



**Government of the Republic of Trinidad and Tobago**  
**Ministry of Transport and Civil Aviation**

**TRINIDAD TRANSPORT BOARD**  
2-4 LONDON STREET, PORT OF SPAIN  
CONTACT#:- 1 (868) 625 - 1225  
EXT#:- 10208, 10211, 10212, 10215, 10216 & 10900



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The Trinidad Transport Board was established under the LAWS OF TRINIDAD AND TOBAGO; MOTOR VEHICLES AND ROAD TRAFFIC ACT (Chapter 48:50).

The responsibilities of the Board are outlined in Section 3 of the Act.

***Guidelines for applicants requesting permission to register and operate Special Motor Vehicles and Trailers (i.e. Motor Vehicles with a Maximum Gross Weight exceeding 15,000 kgs and Trailers with a Maximum Gross Weight exceeding 8,000 kgs).***

1. Letter requesting permission to register and operate the Special Motor Vehicles or Trailers being applied for. *(formal letter with the Company's letter head and stamp where applicable).*
2. Completed application form(s) with the following supporting documents:
  - a) Technical Specifications, including length, width and height of the vehicle(s) / trailer(s) for which approval is being sought.
  - b) Photograph(s) and drawing(s) of the Motor Vehicle(s) / Trailer(s).
  - c) Copies of Certificate of Registration, Certificate of Incorporation of Company/Certificate of Continuance, Notice of Change of Directors and Notice of Change of Address. *(where applicable).*
  - d) Justification for the use of unit(s) including copy of contracts etc.
  - e) A detailed list of routes to be traversed beginning at the parking facility address and including specified destinations.
  - f) A drawing clearly indicating the proposed parking layout, the width of the entrances and exits and the location of the site in relation to adjacent roads.

- g) Pictures of parking and garaging facilities, inclusive of entrance, exit and adjacent roads.
  - h) A list of all vehicles being parked/ to be parked at the proposed parking facility.
  - i) Proof of ownership of proposed parking facilities (e.g. Deed & Cadastral Sheet/Certificate of Title). In case of rented/leased parking facilities, a copy of the rental/lease agreements which must be valid for a minimum of one (1) year from the date of application. The Board may require an extension of this arrangement as may be necessary. An authorization letter to park along with a copy of an identification is needed if the ownership of the proposed parking facilities does not belong to the company's name that is applying to Transport Board.
  - j) In cases where more than one parking facility is being proposed, the information requested at (f), (g), (h) and (i) must be submitted for each site.
  - k) Plating Certificate for all Trailers in case(s) where specifications are not available.
  - l) An Authorization Letter to conduct business on behalf of the company together with a copy of identification from the Director is required.
3. The vehicle(s) / trailer(s) must meet environmental and safety requirements, for example;
- a) Emissions Standards
  - b) Safety Certificate for Tankers
  - c) Road Worthiness — Mechanical and Electrical Condition.

**4. Only Right-Hand Drive Vehicles will be considered for approval.**

**5. Guidelines application for "T" Registration**

*Width of Vehicles - 2.5 metres to 2.55 metres*

*Maximum Height of Vehicles — under 4 metres*

*Length of Vehicles-*

- *Trailers 12.25 metres to 12.5 metres **Maximum***
- *Tractor Trucks 7 metres to 7.82 metres **Maximum***
- *Dump Trucks - 8.5 metres to 9.34 metres **Maximum***
- *Flatbed Trucks, Concrete Mixers, Hook Loaders, Concrete Pump Trucks etc...  
10.5 metres to 11 metres **Maximum***

***N.B: Kindly note incomplete applications will not be accepted***

**N.B. Applicants are strongly advised to first seek and obtain the Board's approval before importing Special vehicles or Trailers: -**

- ❖ The Board shall not be obliged to grant approval for units already imported.
- ❖ Each application will be considered on its own merit
- ❖ All additional documents submitted must be accompanied by a covering letter.

**GUIDELINES TO REVALIDATE AN APPROVAL**

1. A letter from the applicant requesting that the approval be revalidated and the reasons for not utilizing the original approval. The request must be submitted one (1) month prior to the expiration of the original approval.
2. A copy of the shipping and customs documents to support the request for revalidation.
3. The original Trinidad Transport Board Approval to be submitted together with a copy for verification (Original will be returned)
4. A new application should be submitted if the approval has expired i.e. twelve (12) months after the date of initial approval by the Transport Commissioner.

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**GUIDELINES TO AMEND AN APPROVAL**

1. A letter from the applicant stating specifically the purpose for the amendment.
2. Completed application form.
3. Technical specification(s) on the vehicle(s) / trailer(s) for which approval is sought.
4. A detailed list of routes to be traversed beginning at the garaging facility address including specified destinations.
5. A copy of Transport Commissioner's approval for the vehicle(s) previously approved.

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## **GUIDELINES TO TRANSFER SPECIAL VEHICLE(S)**

1. A letter from the owner requesting permission to transfer the vehicle(s) and the reason for selling.
2. A letter from the purchaser confirming the purchase of the vehicle(s) and state the purpose for which the vehicle(s) would be used.
3. Completed application form(s) for each vehicle.
4. Certified copy / copies for each vehicle.
5. A detailed list of routes to be traversed beginning at the garaging facility address including specified destinations.
6. Copy of original approval from Transport Commissioner.
7. Copies of Certificate of Registration, Certificate of Incorporation of Company/Certificate of Continuance, Notice of Change of Directors and Notice of Change of Address. (*where applicable*)
8. A drawing clearly indicating the proposed parking layout, the width of the entrances and exits and the location of the site in relation to adjacent roads.
9. Pictures of parking and garaging facilities, inclusive of entrance, exit and adjacent roads.
10. A list of all vehicles being parked at the proposed parking facility.
11. Proof of ownership of proposed parking facilities (eg. Deed & Cadastral Sheet/Certificate of Title). In case of rented/leased parking facilities, a copy of the rental/lease agreements which must be valid for a minimum of one (1) year from the date of application. The Board may require an extension of this arrangement as may be necessary. An authorization letter to park along with a copy of an identification is needed if the ownership of the proposed parking facilities does not belong to the company's name that is applying to Transport Board.
12. In cases where more than one parking facility is being proposed, the information requested at (8), (9), (10) and (11) must be submitted for each site.
13. An Authorization Letter to conduct business on behalf of the company together with a copy of identification from the Director is required.

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## **GUIDELINES FOR REGULARIZATION OF SPECIAL VEHICLE(S)**

1. A letter from the owner requesting permission to regularize the vehicle(s) and for the purpose.
2. Completed application form(s) for each vehicle.
3. Certified copy / copies for each vehicle.
4. Defect Sheet/ Inspection Checklist received from licensing officer inspector.
5. Pictures of the vehicle(s) showing front, side and back view.
6. A detailed list of routes to be traversed beginning at the garaging facility address including specified destinations.
7. Copies of Certificate of Registration, Certificate of Incorporation of Company/Certificate of Continuance, Notice of Change of Directors and Notice of Change of Address. (*where applicable*)
8. A drawing clearly indicating the proposed parking layout, the width of the entrances and exits and the location of the site in relation to adjacent roads.
9. Pictures of parking and garaging facilities, inclusive of entrance, exit and adjacent roads.
10. A list of all vehicles being parked at the proposed parking facility.
11. Proof of ownership of proposed parking facilities (eg. Deed & Cadastral Sheet/Certificate of Title). In case of rented/leased parking facilities, a copy of the rental/lease agreements which must be valid for a minimum of one (1) year from the date of application. The Board may require an extension of this arrangement as may be necessary. An authorization letter to park along with a copy of an identification is needed if the ownership of the proposed parking facilities does not belong to the company's name that is applying to Transport Board.
12. In cases where more than one parking facility is being proposed, the information requested at (8), (9), (10) and (11) must be submitted for each site.
13. An Authorization Letter to conduct business on behalf of the company together with a copy of identification from the Director is required.

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## **GUIDELINES FOR CHANGE OF DESCRIPTION OF SPECIAL VEHICLE(S)**

1. A letter from the owner requesting permission to change the description of the vehicle(s) and the reason for doing so.
2. Completed application form(s) for each vehicle.
3. Certified copy / copies for each vehicle.
4. A copy of Transport Commissioner's approval for the vehicle(s) previously approved.
5. Pictures of the vehicle(s) showing front, side and back view.
6. A detailed list of routes to be traversed beginning at the garaging facility address including specified destinations.
7. Copies of Certificate of Registration, Certificate of Incorporation of Company/Certificate of Continuance, Notice of Change of Directors and Notice of Change of Address. (*where applicable*)
8. A drawing clearly indicating the proposed parking layout, the width of the entrances and exits and the location of the site in relation to adjacent roads.
9. Pictures of parking and garaging facilities, inclusive of entrance, exit and adjacent roads.
10. A list of all vehicles being parked at the proposed parking facility.
11. Proof of ownership of proposed parking facilities (eg. Deed & Cadastral Sheet/Certificate of Title). In case of rented/leased parking facilities, a copy of the rental/lease agreements which must be valid for a minimum of one (1) year from the date of application. The Board may require an extension of this arrangement as may be necessary. An authorization letter to park along with a copy of an identification is needed if the ownership of the proposed parking facilities does not belong to the company's name that is applying to Transport Board.
12. In cases where more than one parking facility is being proposed, the information requested at (8), (9), (10) and (11) must be submitted for each site.
13. An Authorization Letter to conduct business on behalf of the company together with a copy of identification from the Director is required.

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## **GUIDELINES FOR ADDITIONAL ROUTES OF SPECIAL VEHICLE(S)**

1. A letter from the owner requesting permission for additional routes to the vehicle(s) and reason for doing so.
2. Certified copy / copies for each vehicle.
3. A copy of Transport Commissioner's approval for the vehicle(s) previously approved.
4. Copy of the route pass(s) that was previously approved by the Transport Commissioner's Office.
5. A new detailed list of routes to be traversed beginning at the garaging facility address including specified destinations.
6. Completed application form(s) for each vehicle. *(only applicable if the approval letter does not include dimensions for the height, width and length of the unit)*

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## **GUIDELINES FOR AN APPEAL OF THE TRANSPORT COMMISSIONER'S DECISION**

1. A letter from the client addressed to Trinidad Transport Board stating their intention to appeal the Transport Commissioner's decision, including a brief description of the circumstances leading to the appeal.
2. Certified copy (copies for each vehicle) / Drivers Permit / Taxi badge / Inspection Certificate
3. Copies of all documents received from the Transport Commissioner's Office
4. Supporting Documents

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**APPLICATION FOR PERMISSION TO  
REGISTER/ LICENSE/ OPERATE A SPECIAL TYPE MOTOR VEHICLE/TRAILER/CRANE  
OVER-SPECIFIED ROADS IN THE COUNTRY OF TRINIDAD AND TOBAGO**

TO: MINISTRY OF TRANSPORT AND CIVIL  
AVIATION

DATE: .....

TRINIDAD TRANSPORT BOARD,  
Level 2, Corner of Richmond and London Streets,  
Port of Spain.

Permission is hereby requested .....

.....

.....

To transport the following equipment and maximum load over the routes requested below:

|          | Make and Model | Reg. No | Tare Wt. | M.G.T.W. |
|----------|----------------|---------|----------|----------|
| TRUCK:   | .....          | .....   | .....kgs | .....kgs |
| TRAILER: | .....          | .....   | .....kgs | .....kgs |

DESCRIPTION OF LOAD .....

MAX. WIDTH: ..... Metres      MAX. HEIGHT: ..... Metres      MAX. LENGTH: ..... Metres

TYPE OF VEHICLE       1     2     3     4     5     6     7     8     X

RIGHT-HAND DRIVE     

LEFT-HAND DRIVE     

| AXLE SPACING                                      |                             | MAXIMUM AXLE LOADS |  | TYRE SIZES    |      |
|---|-----------------------------|--------------------|--|---------------|------|
| Distance  | Distance (In) Between Axles | ON Axle No.        | Gross-Axle Load (kgs) Not To Be Exceeded | Tyres on Axle |      |
|   |                             |                    |  | Nos.          | Size |
| A   |                             | 1                  |  |               |      |
| B   |                             | 2                  |  |               |      |
| C   |                             | 3                  |  |               |      |
| D   |                             | 4                  |  |               |      |
| E   |                             | 5                  |  |               |      |
| F   |                             | 6                  |  |               |      |
| TOTAL   |                             |                    |  |               |      |
| Maximum Total Gross Weight of Vehicle(s) and Load |                             |                    |  | kgs           |      |

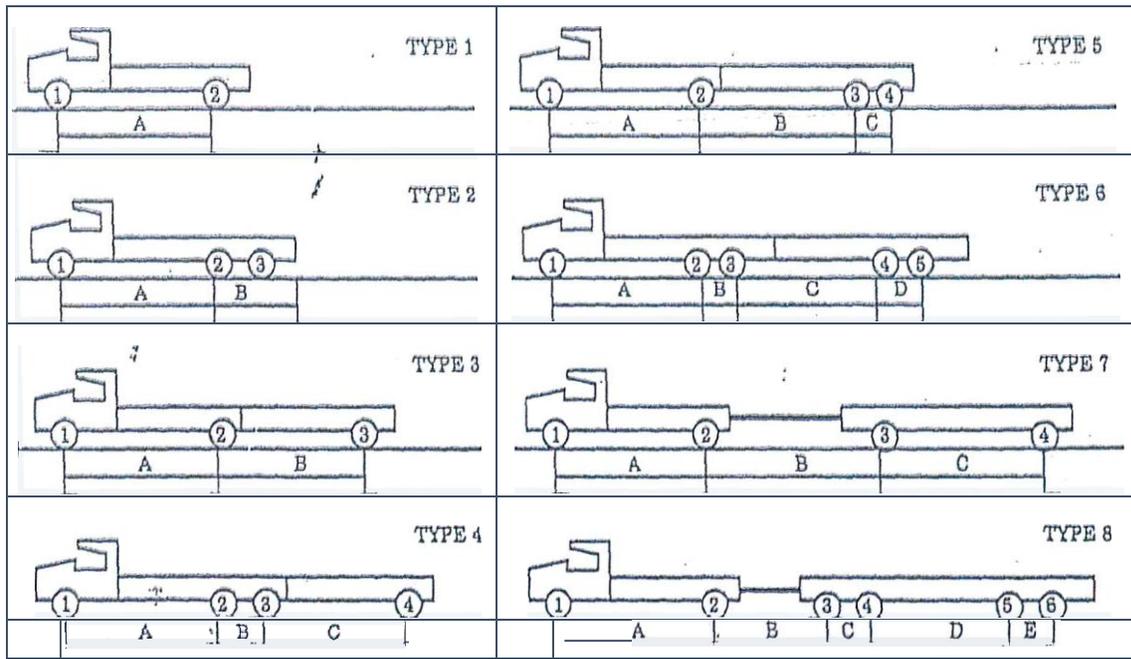
ROUTES REQUIRED:      **ROUTES ATTACHED**

I, the undersigned understand that the Highways Department shall not be responsible in any way for any damage of whatever nature that may result from the movement of the above described vehicle and load over the roads mentioned or any other roads that all such responsibility is hereby accepted on behalf of the applicant as is also damages that may be sustained to any highway or bridge as a result of the use of the said vehicle. I, the undersigned certify that I am authorized to sign this application for the person or firm whose name appears on this application committing the above obligation and that the statements in this application are true and correct.

APPLICANT SIGNATURE: .....

DATE .....

# DIAGRAMS OF VARIOUS TYPES OF VEHICLES



FOR OFFICIAL USE

Recommended:

Approved:

