

For office use only:

**Office of the
Traffic Commissioner**

Contact Centre: **0300 123 9000***
Email: permits@vosa.gov.uk
Web: www.businesslink.gov.uk/transport

PSV368: Application to a Traffic Commissioner for a Community Bus Permit

(Transport Act 1985 – Section 22)

**USING A VEHICLE TO CARRY PASSENGERS FOR HIRE OR REWARD OTHER THAN AS
AUTHORISED BY THE PERMIT, SHOULD IT BE GRANTED, IS AGAINST THE LAW.
IT COULD LEAD TO PROSECUTION AND THE VEHICLE BEING IMPOUNDED.**

A FALSE STATEMENT MADE IN ORDER TO OBTAIN A PERMIT IS AN OFFENCE.

Please read the guidebook PSV 385 prior to completing this form.

Completion of this form does not denote eligibility for a permit. Should the traffic commissioner not be satisfied that your body meets the requirements for a permit you may be required to apply for a Public Service Vehicle Operator's licence.

Please contact VOSA if you have any queries when completing this form.



the boxes



in CAPITAL LETTERS

YOUR DETAILS

1. **Name of Body applying**

2. **Address for correspondence**

 Postcode

3. **Daytime telephone number**
(including STD code)

4. **Mobile telephone number**

5. **E-mail address**

6. **Do you already hold any community bus permits** YES NO

*Calls provided by BT are charged at a low rate. Charges from other providers may vary

If YES please enter the permit number(s)

7 Has the body ever had an application for a permit refused or revoked?

YES

NO

If YES please supply details below. Continue on a separate piece of paper if necessary.

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8 Have you any registered local services?

YES

NO

If YES please give the registration numbers

9 Do you hold any London local service permits?

YES

NO

If YES please give the permit numbers

PERMIT DETAILS

10 Do you want the permit to authorise

- Community bus services only? Or
- Community bus services and services other than local bus services which help finance the community bus services?

see note 14 of Section 3 of PSV 385 'Guide to providing transport under section 19 or section 22 permits'.

11 How many permits do you require?

Please state the number of permits you require for each size of vehicle that you wish to operate under the permit. For example if you wish to operate three 16 passenger seat vehicles please enter three in the relevant box below.

The operating centre is the base or centre where your vehicles(s) are kept.

- A vehicles adapted to carry nine to sixteen passengers
- B single deck vehicles adapted to carry seventeen or more passengers
- C double deck vehicles adapted to carry seventeen or more passengers

Address of operating centres including post codes	Please indicate the number of permits you require		
	A	B	C

Please note that any large vehicle, that is any vehicle adapted to carry seventeen or more passengers, must have a Certificate of Initial Fitness or Certificate of Conformity to show that it meets the standards required for a Public Service Vehicle. The vehicle must also be tested as Class VI.

- 12 Are you going to use hired in vehicles only?** YES NO
 If YES please move on to the Declaration
 If NO please move on to question 13

- 13 Have you already got your vehicle?** YES NO
 If YES please complete questions 14 and 15
 If NO please tell VOSA when you get one and supply the details that are asked for in questions 14 and 15

MAINTENANCE ARRANGEMENTS

14 Name and address of person(s) or garage who will maintain and service the vehicle and the facilities available

Name and address of person or garage	Facilities available (e.g. pits, hoists, etc)

Please attach a written maintenance contract or letter of agreement from the person or garage doing the work.

15 How often will safety checks/inspections be carried out

At least every _____ weeks

NOTE: If these details change you must notify the traffic commissioner at the Permit Team, Hillcrest House, 386 Harehills Lane, Leeds LS9 6NF or at permits@vosa.gov.uk within 28 days.

NOTE: Vehicles must be maintained in a fit and serviceable condition at all times. Inspections must be carried out at appropriate intervals and it is recommended that they are carried out at least every ten weeks.

REMEMBER: the permit holder remains responsible for the condition of vehicles inspected and/or maintained for them by agents or contractors. Your permit could be at risk if the maintenance is not adequate. Information on the responsibilities and systems involved in maintaining vehicles in a roadworthy condition can be found in the Guide to Maintaining Roadworthiness. This guide also contains information on drawing up a contract. A copy of this guide can be obtained from www.dft.gov.uk/vosa/publications/manualsandguides/safetyandmaintenanceguides.htm.

DECLARATION

I am authorised by the body applying for this permit to make this declaration on behalf of its members.

- The body will operate under this permit within the terms of sections 22 and 23 of the Transport Act 1985 and any regulation made under these sections.
- The vehicle will not be used with a view to profit unless authorised by the traffic commissioner and noted as such on the permit.
- The laws relating to the driving and operation of vehicles used under this permit shall be observed.
- The body will ensure that drivers are correctly licensed for the use to which any vehicle used under the permit is put.

The body will make proper arrangements so that any vehicle, whether owned or hired in, used under the permit:

- Will comply with the appropriate construction and use requirements and conditions of fitness;
- Will be kept in a fit and serviceable condition;
- Regular maintenance inspections will be carried out;
- Mechanical faults identified will be rectified promptly and before the vehicle is used again;
- Will be properly insured for the uses authorised by the permit;

Drivers will:

- Report mechanical faults in vehicles as soon as possible;
- Be a person over 21 years of age who holds the appropriate entitlement to drive;
- Be informed of their legal responsibilities as a driver of a vehicle being used under a permit;
- Observe all laws relating to the driving and operation of vehicles.

If you have any doubt of your obligations or the eligibility of your body to hold a permit you should contact VOSA for advice before submitting an application.

I enclose a fee of (cheques made payable to the Vehicle & Operators Services Agency)

Signed Date

Name
(capitals)

Position in body applying
(e.g. Secretary)

Now send this form to the Traffic Commissioner at The Permit Team, Central Licensing Office, 386 Harehills Lane, Leeds, LS9 6NF.

A FALSE DECLARATION OR A FAILURE TO ADHERE TO THE SIGNED DECLARATION MAY RESULT IN THE TRAFFIC COMMISSIONER CONSIDERING WHETHER TO TAKE ACTION AGAINST ALL COMMUNITY BUS PERMITS HELD BY YOUR BODY.

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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.