

Baile Átha Cliath Dublin



Dublin Airport

Taxi Permit (Pre-Booked Only)

21/02/2024

Introduction

The purpose of the Dublin Airport Taxi Permit (Pre-Booked Only) is to grant permission to all drivers who collect a pre-booked fare at Dublin Airport in line with our byelaws:

Acts for which permission is required.

10. Within an airport each of the following is hereby prohibited unless permission has been given by or on behalf of the airport authority:

- 1. use of an airport for any business purpose whatsoever.*

This is a permit with restricted permissions, restricting use specifically to pre-booked collections only from any of our Dublin Airport carparks. This permit with special conditions is listed throughout this document as a Taxi Permit (Pre-Booked Only).

This Taxi Permit (Pre-Booked Only) does not allow you to:

- Enter a taxi stand with the intention of plying for hire.
- Enter Dublin Airport campus with the intention of plying for hire, including joining of a virtual or digital queue on a taxi app while inside the airport campus.

Pick up a pre-booked fare anywhere other than a carpark within the Dublin Airport campus.

Any Taxi Permit (Pre-Booked Only) holders found picking up a pre-booked fare in areas other than the Carparks on the Dublin Airport campus will be issued with a fixed penalty notice. SPSV holders found dwelling, plying for hire, or joining a virtual queue will also be issued with a fixed penalty notice.

Picking up a fare on Dublin Airport Grounds other than the carparks is not permitted. Below is a map of all carparks that are permitted for drivers to collect a pre-booked fare at Dublin Airport.



You may not accept a Pre-Booked Fare on Dublin Airport Grounds in particular but not limited to; Dublin Airport Road Network; Circle K; McDonalds, Kealys Car Park; ALSAA; Radisson Hotel; Maldron Hotel and the Golf Range currently operated by Halpenny Golf.

1 Taxi Permits (Pre Booked)

A Taxi Permit (Pre-Booked Only) is a requirement for taxi drivers wishing to collect a pre-booked fare out of a Dublin Airport carpark in order to be compliant with airport bylaws.

At all times, the Taxi Permit (Pre-Booked Only) remains the property of daa and shall not be altered in any way.

- This Taxi Permit (Pre-Booked Only) must be available to produce at the request by Airport Police, daa officials or designated agent.

daa may withdraw permission previously granted to a PSV holder to operate at Dublin Airport and insist on the return of the Taxi Permit (Pre-Booked Only) where a PSV holder:

- Pick up a pre-booked fare anywhere other than a carpark on within the Dublin Airport campus.
- Enters a taxi stand with the intention of plying for hire.
- Enters Dublin Airport campus with the intention of plying for hire, including joining of a virtual or digital queue.
- Fails to comply with legislation, including, but not limited to: Road Traffic Acts 1961 to 2018, as amended, the Taxi Regulation Act 2003 as amended, the Airport and Aviation Acts, (including the Air Navigation and Transport (Amendment) Act, 1998) as amended and/or the Airport Byelaws that are in force at Dublin Airport.
- Fails to comply with any regulations regarding the operation of a taxi as set out by the daa Taxi Operations Manual, National Transport Authority, An Garda Síochána and/or associated legislation.

daa may, at its sole discretion, choose to withhold the issuing a Taxi Permit (Pre-Booked Only) to a PSV holder in any preceding year.

daa places a high degree of trust in Taxi Permit (Pre-Booked Only) holders to provide an excellent standard of service. Any behavior that leads to a breach of trust in this relationship will result in the withdrawal of permission for a PSV holder to collect a pre-booked fare at Dublin Airport.

daa reserves the right to notify any relevant third parties, including but not limited to, An Garda Síochána and/or the National Transportation Authority of any breach of this manual, the Airport Bye-Laws, or any relevant legislation in force at the time.

daa or designate, may inspect any taxi permit, ID card and/ or any associated documentation at any time to ensure compliance.

daa retains the authority to revoke, annul, or modify the restricted permissions delineated in this permit periodically. Additionally, daa reserves the unfettered right to revoke, cancel, or modify, without limitation, the taxi permit (pre-booked) manual. daa will communicate any such alterations, whether temporary or permanent, to your designated email address. It is advisable to regularly consult the handbook for any updates or modifications to ensure compliance with the latest policies and guidelines. Your understanding and adherence to these changes are appreciated.

Hotels, Business Premises & daa buildings

You are only permitted to pick up pre-booked fares at any business, Dublin Airport office, or hotel located on Dublin Airport grounds if the business has arranged the pickup through a dispatcher in advance, you are picking up at the dispatcher request and you possess the necessary permit (pre-booked permit or full taxi rank). It is strictly prohibited to dwell or engage in illegal plying for hire in these areas. Failure to comply will result in the issuance of a fixed penalty notice.

Permit Changes/ Lost or Stolen

It is the responsibility of all Pre-Booked Permit Holders to ensure that their contact details are correct and up to date. All changes to Permit Holder contact details must be submitted via the online portal.

daa will not be responsible for any breakdown in communication which results from any pre-Booked permit holder failing to provide up to date contact information including mobile number and/or email address.

2 Online Permit Application and Payment Portal

A secure online Permit Application and Payment Portal will be available enabling Permit Holders to:

- Review and accept the Pre-Booked Taxi Operations Manual & associated pre-Booked permit Terms & Conditions.
- Complete the annual Taxi Permit (Pre-Booked Only) application.
- Make payment online by credit or debit card.
- Update contact details.

To facilitate the Taxi Permit (Pre-Booked Only) application process, the Taxi Permit (Pre-Booked Only) portal will maintain a secure online profile for each permit holder.

As part of the application, Taxi Permit (Pre-Booked Only) holders must acknowledge permission for daa to maintain the Taxi Permit (Pre-Booked Only) holder profile for use in future online permit applications, administrative purposes, financial reporting, and auditing purposes in accordance with appropriate legislation.

The profile will include:

- Taxi Permit (Pre-Booked Only) holder's contact information, address, and PSV number.
- Taxi Permit (Pre-Booked Only) holder historical data will be maintained, including payment transactions and notifications issued.

Please note:

- Once the Taxi Permit (Pre-Booked Only) year has ended, all Taxi Permit (Pre-Booked Only) Information will be deleted if a Taxi Permit (Pre-Booked Only) is not renewed in less than 7 days after previous Taxi Permit (Pre-Booked Only) expires.
- Credit card /debit card information will not be stored in the permit portal at any time.

Each Taxi Permit (Pre-Booked Only) Holder will receive via SMS a username and password to access the online portal. (Please ensure that the correct mobile number is used in application)

3 Permit Requirements

The following are the minimum requirements to be met at the time of application for a taxi permit (Pre-Booked):

- A completed online application form.
- Payment of the annual permit fee by credit /debit card (VISA/ Mastercard). *

Taxi Permit (Pre-Booked Only) is issued at daa's absolute discretion.

All PSV Holders applying for a Taxi Permit (Pre-Booked Only) to operate at Dublin Airport must be compliant with National Transport Authority regulations regarding the operation of a taxi.

4 Payment Process

All permit holders are required to use the online portal to submit permit payment.

- It is the responsibility of the Taxi Permit (Pre-Booked Only) holder to access the online application and payment portal to pay the appropriate fee for their pre-Booked permit.
- A Taxi Permit (Pre-Booked Only) will be issued once the application has been fully paid.
- Once the application has been completed it is the driver's responsibility to produce the permit if requested by Airport Police, dedicated Dublin Airport operations staff, daa officials or designated agent.
- It is the responsibility of each Pre-Booked permit holder to pay the appropriate permit fee in advance of their Pre-Booked renewal due date.
- Notifications relating to the Taxi Permit (Pre-Booked Only) application and/or Taxi Permit (Pre-Booked Only) payments will be automatically issued by email or SMS to the contact details provided on the application portal by the Pre-Booked permit holder.

Payment Methods

Credit or Debit Card (VISA/ Mastercard)

- Payments must be made online via the online permit application and payment portal.
- Payments are processed and deducted immediately when the valid credit/ debit card details are provided.

Fees

daa applies administrative fees to the following transactions:

Item	Fee
Yearly permit	€10

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Requirements to Operate at Dublin Airport

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In order to be permitted to operate at Dublin Airport, SPSV Holders and their vehicles must meet the following requirements prior to entering, and while operating at Dublin Airport:

- All SPSV Holders collecting a pre-booked fare at Dublin Airport must be in possession of a valid Taxi Permit (Pre-Booked Only),
- All SPSV Holders shall comply with the instructions of Airport Police, dedicated Dublin Airport operations staff, daa officials or designated agent.

6 Insurance

Dublin Airport shall not be responsible for any loss or damage incurred by a taxi driver or any third party arising from any act or omission of any nature whatsoever related to the provision of the taxi service at Dublin Airport. Provided always that this provision does not operate to exclude or limit liability which cannot lawfully be excluded or limited under Irish law.

All taxi service providers shall indemnify daa, its employees and agents and keep them indemnified against any actions, proceedings, costs, damages, claims, or demands arising out of any such matter.

Dublin Airport Taxi Permit Pre-Booked Operations Manual

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