffic barriers or cones without authorisation from WIAL staff.
26. Failure to maintain your vehicle to the standard set by WIAL.
27. Failure to use a board, no smaller than for example, a mini iPad (200mm x 135mm), carrying the passengers name when operating a pre-booked service at the Airport, unless specifically approved by WIAL.

The following offences are subject to a penalty of 50 DEMERIT POINTS and will result in your suspension of your licence to operate at the Airport for a period of one (1) week:

28. Failure to dress to the required standard or wearing prohibited items of clothing while operating a SPSV at the Airport.
29. Smoking on the rank (under the parking building) at the Airport, or in your vehicle or in other than the approved smoking areas.
30. Failure to display the appropriate decal issued by WIAL.
31. Failure to follow WIAL instructions for access to and from the Airport precinct (e.g. pulling a ticket on entry rather than using access card).
32. Obstructing access to a pedestrian crossing with your vehicle when operating at the Airport.
33. Occupying a pre-booked space in excess of the time authorised by of WIAL (currently 20 minutes subject to change at any time).

The following offences will result in the IMMEDIATE SUSPENSION from operating at the Airport until rectified:

34. Failure to display a current certificate of fitness, current licence label or licence plates on your vehicle.
35. Your vehicle is damaged, has unfinished paint work, has excessive or visible emissions or leaks oil or other fluids or appears to be in an unsafe condition.
36. Failure to insure your vehicle(s) with a reputable insurer for (at least) third party cover.