PSV355: Application to Change or Cancel details of a Local Service Registration

The Guide to local bus service registration (PSV353A) will help you fill in this form. If you have any further problems, contact the Office of the Traffic Commissioner. Where the rules allow the Traffic Commissioner to accept less than 42 days’ notice in England and 56 days’ notice in Wales of this charge or cancellation (see Part 3 of the Guide) you will also need to fill in and attach form PSV350A. You must send an appropriate fee - see separate schedule for list of fees. If you are registering a bus service in England, please read Guidance on notifying a local authority of a bus service.

The boxes ☑️ in CAPITAL LETTERS

1. Name, which appears on your PSV operator’s licence or community bus permit

2. Trading name (If different from above)

3. Address for correspondence

4. Daytime telephone number

5. PSV operator’s licence number(s) or community bus permit number(s)

6. Traffic Area(s) in which the service is registered

7. Traffic Area Registration reference number(s) and Route number (including any letters eg. 15A etc)

8. Are you applying to cancel this registration? Yes ☐ No ☐ If ‘Yes’, go to Q.10

If “No”, please tick the items that will change (one or more)

- Route description
  - Please complete a new sheet and enclose a map
- Bus stop and stopping places
  - Please complete a new sheet and enclose a map
- Stopping arrangements
  - Please attach details
- Reversing manoeuvres
  - Please attach details
- Timetable
  - Please attach details
- Other
  - Please attach details

(Revised May 2018)
9. Please summarise the changes for Notices and Proceedings (An outline of the changes should be given - a submission of the revised timetable will not suffice and may delay the processing of your application).

10. When do you want the changes to take effect?

In England, you must give the relevant local authority 28 days’ notice of your proposals before sending this application to the Traffic Commissioner. The changes cannot take effect without a further 42 days’ notice to the Traffic Commissioner. In Wales, 56 days’ notice is required to the Traffic Commissioner only. If you want a shorter period of notice then you must also complete and attach form PSV350A.

11. Please show whether any part of your service is supported by subsidies from a local authority or PTE.

No subsidy ☐  Wholly subsidised ☐  Partly subsidised ☐

12. Please give the name(s) of the authority or PTE providing the subsidy.

The Traffic Commissioner has powers to impose such penalty as he or she thinks fit on an operator if he is satisfied that the operator has failed to provide a service as registered or has operated in contravention of Section 6 of the 1985 Transport Act.

Any penalty imposed shall not exceed;

• £550; or
• such other amount as the Secretary of State (as respects England) or the National Assembly for Wales (as respects Wales) may by order specify, multiplied by the total number of vehicles which the operator is licensed to use under all the PSV operator’s licences held by him.

You must send a copy of this form with the supporting documents to any of the English county councils, unitary authorities and PTEs in whose area the service will operate, BEFORE submitting your application to the traffic commissioner. The authorities will then have 28 days (14 days in the case of section 22 permit holders) to consider your application. You must also supply confirmation that the local authority has considered your application. A pro-forma is attached to the back of this form.

I have sent a copy of this form and supporting documents to the following authorities:

Date sent:

DECLARATION

I declare that, as far as I know, the information I have given is true and correct.

Signed ___________________________  Position in business ___________________________

Name ___________________________  Date ___________________________

Data Protection

The Traffic Commissioners’ fair processing notice tells you what you can expect when a traffic commissioner of Great Britain (the data controller) collects your data. A traffic commissioner will use your personal information as part of their work as the competent authority for assessing access to the occupation of road transport operators. You can access the fair processing notice here: https://www.gov.uk/government/publications/traffic-commissioners-for-great-britain-privacy-notice. Alternatively you may request a paper copy by telephoning 0300 123 9000.

(Revised May 2018)
Payment details

You can pay the application fee by **credit/debit** card or **cheque/postal order**. Cheques should be made payable to “Driver and Vehicle Standards Agency”. **Please do not send cash.**

Your application will be returned and not considered at this time if this fee is not included. If you are sending your credit/debit card details by post you should consider using a secure method.

Details of the current fees may be found on our website at: [https://www.gov.uk/government/publications/bus-registration-and-permits-scale-of-fees](https://www.gov.uk/government/publications/bus-registration-and-permits-scale-of-fees)

If you are paying by cheque, please send this with your application as above. If you are paying by credit or debit card please complete the details below.

I hereby authorize DVSA to take the sum of £ from my account, the details of which are listed below, in respect of my application for a standard or large bus permit.

**Type of card** (please tick one)
- Mastercard
- Visa
- Visa Debit/Delta
- Maestro

**Name of cardholder** (exactly as it appears on the card)

**Full Card number**

**Expiry date**
- Month
- Year

**Issue number** (Maestro only)

**Start Date** (Maestro only)
- Month
- Year

**Card Security number**

Your card security number is displayed at the end of the signature strip on the back of the card. Please enter the last three digits.

**Signature of cardholder**

Your payment details will not be held for any longer than required for the purpose of paying the fee.
LOCAL REGISTERED SERVICE IN ENGLAND CONFIRMATION OF LOCAL AUTHORITY NOTIFICATION

Local authorities can use this pro-forma to confirm that they have received a copy of an application. Alternatively, they can provide the operator with their own method of confirmation. In either case, the operator must enclose the confirmation with their application to the traffic commissioner.

OPERATOR NAME: 

LICENCE NUMBER: 

REGISTRATION REFERENCE: 

NOTE: If the form is being completed for multiple registrations (for the same operator) please list the relevant details on a separate sheet.

TYPE OF APPLICATION: 
NEW

VARIATION

CANCELATION

SERVICE NUMBER: 

START POINT: 

FINISH POINT: 

REQUESTED START DATE: 

DATE RECEIVED IN LOCAL AUTHORITY: 

NAME OF LOCAL AUTHORITY: 

(Revised May 2018)
I confirm a copy of the application and supporting documentation has been received (tick if yes)  

Please use the space below only if you wish to provide the traffic commissioner with any further comment regarding the registration. If the operator is applying for short notice grant of the registration, you can also indicate whether or not you support the application, and provide details why. Continue on a separate sheet if necessary.

Signed:

Print Name:

Position:

Date:

I confirm that the Local Authority has been notified of the proposed registration in accordance with the Regulation 3 of The Public Services Vehicles (Registration of Local Services) Regulations 1986 and are content for the registration period to commence on receipt of this notice (or the registered particulars if received by the traffic commissioner after this form).

The completed form should be provided to the operator (either electronically or by post) for submission to the Traffic Commissioner with the registered particulars.