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Pre-Booked Taxi Permits Operations Manual 2025

This Manual is not a legal document and must not be construed as such. This Manual may be revised and updated from time to time, please ensure you keep yourself informed by visiting the website www.snnairportgroup.ie

Any significant changes will be communicated via the email address provided with the application.

Introduction

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

This is a permit with restricted permissions, restricting use specifically to pre-booked collections only from a designated area of the Shannon Airport Short Term carpark from where parking fees will apply.

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 the Shannon 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 the designated area.
- Pick up pre-booked fares in the stand permit zone.

Picking up a fare on Shannon Airport Grounds other than the designated area is not permitted.

Any Pre-Booked Permit Holders who do not comply with the conditions of the permit, will be denied access to the car park.

Small Public Service Vehicles (SPSV) holders found dwelling or plying for, or joining a virtual queue at the Shannon Airport campus will also be denied access to the car park.

Pre-Booked Permit Holder may not:

1. permit their vehicle to be left at the designated area for longer than is necessary to pick up the pre-booked fare,
2. tailgate any vehicle leaving the designated area or attempt to evade the payment of the car park fee by any means.
3. cause or permit his or her vehicle to obstruct any road, footpath, exit, entrance or building or cause annoyance or disturbance to any users of Shannon Airport
4. wash down or clean out his or her vehicle at the designated area.

1 Taxi Permits (Pre Booked)

A Taxi Permit (Pre-Booked Only) is a requirement for SPSV holders wishing to collect a pre-booked fare from a designated area at Shannon Airport.

Shannon Airport will provide a walkway with appropriate signage to this area for pre-booked customers.

Pre-booked customers must make their own way to this area.

Pre-Booked Permit Holders are not permitted to leave their vehicles for the purpose of meeting customers in the arrivals hall.

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

This Taxi Permit (Pre-Booked Only) must be displayed prominently on the left side of the vehicle window screen and produced at the request by Airport Police, Shannon Airport officials or designated agent.

Drivers may also be requested to provide proof of booking.

Shannon Airport may at any time revoke a Taxi Permit (Pre-Booked Only) to operate at Shannon Airport and insist on the return of the Taxi Permit (Pre-Booked Only) or refuse to issue a new permit to the holder at the expiration of the period of validity of the permit specified in it, where a Pre-Booked Permit Holder:

- Picks up a pre-booked fare anywhere other than at the designated area, within the Shannon Airport campus.
- Enters a taxi stand with the intention of plying for hire or otherwise carry on the business of providing a taxi or hackney service at the airport.
- Enters Shannon 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 2024, as amended, the Taxi Regulation Act 2013 as amended, the Airport and Aviation Acts, (including the Air Navigation and Transport (Amendment) Act, 1998) as amended and/or the Shannon Airport Bye-laws 2015 that are in force at Shannon Airport.
- Fails to comply with any regulations regarding the operation of a taxi as set out by the NTA, An Garda Síochána and/or associated legislation.
- No longer holds a SPSV licence.
- Shares or gives his/her Pre-Booked Permit to any other person.
- Where Shannon Airport is satisfied that the Pre-Booked Permit Holder is no longer providing a satisfactory service at the airport

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

Shannon Airport retain the right to restrict the number of permits if required.

Shannon Airport retains the authority to revoke, annul, or modify the restricted permissions delineated in this permit periodically. Shannon Airport will communicate any such alterations, whether temporary or permanent, to your designated email address.

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 Pre-Booked Permit Holder contact details must be submitted to the Taxi Administrator at taxiadmin@snnairportgroup.ie

Shannon Airport will not be responsible for any communication issues arising from any Pre-Booked Permit Holder failing to provide up to date contact information including mobile number and/or email address

2 Permit Requirements

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

- A completed application form.
- Payment of the annual Taxi Permit (Pre-Booked Only) fee
- Evidence that the applicant holds a SPSV Licence and SPSV Driver Licence

3 Application and Payment

Application Form

[Pre-Booked Taxi Permit Application Form](#)

Applications for A Taxi Permit (Pre-Booked Only) must be made annually. Shannon Airport will advertise the application process on its website, via social media and via the NTA.

Once the application has been approved, a request for payment will be sent via email.

A Taxi Permit (Pre-Booked Only) will be issued once the application has been approved and payment received.

Notifications relating to the Taxi Permit (Pre-Booked Only) application and/or Taxi Permit (Pre-Booked Only) payments will be issued by email to the contact details provided on the application by the Pre-Booked Permit Holder.

Fees

The Taxi Permit (Pre-Booked Only) fee is €25 per annum and operates for 12 months from date of issue.

4 Insurance

Shannon Airport shall not be responsible for any loss or damage incurred by a Pre-Booked Permit Holder or any third party arising directly or indirectly from any act or omission of any nature whatsoever related to the provision of taxi services at Shannon Airport.

Pre-Booked Permit Holder shall indemnify, keep indemnified and hold harmless Shannon Airport, its employees and agents and keep them indemnified against any actions, proceedings, costs, damages, claims, or demands arising from their operations.