

## **PSV431A : Application to a Traffic Commissioner for a non-chargeable variation of a Public Service Vehicle Operator's Licence**

### **About this form**

You must complete this form if you wish to make changes to the details held on your licence or if you wish to change the type of standard licence you hold.

Please note that:

- if you wish to increase the maximum number of vehicles authorised under your licence you need to complete form PSV431, chargeable variation to a public service vehicle operator's licence; or
- if you wish to upgrade from a restricted to a standard national or standard international licence you need to apply for a new licence, using form PSV421

### **Filling in the form**

**You must complete this form in full and included all supporting documents.**

Guidance notes, PSV431AG, have been provided to help you to complete this form, and to make sure you provide the correct documentation in support of your application.

Applications are refused or delayed because the required information and documentation is not received. To prevent this from happening you must read the guidance notes for each question carefully so that you complete the form correctly.

Use black ink to fill in the form. Answer yes or no questions by putting a tick in the relevant box. If you are selecting an answer from a list of options, tick the box which applies to you.

If you have any further questions about filling in this form please contact the Contact Centre on 0300 123 9000\*

### **What to do next**

Send your completed form, along with the necessary supporting documents to the traffic commissioner at: The Office of the Traffic Commissioner, The Central Licensing Office, Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF.

### **Data Protection**

The personal information you provide on this form will be used for the purposes of a traffic commissioner's statutory functions. This may include sharing the information you provide with other traffic commissioners, DfT, other government departments and enforcement agencies. Standard licence/application information will also be included in a national register which is available to other Member States. Further information is available from the office of the traffic commissioner.

**Note: it is a criminal offence to give false information in this application.**

**Particulars of licence holder**

1. Name of licence holder

2. Trading name (if any)

3. Licence number

4. Address (this is your current correspondence address)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

5. Telephone number

<input type="text"/>	<input type="text"/>
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6. E-mail address

**Proposed changes to licence**

**Please complete all sections which are applicable – leave sections blank if they do not apply to you.**

**7. Change of address**

Please provide new address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

**8. Change of address of establishment.\***

Please provide new address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

\* There is a requirement that every standard licence holder/applicant must have an establishment in Great Britain (GB) with premises in which it keeps its core business documents. This cannot be a PO Box or third party address and must be an address in GB.

## 9. Change of transport manager

If you are changing your transport manager or adding an additional transport manager please give details of your new transport manager in the box below

Family name	First name(s)	Date of birth
Place of birth (as stated on your birth certificate)		
Home address		

Continue on a separate sheet if necessary

For each new transport manager form TM1 must be completed and sent in with this form. You must also supply their original Certificates of Professional Competence (CPC) or evidence of qualification(s) giving exemption.

Please tick to confirm that you have completed form TM1 for all transport managers listed above and provided their original CPC or other accepted qualifications.

If you are removing a transport manager please give details below.

Family name	First name(s)	Date of birth

## 10. Change of licence

If you are applying to change your licence, without increasing your authorisation, please tick the appropriate box.

Change from standard national to international

Change from standard international to national

If upgrading please ensure that your transport manager is qualified for international operations.

If upgrading to a standard international please state how many Community licences you require.

## 11. Change of operating centre

Are you changing your operating centre or adding an additional one?

Changing

Additional

Please give new address(es) including postcode(s)

### Operating centre 1

### Operating centre 2

<b>a)</b> Parking address: _____ _____ _____ _____ Postcode	<b>a)</b> Parking address: _____ _____ _____ _____ Postcode
<b>b)</b> Number of vehicles to be kept at this address: <input type="text"/>	<b>b)</b> Number of vehicles to be kept at this address: <input type="text"/>
<b>c)</b> Total number of parking spaces available to you at this address: <input type="text"/>	<b>c)</b> Total number of parking spaces available to you at this address: <input type="text"/>
<b>d)</b> Please tick <b>one</b> box below to confirm whether the premises are: Owned by you <input type="checkbox"/> Leased <input type="checkbox"/> Rented <input type="checkbox"/>	<b>d)</b> Please tick <b>one</b> box below to confirm whether the premises are: Owned by you <input type="checkbox"/> Leased <input type="checkbox"/> Rented <input type="checkbox"/>
<b>e)</b> If leased or rented, please confirm that you have permission from the site owner to use the premises to park the number of vehicles shown above. Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>e)</b> If leased or rented, please confirm that you have permission from the site owner to use the premises to park the number of vehicles shown above. Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>f)</b> Please provide written permission from the owner of the nominated operating centre giving permission for you to park your vehicles. This must state how many spaces are available to you.	<b>f)</b> Please provide written permission from the owner of the nominated operating centre giving permission for you to park your vehicles. This must state how many spaces are available to you.

<b>a)</b> Parking address: _____ _____ _____ _____ Postcode	<b>a)</b> Parking address: _____ _____ _____ _____ Postcode
<b>b)</b> Number of vehicles to be kept at this address: <input type="text"/>	<b>b)</b> Number of vehicles to be kept at this address: <input type="text"/>
<b>c)</b> Total number of parking spaces available to you at this address: <input type="text"/>	<b>c)</b> Total number of parking spaces available to you at this address: <input type="text"/>
<b>d)</b> Please tick <b>one</b> box below to confirm whether the premises are: Owned by you <input type="checkbox"/> Leased <input type="checkbox"/> Rented <input type="checkbox"/>	<b>d)</b> Please tick <b>one</b> box below to confirm whether the premises are: Owned by you <input type="checkbox"/> Leased <input type="checkbox"/> Rented <input type="checkbox"/>
<b>e)</b> If leased or rented, please confirm that you have permission from the site owner to use the premises to park the number of vehicles shown above. Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>e)</b> If leased or rented, please confirm that you have permission from the site owner to use the premises to park the number of vehicles shown above. Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>f)</b> Please provide written permission from the owner of the nominated operating centre giving permission for you to park your vehicles. This must state how many spaces are available to you.	<b>f)</b> Please provide written permission from the owner of the nominated operating centre giving permission for you to park your vehicles. This must state how many spaces are available to you.





If YES, explain in full the reasons why you wish to operate these vehicles.  
If you are seeking the traffic commissioner's permission to use small vehicles additional details are required. Go to section 14b once you have completed the following box.


**14b) Permission to operate small vehicles**

If you are restricted to operating vehicles adapted to carry nine or more passengers and are now seeking the traffic commissioner's permission to use small vehicles further details are also required.

**Operators in the Scottish traffic area - please go straight to 14c)**

**Operators in an English or the Welsh traffic area - please answer the following question**

If you intend to operate small vehicles is this as a small part of a large bus business as detailed by Section 79A of the Public Passenger Vehicles Act (as amended by Section 265 of the Transport Act 2000)?

YES  NO  If NO ► **Go to 14c)**

If YES, please give details of how you comply with the 'small part of the business' requirements in the box below

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**14c) Permission to operate small vehicles - Scottish operators and English and Welsh operators not claiming the exemption under 79A of the Public Passenger Vehicles Act 1981 (as amended)**

Please give full details in the box below how you will satisfy the requirement to charge separate fares and detail which of the two conditions you will meet.

**Condition 1:** The passengers must have been brought together for the purposes of making the journey by the driver or owner of the vehicle or by some other intermediary who is paid for. In addition each journey must have been advertised to the public, so as to create a *genuine* opportunity for members of the public to be carried *on the particular journey in question, i.e.* the journey is not an exclusive hiring for an individual or group, notwithstanding that separate fares are paid. Advertisement at a place of worship, a place of work, a club or other voluntary association for the information of people present at those places, or in periodicals circulated wholly or mainly among such persons, does not count as advertisement to the general public. Finally, in the event that there are multiple destinations, there should be differentiation of fares for the journey based on distance or time.

**Condition 2:** The making of the agreement for the payment of separate fares must have been initiated by the driver or owner of the vehicle, or by some other intermediary who is paid for doing so – not by the passengers themselves, or any other party. In addition, as in condition 1, each journey must be advertised to the public beforehand as being open to passengers to be carried at separate fares.

**14d) Any other conditions or undertakings**

Describe in full the changes you want to make to your licence conditions or undertakings and the reasons why you are applying to have the conditions or undertakings removed or varied.


Continue on a separate sheet if necessary

**I declare that the statements made in this application are true and that all supporting evidence supplied with regard to my application is correct. I understand that it is an offence to make a false declaration.**

Your full name in block capitals

Signed  Dated

Position in business / undertaking – sole proprietor, partner, director, transport manager, delegated officer (please state, e.g. trustee)

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