|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ABPSoton2 | | | **DOCK PERMIT APPLICATION** ***Do not leave any question unanswered - incomplete forms will not be accepted.***  ***Please complete this form in block capitals throughout*** | | | | |  |
|  | | | | | | | | |
| 1. | I | *(full name)* | |  | | | | |
|  | hereby apply to Southampton City Council (as agent for Associated British Ports) for a Dock Permit to use the Hackney Carriage described below to ply for hire on Associated British Ports Docks property in Southampton, subject to the statutory requirements and conditions for such licences made by Southampton City Council under the provisions of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, the current Associated British Ports Byelaws and the current conditions for Dock Permits made by Associated British Ports. | | | | | | | |
| 2. | Home address: | | |  | | | | |
|  | Post code: | | |  | | | | |
|  | Home telephone no: | | | |  | | | |
|  | Mobile no: | | | |  | | | |
|  | Email address | | | |  | | | |
| 4. | Vehicle registration no: | | | | |  | | |
| 5. | Hackney Carriage licence no. (plate): | | | | |  | | |
| 6 | Expiry date of hackney carriage licence: | | | | |  | | |
| 7. | Proprietor of vehicle if different from applicant: | | | | | | | |
|  | Full name : | | |  | | | | |
|  | Address: | | |  | | | | |
|  | Post Code: | | |  | | | | |
|  | Home telephone no: | | | |  | | | |
|  | Mobile: | | | |  | | | |
|  | Email address: | | | |  | | | |
| 8. | Applicant Signature: | | | |  | | Date: |  |
| 9 | Proprietor Signature:  *(if not applicant)* | | | |  | | Date: |  |

# **Docks Permit Scheme**

Southampton City Council entered a renewable agreement with Associated British Ports (ABP) to administer access to ABP taxi ranks at the terminals within the Port of Southampton with effect from 1 April 2009.

Possession of a docks permit will give you access to all taxi ranks at the docks cruise ship terminals, including the Horizon Cruise Terminal, QEII Cruise Terminal, Ocean Cruise Terminal, City Cruise Terminal and the Mayflower Cruise Terminal. It will also allow you access through Gate 8 when appropriate. The table of fares allows drivers to charge passengers £1 per hiring from cruise terminal ranks as per the Table of Fares.

The permit will give access to the docks until the expiry of your hackney carriage licence.

The fee is £160.00 + VAT @ the current rate = £192.00.

The fee comprises an element for ABP, a nominal amount for administration and the remainder contributing to the costs of enforcement of the scheme within the docks area including marshalling.

If you wish to apply for a permit please complete the application form overleaf. If you wish to apply as a driver, the proprietor of the licensed vehicle will also have to sign the application form. There must be a separate application for each vehicle.

Payment may be made by debit or credit card.

When completed please forward the form to: [licensing@southampton.gov.uk](mailto:licensing@southampton.gov.uk)

The Licensing Team

Civic Centre

Southampton.

SO14 7LY

**Privacy Statement**

The Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

For more detail about how we handle your personal data please see our privacy policies <http://www.southampton.gov.uk/privacy>

**ASSOCIATED BRITISH PORTS DOCKS PERMIT CONDITIONS, RULES AND REGULATIONS (Revised 2025)**

You the proprietor, on application for a permit agree that you, your drivers, servants and / or agents will:

1. Comply with the requirements of every statute, regulation, order or byelaw relating to motor vehicles or hackney carriages plying for hire and with the byelaws and regulations of Associated British Ports. These are available for inspection at the offices of Associated British Ports.
2. Comply with any direction given by Associated British Ports’ security personnel or authorised officials.
3. The Associated British Ports designated taxi ranks are not official ranks and can be moved or altered by Associated British Ports or its security personnel or any authorised official in accordance with Associated British Ports’ requirements at any time.
4. Accept that the driver will remain in the vehicle until they are the lead vehicle on a rank when they should be ready to assist customers and accept the customers directed to them by such a person.
5. Should a driver need to use the terminal facilities the taxi should first be removed from the rank before proceeding leaving their vehicle.
6. Ensure all drivers only accept customers directed to them by the appointed marshal and not engage with passengers until they are the next in turn to load passengers or have a passenger directed to them by an authorised person.
7. Ensure that they can accept card payments before joining a rank and accept card payments for any journey.
8. Follow the directions of the marshals including moving to a different terminal to assist with a back log of passengers. (This should normally be done to vehicles at the back of the rank or in overflow ranks).
9. Move up the rank immediately when a space becomes available.
10. Ensure no rubbish is deposited at the ranks.
11. Be polite and courteous to passengers, other drivers or persons visiting Associated British Ports’ property and / or Associated British Ports’ personnel.
    1. Give all reasonable assistance to passengers,
    2. To assist and supervise the loading of the vehicle including luggage.
    3. Crew members can be picked up on the rank.
12. Drive in a safe and responsible manner and at a safe speed whilst in the port not exceeding 30MPH and not exceeding 10MPH in and around cruise terminals as signposted.
13. Unless you are instructed otherwise by Associated British Ports’ security personnel or authorised official, passengers should alight in the drop off lanes not the taxi rank.
    1. On health and safety grounds all vehicles dropping off and picking up will at all times obey the directions of security staff or an ABP authorised official without argument.
    2. No vehicles to wait in coach bays or “No Waiting” areas as designated from time to time by Associated British Ports.
14. Associated British Ports and Southampton City Council wish to present a welcoming image to visitors to the Port. This will be reflected in the standard of service offered by the taxi trade who are often the first point of contact with International and holidaying visitors. To this end drivers will wear appropriate, respectable, clean clothing giving an overall smart appearance.

Appropriate clothing will include:

* Smart casual trousers or tailored shorts
* Smart dark denim jeans of a consistent colour are permissible
* A short or long sleeved shirt, with collar;
* Appropriate and safe footwear.

The following are deemed **not** to be appropriate:

* Jogging suits / pants;
* ‘T’ shirts and reproduction sports shirts and shorts, flip flops and sandals.
* Hoods and head gear, unless on religious or medical grounds are to be avoided,

These requirements apply equally to both male and female drivers.

1. The vehicles shall be kept clean both inside and outside. Vehicles that are not clean will be sent out of the docks by the marshals and reported to the Southampton City Council licensing team.
2. All vehicles must comply with the specifications of the manufacturer at time of construction, in particular in relation to wheel trims and alloy wheels.
3. As the proprietor you are to notify your drivers, servants or agents of the above, and failure to comply with these rules and regulations may result in that vehicle and or driver being excluded from Associated British Ports land. The formal exclusion procedure will consist of one or more of the following, depending on the severity of the incident, at the absolute discretion of Associated British Ports:
   1. Verbal warning;
   2. Written warning;
   3. Written suspension / revocation.
4. The permit is not transferable to another proprietor in the event of a transfer or between vehicles with the exception of a proprietor changing a vehicle on that same plate number.
5. Associated British Ports reserve the right to withdraw or suspend at any time any permit on contravention of the rules and regulations or misuse by you the proprietor or your drivers, servants or agents or if deemed to be acting in an irresponsible manner or for any other reason. The permit remains the property of Associated British Ports at all times Associated British Ports will not be held responsible for any damage to vehicles or injury to persons suffered as a result of you plying your trade on the dock estate. You and your drivers, servants and agents use the dock estate entirely at your own risk.
6. Should a driver have a complaint arising from the conduct of drivers, ABP staff or any other persons in relation to the ABP ranks, this should be made in writing to [licensing@southampton.gov.uk](mailto:licensing@southampton.gov.uk) . Under no circumstances should differences be aired in front of passengers, crew members, other drivers or ABP agents and staff.

NOTE ON FARES. The maximum fare charge for any journey commencing from Associated British Ports’ dock property shall not exceed that shown on the meter unless agreement has been made with the hirer before the commencement of the journey. The fare for any journey **within Southampton City limits** cannot exceed that shown on the Council table of fares under any circumstances. All vehicles shall have the ability to take card payments and shall accept a valid card as payment with no additional fees charged.