



: Vehicle & Operator Services Agency

**APPLICATION<sup>(1)</sup>**

TO START A REGULAR SERVICE

TO START A SPECIAL REGULAR SERVICE<sup>(2)</sup>

TO RENEW AUTHORISATION FOR A SERVICE

**carried out by coach and bus between Member States  
in accordance with Regulation (EEC) No 684/92**

To:

\_\_\_\_\_  
(Competent authority)

1. Name and first name or trade of the applicant and, where appropriate, of the managing carrier in the case of an association (pool):

\_\_\_\_\_  
\_\_\_\_\_

2. Service(s) carried out<sup>(1)</sup>

by an undertaking  as a member of an association (pool)  as a subcontractor

3. Names and addresses of the carrier, associated carrier(s) or subcontractor(s) <sup>(3)</sup> <sup>(4)</sup>

3.1 \_\_\_\_\_ tel.

3.2 \_\_\_\_\_ tel.

3.3 \_\_\_\_\_ tel.

3.4 \_\_\_\_\_ tel.

<sup>(1)</sup> Tick or complete as appropriate.

<sup>(2)</sup> Special regular services not covered by a contract between the organiser and the carrier.

<sup>(3)</sup> Indicate in each case whether a member of an association or a subcontractor is concerned.

<sup>(4)</sup> Attach list as applicable.

4. In the case of a special regular service:

4.1. Category of passengers: \_\_\_\_\_

5. Duration of authorisation requested or date on which the service ends:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Principal route of service (underline passenger pick-up points):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Period of operation:

\_\_\_\_\_  
\_\_\_\_\_

8. Frequency (daily, weekly, etc.): \_\_\_\_\_

9. Fares: \_\_\_\_\_ Annex attached

10. Enclose a driving schedule to permit verification of compliance with the Community legislation on driving and rest periods

11. Number of authorisations or of copies of authorisations requested<sup>(1)</sup>:

\_\_\_\_\_

12. Any additional information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. \_\_\_\_\_  
(Place and date)

\_\_\_\_\_  
(Signature of applicant)

**Data Protection**

The personal information you provide on this form will be used for the purposes of VOSA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law. For further information, visit our Information Charter available from VOSA's website: [www.dft.gov.uk/vosa](http://www.dft.gov.uk/vosa)

(1) The attention of the applicant is drawn to the fact that, since the authorisation has to be kept on board the vehicle, the number of authorisations which the applicant must have should correspond to the number of vehicles needed for carrying out the service requested at the same time.

## Important Notice

1. The following must be attached to the application, as appropriate:
  - (a) the timetable;
  - (b) fare scales;
  - (c) a certified true copy of the Community licence for the international carriage of passengers by road for hire or reward provided for in Article 3(a) of Regulation No 684/92;
  - (d) information concerning the type and volume of the service that the applicant plans to provide in the case of a new service, or that has been provided in the case of renewal of an authorisation;
  - (e) a map on an appropriate scale on which are marked the route and the stopping points at which passengers are to be taken up or set down;
  - (f) a driving schedule to permit verification of compliance with the Community legislation on driving and rest periods;
  - (g) the non-refundable application fee of £180.00, where applicable.
2. Applicants shall provide any additional information in support of their application, which they consider relevant or which is requested by the issuing authority.
3. Article 4(4) of Regulation (EEC) No 684/92 states that the following services are subject to authorisation:
  - (a) Regular services are services which provide for the carriage of passengers at specified intervals along specified routes, passengers being taken up and set down at predetermined stopping points. Regular services shall be open to all, subject, where appropriate, to compulsory reservation. The regular nature of the service shall not be affected by any adjustment to the service operating conditions.
  - (b) Special regular services not covered by a contract between the organiser and the carrier. Services, by whomsoever organised, which provide for the carriage of specified categories of passengers to the exclusion of other passengers, insofar as such services are operated under the conditions specified in 1.1, shall be deemed to be regular services. Such services are hereinafter called 'special regular services'.

Special regular services shall include:

- i) the carriage of workers between home and work;
- ii) carriage to and from the educational institution for school pupils and students;
- iii) the carriage of soldiers and their families between their State of origin and the area of their barracks.

The fact that a special service may be varied according to the needs of users shall not affect its classification as a special regular service.

4. The application shall be made to the competent authority of the Member State from which the service departs, namely one of the service termini.
5. The maximum period of validity of the authorisation is five years.

## **IMPORTANT INFORMATION**

ONCE YOUR AUTHORISATION HAS BEEN APPROVED AND ISSUED

“You must ensure that the following documents are carried on the vehicle:

- a) A copy of the authorisation of the regular service;
- b) A copy of the contract between the operator of the regular service and the undertaking providing the additional vehicles or an equivalent document;
- c) A certified true copy of the Community Licence issued to the operator providing the additional vehicles for the service”.

### SCALE OF FEES

<b>COACH</b>	<b>FEE REQUIRED</b>
Regular service (application fee)	£180.00
Special Regular service (application fee)	£176.00
Fee per year	£38.00
Certified copy	£13.00

#### Additional notes

The application fee is non-refundable.

Once your application has been approved we will write to you informing you of this by sending you a fee request for the grant charges.

The grant charges comprise of an annual fee per year, which is a one off payment until your authorisations expire. This is one fee for no matter how many authorisations you require.

You will receive one “free” copy of your authorisations and any additional certified copies are charged separately.

Your authorisation can be valid for a maximum of 5 years before they are due for renewal, in which **all** fees will apply again.

#### Example of grant charge fee (fee request):

Authorisation : London to Paris	
5 years at £38.00 a year	: £ <b>190.00</b>
Plus	
Number of copy authorisations required at £13.00 each (1 original and 10 copies)	: <b>£130.00</b>
<b>TOTAL TO PAY</b>	<b>: £320.00</b>

If you make any small changes to your service, i.e. change of departure times these are processed free of charge.

If you make a fundamental change to your authorisation, i.e. change/add/remove a partner then you will be required to pay for the copy fee only for the amendment to this authorisation.

If you change the service completely i.e. change the starting and ending point of the timetable, a new application must be made. **All** fees will be applicable again.

## Credit/Debit Card Payments

If you wish to pay by Credit/Debit card, please telephone 01223 531053.

**OR**

Please complete your details below and a member of the IRFO team will contact you for payment.

Contact Name: \_\_\_\_\_

Tel. No: \_\_\_\_\_

An executive agency of the  
Department for  
**Transport**