



Application for a standard or large bus permit

About this form

You should complete this form if you wish to apply for a permit under section 19 of the Transport Act 1985. **Note: a single legal entity cannot hold both a permit under the 1985 Act and an operator's licence under the Public Passenger Vehicles Act 1981.**

Section 19 Permits

A section 19 permit can only be granted to a body concerned with education, religion, social welfare, recreation or other activities of benefit to the community. These permits are either 'standard permits' for vehicles which are adapted to carry no more than 16 passengers (excluding the driver) or 'large bus permits' for vehicles which are adapted to carry 17 or more passengers.

A permit allows the holder to operate transport services for hire or reward without the need for a full public service vehicle (PSV) operator's licence, provided the services are neither carried out with a view to profit nor incidentally to an activity that is itself carried on with a view to profit.

A section 19 permit enables an organisation to transport their members, or people whom the organisation exists to help. Vehicles cannot be used to carry members of the general public.

As a permit holder you have a responsibility to make sure that your services are operated within the law, with vehicles properly maintained and using drivers with the appropriate qualifications.

Only organisations which meet at least one of the following exemptions can apply for a section 19 permit.

Exemptions

- Non-commercial purposes – An applicant should be satisfied that its overall purpose in providing road passenger transport and all of those services are exclusively non-commercial.
- Main occupation – In order to meet this exemption an applicant's road passenger transport operation must be ancillary or complementary to another activity, which must demonstrably be their main occupation.
- Short distance – Only applicants engaged exclusively in national transport operations and which have only a minor impact on the transport market because of the short distances involved can rely upon this exemption. Short distance is generally regarded as those services within a ten-mile radius or length, although longer distances can be considered in certain circumstances.



Further guidance can be obtained here:

<https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport>

Please refer to the [Senior Traffic Commissioner's Statutory Document on PSV Operations](#) for further information.

The Traffic Commissioner needs to be satisfied that your organisation is eligible for a permit and therefore reserves the right to request additional information as required.

Giving false information or modifying the application form in order to obtain a permit is an offence and could lead to prosecution. It could also result in your vehicle(s) being impounded.

Filling in the form

Complete all relevant questions in the fields provided. Where further space is required either provide this information on the body of the email if submitting electronically or on a separate sheet of paper if submitting by post.

You can either:

- Complete the form in full electronically and submit with all supporting documentation attached by email to:

Permits@otc.gov.uk

- Complete using black ink ensuring that the form is completed in full and submit with all supporting evidence by post to:

Office of the Traffic Commissioner
Hillcrest House
386 Harehills Lane
Leeds
LS9 6NF



APPLICANT DETAILS

1. Name of body applying (this must match the registered entity, if applicable):

2a. Does the body have charitable status?

Yes No

If the body has a registered charity number with the [Charity Commission for England and Wales](#) or [Scottish Charity Regulator](#) please give that number below:

2b. Is the body registered as a limited company with Companies House?

Yes No

If Yes, please give the [Companies House registration number](#) below:

2c. Is the body registered as a Community Interest Company (CIC) with Companies House?

Yes No

If No, please proceed to question 3. If Yes, please answer the following in turn:

- i. the CIC takes the form of a company limited by guarantee without share capital;

Yes No

- ii. are fares set at a level intended to meet running costs (which can include depreciation) but not to generate a profit;

Yes No

- iii. there is no scope to distribute dividends to other parties in the normal course of events;

Yes No



iv. there is no scope for the directors of the company to sell for personal gain any asset of the company, e.g. the company has an asset lock;

Yes No

v. there is clear evidence that the directors of the company are not paying themselves or others excessive fees or wages to produce a 'not-for-profit' outcome to the accounts;

Yes No

vi. most CICs would not meet the 'not-for-profit' requirement, given that a common reason for setting up a CIC is to enable surpluses to be made and reinvested in other activities of benefit to the community, please confirm what you do with any profit/surplus.



3. Body contact details

Address for correspondence including postcode:

Telephone number / mobile number:

E-mail address:

4a. Which activities is the body concerned with?

- Education
- Religion
- Social Welfare
- Recreation (Standard permits only)
- Helping and coordinating the activities of not for profit bodies (large bus permit applicants only)
- Other activities of benefit to the community, please give details below:



4b. If the body is concerned with education, please select appropriate status:

- State funded
- Independent
- Other, please provide details below:

5. Which exemption(s) applies to the body?

- Non-commercial purposes

Please provide details on how you meet the eligibility for this exemption. This may include details on surpluses, competitive procurement or tendering for contracts, operation size and scale, cross subsidy.

- Main occupation

Please provide details on how you are eligible for this exemption. This may include details on what your organisation does and why the vehicles are used.



Short distance

When applying under the short distance exemption you will need to provide with your application a map illustrating the short distance by way of circumference or straight line. If you need to operate services which meet both exemptions, then a separate application is required for each exemption.

Those operating in less densely populated areas can make the case that due to the nature of the area in which they operate, a 'short distance' is longer than the automatic distance set in the legislation.

Please confirm which one of the short distance exemptions applies and provide supporting evidence:

- Any service within a radius of ten miles, with the radius being measured from a specified central point identified below or due to extenuating circumstances a distance longer than a ten-mile radius due to the nature of the area described below; or

Specified central point:

Extenuating circumstances:

- a distance of ten miles measured in a straight line from the first point at which passengers are able to embark to the last point at which passengers are able to disembark or due to extenuating circumstances a distance longer than ten miles in a straight line due to the nature of the area described below.

Specified first point to embark and last point to disembark:

Extenuating circumstances:



6. Is the body's whole business without a view to profit?

Yes No

If No, please provide details below:

7. Please confirm that any vehicle operated under the permit, should it be granted, shall not be used with a view to profit.

Yes No

8. A permit must not be used with a view to profit nor incidentally to an activity which is itself carried on for profit. Please confirm that the permit, should it be granted, shall not at any time be used incidentally to any activity which is carried on with a view to profit. For example, an organisation won't be operating for profit if it runs a service from sheltered accommodation to the local supermarket. But, if the supermarket offered to pay for the service, this service would be operated incidental to an activity which in itself is carried on with a view to profit, i.e. the supermarket. This would not be allowed under a permit.

Yes No

9. Does the body currently hold a public service vehicle operator's licence?

Yes No

If Yes, please provide the licence number below:

10. Does the body currently hold any section 19 or section 22 permits?

Yes No

If Yes, please give permit numbers and identify the issuing body/bodies below:



11. Is this application to replace any lost or damaged section 19 permits for which you do not have the original A4 permit document?

Yes No

If Yes, please give permit number(s) if known below:

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

Yes No

If Yes, please supply details below:



PERMIT DETAILS

13. How many permits does the body require?

You may apply for any number of standard or large bus permits on this form.

Carrying Capacity (do not include the driver seat)	Type of Permit	Number Required
9 -16 passenger seats	Standard	
17 or more passenger Seats	Large – single deck vehicle	
17 or more passenger Seats	Large – double deck vehicle	

14. What classes of passengers will your vehicle carry? (tick all that apply)

- Class A** Members of the body holding the permit
- Class B** Persons whom the body exists to benefit, and persons assisting them
- Class C** Disabled persons or persons who are seriously ill, and persons assisting them
- Class D** Pupils or students of any school, college, university or other educational establishment and staff or other helpers accompanying them
- Class E** Persons living within a geographically defined local community, or group of such communities, whose public transport needs are not met other than by virtue of services provided by the body holding the permit, please provide details below:

- Class F** Any other class of persons specified in the permit, please provide details below:



VEHICLE MAINTENANCE

REMEMBER, the permit holder remains responsible for the condition of vehicles inspected and/or maintained for them by agents or contractors. Information on this and on drawing up a contract can be found in the section on 'Safety Inspection and Repair Facilities' in the [DVSA Guide to Maintaining Roadworthiness](#).

15. Are you going to use hired in vehicles only?

Yes No

16. Are you already in possession of a vehicle(s)?

Yes No

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

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

18. How often in weeks will safety checks / inspections be made on the vehicle?

At least every weeks



LARGE BUS PERMITS

The following questions are to be completed only if you are applying for a large bus permit. If applying for a standard permit only, please skip questions 19 to 21 and go to the declaration on page 13.

Large bus permits can only be issued to a body which helps and coordinates the activities of not-for profit bodies concerned with:

- (a) education;
- (b) religion;
- (c) social welfare; or
- (d) other activities of benefit to the community –

that is a local authority or an "umbrella organisation" for voluntary groups.

Please note that a large bus permit cannot be used in connection with a recreational activity. Any large vehicle used under a large bus permit must have a Certificate of Initial Fitness or a Certificate of Conformity to show that it meets the standards required for a Public Service Vehicle. The vehicle must be tested as Class VI.

19. Does your organisation assist and coordinate activities of other not-for-profit bodies?

Yes No

20. Are all of the activities of the bodies that you co-ordinate with carried on without a view to profit?

Yes No

21. What bodies does your organisation assist and co-ordinate the activities of?

Please identify the name of the body, the activities and your organisation's role explaining how it assists and co-ordinates the activities of these bodies:



DECLARATION

I am authorised by the body applying for this permit to make this declaration on behalf of its members (or members of the local branch or group named in this application):

The body will operate under this permit within the terms of section 19 of the Transport Act 1985 and any regulations made under these sections, and that the vehicle will only be used in circumstances where:

- the operator has a main occupation other than that of a road passenger transport operator; or
- it is engaged in road passenger transport for exclusively for non-commercial purposes; or
- vehicles will be operated exclusively in the national transport market and will only have a minor impact on the transport market because of the short distances involved;
- and that the laws relating to the driving and operation of vehicles used under this permit shall be observed.

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

- will comply with the appropriate construction 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;
- holds the appropriate entitlement and qualification to drive a PSV under the permit;
- be informed of their legal responsibilities as driver of a vehicle being used under a permit.

The body will ensure that the traffic commissioner is notified within 28 days of any changes, for example a change to the applicable exemption or proposed maintenance arrangements that might affect the permit, if issued.



In support of the body's application for a permit the body confirms that they will comply with all legal requirements by way of conditions:

- continue to meet the not-for-profit and social welfare requirements;
- keep records which demonstrate they continue to be an exempt body within the meaning of Regulation (EC) No 1071/2009 and will make those records available on request to a traffic commissioner or any enforcement body;
- ensure that only vehicles over nine passenger seats will be used under the permits;
- ensure adequate maintenance and facilities so that vehicles are maintained as per the DVSA Guide to Maintaining Roadworthiness;
- that vehicles receive the correct annual test for its class;
- require their drivers to hold the correct entitlement including the requirements under the Vehicle Drivers (Certificates of Professional Competence) Regulations 2007/605, The Community Bus Regulations 2009 and Transport Act 1985;
- comply with driver's hours rules and specifically Regulation (EC) No 561/2006 as amended by Regulation (EC) No 1073/2009 and (EC) 165/2014;
- keep records which demonstrate they continue to meet the short distance exemption by reference to the relevant short distance or local circumstances, which demonstrate the impact on the transport market is small, as communicated at the time of application.

If you have any doubt of your obligations or the eligibility of the body to hold a permit you should contact the [Office of the Traffic Commissioner](#) for advice before submitting an application. Once you have completed the form and signed below, please go to the payment section on the last page.

I understand that failure to comply with the conditions or undertakings recorded on a permit can result in regulatory action being taken against the permit holder and that failure to comply with conditions is a criminal offence.

Sign – click below to upload an electronic signature or physically sign the paper form

Date

Name in CAPITALS

Position held



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

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

What you need to do

- Read the above guidance notes 'about this form' before completing the form
- Make sure you've signed it
- Make sure you put any supporting documents in the envelope with your completed form or attach them to the email
- The application should be sent by email to: Permits@otc.gov.uk or posted to:
Office of the Traffic Commissioner, Licensing Office, Hillcrest House 386
Harehills Lane Leeds LS9 6NF

You do not need to print this page or post it to us.



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>

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 or provide details when a member of the permit team contacts you on the details provided in question 3.

I hereby authorise 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. Payment will be taken when the application is received.

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 **Card Security number**

Issue number (Maestro only) **Start Date** (Maestro only) Month

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 – click below to upload an electronic signature or physically sign the paper form

Your payment details will not be held for any longer than required for the purpose of paying the fee.