



## **Application to register a standard bus service in England and Wales**

### **Please Note**

For local bus services in England, you must submit your application to the relevant local authority 28 days before sending it to the Traffic Commissioner

### **About this form**

This form is to register a standard local bus service with the Traffic Commissioner in England or Wales. For services operating wholly within areas where the Traffic Commissioner is not the registration authority e.g. London and some Enhanced Partnership areas, you should seek advice from the relevant authority.

**Do not use this form if you wish to register a flexible service (in England or Wales). Applications for flexible services must be made using form [PSV529](#).**

Please refer to the attached notes before completing this form.

**You must send the correct [fee](#) with this form.**

Further guidance on local bus services can be obtained here:

The [Guide to local bus service registration PSV353A](#) will also help you to complete your application.

If you are registering a service in England please read [Guidance on notifying a local authority of a bus service](#).

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

**Giving false information or modifying the application form is an offence and could lead to prosecution.**

### **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:

[bus-registrations@otc.gov.uk](mailto:bus-registrations@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

**YOU MUST NOT START OPERATING THIS SERVICE UNTIL YOU HAVE  
RECEIVED NOTICE OF ACCEPTANCE OF YOUR APPLICATION AND  
CONFIRMATION OF THE START DATE**



### APPLICANT DETAILS

**1. Name in which your PSV operator's licence or community bus permit is held**

**2. PSV operator's licence number or community bus permit number(s) for this registration (for example PB1234567 or CB001234)**

### 3. Contact details

Address for correspondence including postcode:

Telephone number / mobile number:

E-mail address:

**4. Proposed start date**  
(see note 3)

**Proposed end date**  
(if applicable and known)

**5. Route number or name by which the service will be known, including any letters**  
(e.g. 17A, 17B. Where a registration has multiple service numbers see note 4)



**6. Full address of where the service will start from?** (see note 5)

Please give the **exact** location: street name, name of bus station, railway station, school etc and village, town or city and NaPTAN code

Bus/railway station	
School	
Street name	
Village/town/city	
NaPTAN	

**7. Full address of where the service will finish?** (see note 5)

Please give the **exact** location: street name, name of bus station, railway station, school etc and village, town or city and NaPTAN code

Bus/railway station	
School	
Street name	
Village/town/city	
NaPTAN	

**8. Main points served on route, please be as clear as possible**  
(optional - see note 6)

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**9. What type of service will you run?** (tick all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Normal stopping service | <input type="checkbox"/> Excursion or tour<br>(omit questions 10 to 13 and go to question 14) |
| <input type="checkbox"/> Limited stops           | <input type="checkbox"/> Schools or works service   |
| <input type="checkbox"/> Hail and ride           | <input type="checkbox"/> Other, please give details below:                                    |

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**10A. Which days of the week will the service operate?**

**10B. At what frequency will the service operate on the days of operation?**

**10C. Will there be a different level of frequency on bank and public holidays?**  
(You must comply with the notification requirements set out in note 7)

Yes ☐ No ☐

**11. Will the service use all recognised bus stops along the route?**

If No, e.g. it is a limited stop service, please provide full details of exactly where stopping points are in the route description sheet.

Yes ☐ No ☐

**12. Will any turning or reversing manoeuvres be needed along the route?**

If Yes, please include details on the route description sheet.

Yes ☐ No ☐

**13. Is the service a circular route?**

Yes ☐ No ☐

**14. Will there be any part of the service that does not have fixed stopping places, e.g. will operate as hail and ride?**

If Yes, please include details on the route description sheet.

Yes ☐ No ☐

**15. Is your service supported by subsidies from a local authority or PTE?**

Yes ☐ No ☐ In part ☐

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



## AREAS OF OPERATION

### 17. In which Traffic Area(s) will the service operate?

(see Annex A of the [Guide to local bus service registration PSV353A](#) for areas covered by each Traffic Area)

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### 18. The service will operate in the area(s) of the following county councils, unitary authorities and PTEs

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### Services operated within England

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 to consider your application. You must also supply confirmation that the local authority has considered your application.

A proforma is attached to the back of this form.

### Services operated within Wales

For services operating in Wales there is no requirement to provide advance notice to the relevant local authority in Wales. However, a copy of the application and supporting documents must be sent to the relevant local authority at the same time as it is sent to the traffic commissioner. If the service is only operated within Wales there is no requirement to complete the proforma.

**I confirm that a copy of this application and all supporting documentation was submitted to the relevant bodies on the following date:**

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## PARTNERSHIPS AND FRANCHISE SCHEMES

If you are unsure whether there is an Enhanced Partnership Scheme, Quality Partnership Scheme, Advanced Partnership Scheme or Franchise Scheme in place or for which notice has been given. Please contact the local authorities in who area the service will operate, The Local Authority may have responsibility for registering local bus services.

### Enhanced Partnership Schemes

**19. Will any part of the service operate through an area subject to an Enhanced Partnership Scheme, either in place or for which notice has been given?**

If the service runs within a scheme area but is exempt from that scheme, select Yes (exempt service).

Yes ☐      Yes (exempt service) ☐      No ☐ (go to question 21)

If Yes, please provide the name of the local transport authority or lead authority

**20. Is the service subject to any route or operational requirements under the Enhanced Partnership Scheme? (see note 9)**

Yes ☐      No ☐

If Yes, please provide details of the route / operational requirements below

I confirm by signing the application declaration that I understand the route and operational requirements of the Enhanced Partnership Scheme and will comply with those requirements as they apply to this service.



## Quality Partnership Schemes and Advanced Partnership Schemes

**21. Will any part of the service operate through an area subject to a Quality Partnership Scheme or an Advanced Partnership Scheme, either in place or for which notice has been given?**

Yes ☐      No ☐ (go to question 23)

If Yes, please provide the name of the local transport authority or lead authority

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**22. Do you intend to use any of the facilities or stopping places subject to a measure provided under a Quality Partnership Scheme or an Advanced Partnership Scheme when operating this service?**

Yes ☐      No ☐

If you wish to use the facilities or a stopping place subject to a measure provided under a Quality Partnership Scheme or an Advanced Partnership Scheme you will either need to sign an undertaking that you will provide the service to the standards stipulated in the Quality Partnership Scheme or an Advanced Partnership Scheme, or provide confirmation that this service is exempt from having to meet those standards.

### NOTE:

An operator of a local service may not use facilities or stopping places subject to a measure provided under a Quality Partnership Scheme or an Advanced Partnership Scheme unless he has given the traffic commissioner a written undertaking that he will provide the service to the standard specified in the scheme.

Undertakings do not apply where the service is excluded from the scheme.

If an operator has registered an undertaking with the traffic commissioner and subsequently fails to meet the standards, the traffic commissioner can impose a penalty or take action against the operator's licence. The penalty can be up to £550 for every vehicle the operator is licenced to operate and/or the traffic commissioner can place a condition on the licence prohibiting the operator from running certain local services or local services of any description.





### Franchise Schemes

**23. Will any part of the service operate through an area where a Franchise Scheme is in force?**

If Yes, the application to register the service should end at the point where the service enters the Franchising Scheme area (see note 10)

Yes ☐

No ☐

If Yes, please provide the name of the local transport authority or lead authority

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## **ROUTE DESCRIPTION**

**Please use the route description sheet overleaf to give details as required.**

### **Standard Services**

- Give a full description of the route in sufficient detail to show all the roads it uses. If the service is to deviate from this route on demand, please give details.
- Show clearly any route variations, excluding short workings, you intend to include in your service. Variations should have at least 50% in common with the main route. If they do not, you will need to register the services separately.
- Any timing points, layover points and terminus points along the route where you will stop longer than is necessary to pick up or set down passengers.
- Full details of reversing and turning manoeuvres as described at question 12.
- Stops to be used on a limited stop service as detailed at question 11.
- Stopping arrangements for services (or part of a service) that have no fixed stopping places, for example, a hail and ride service.

### **Excursions and Tours**

**Please give the following details:**

- A complete route showing all pick up points, this should include full street names.
- The dates of the year in which this service will operator, for example, 1 October 2023 – 30 April 2023.
- The maximum number of vehicle departures in any one day.



**Route Description Sheet**



## SUPPORTING DOCUMENTATION REQUIRED

### Please provide the following:

- a map (scale of 1:50,000) clearly marking the roads to be used by each service in unique colours, including route variations;
- additional route description sheet(s) if used;
- a copy of your full timetable (which must show the day and times of your operation and exceptions such as public holidays). See note 11. If you wish to change the timings later **you must apply to vary the registration.**
- Form [PSV350A](#) if the date given at Question 4 is less than 42 days (in England) and 56 days (in Wales) after the date on which you expect the application to be accepted. See note 3.
- The appropriate [fee](#) and the 'Payment Details' sheet below, **as a separate attachment**, if paying by card, cheques should be made payable to the Driver and Vehicle Standards Agency.
- The completed pro-forma(s) showing that Local Authority consideration has been given to your application.

## DECLARATION

I declare that,

- to the best of my knowledge, the information I have given is true and correct.
- I have sent a copy of this form and supporting documents to each of the local authorities in whose area this service will operate.

**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: [bus-registrations@otc.gov.uk](mailto:bus-registrations@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.



## NOTES

### 1. Once a service is registered

Once this service has been registered you are committed to running it in accordance with the registered particulars. Traffic commissioners expect operators to monitor their own services to check that they are running punctually and reliably.

Should you fail to provide the service as registered or in contravention of section 6 of the 1985 Act the TC may impose a condition on your licence restricting the ability to operate local services.

The traffic commissioner also has powers to impose a financial penalty of up to £550 multiplied by the total number of vehicles which you are licensed to use under all the PSV operator's licences you hold.

### 2. Services with a stopping place in London or where a Franchising Scheme is in force

If the service has stopping places in one or more of the London Boroughs in the Greater London area, you will also need a [London service permit](#) from Transport for London. Do not use this form for those parts of the service which operate in London.

You should contact TfL for further advice: <https://tfl.gov.uk/info-for/suppliers-and-contractors/london-service-permits>

For other Franchising Schemes you should contact the relevant Local Authority.

### 3. Start and end dates

The start date should be a date and not simply marked "as soon as possible". You should give the traffic commissioner at least 42 days' notice in England and 56 days' notice in Wales of your intention to start this service, or if you are the holder of a section 22 Community Bus Permit, at least 14 days' notice. **Please note that this notice period starts on the day the traffic commissioner ACCEPTS your application.** For applications for services which have stops in England, you are also required to supply your application (and all associated documentation) to the local authorities concerned at least 28 days before submitting your application to the traffic commissioner.

Should you wish the traffic commissioner to consider a shorter notice period, you also need to complete and attach form [PSV350A](#). Completion of the form does not automatically grant short notice. It is at the traffic commissioner's discretion whether the statutory notice period may be reduced. This form will also need to be sent to the



local authorities for the areas in which the service will have stopping places 28 days before submitting to the traffic commissioner.

The guide to [Local Bus Service Registration](#) explains the limited cases when a shorter period may be accepted.

If the intention is to operate the service for a limited period of time and you know the definite date on which you wish the service to end, you should indicate this in the “proposed end date” box. If a date is indicated the service will be recorded as expired once the date passes and you will not have to complete a formal cancellation for the service.

#### **4. Route number/name**

If the registration contains multiple different services you should stipulate each route number or name. To be recorded under a single registration each route must be similar. This is interpreted that services must have at least 50% of the route in common.

#### **5. Starting and finishing points**

Full details of starting and finishing points need to be given, for example

Starting point:	Leeds Bus Station, New York Street, Leeds
Finishing Point:	Bradford Interchange, Stocks Hill, Bradford

#### **The following is not acceptable.**

Starting point:	Leeds
Finishing point:	Bradford

#### **6. Main points served on route**

It is optional for an operator to provide details of the main points on the route that the service will operate. This may be especially relevant for services serving multiple towns and villages, or places of significant interest in the middle of the route, e.g. a hospital, which would not otherwise be obvious from the start and end points.

The information will be published by the traffic commissioner.



## **7. Bank and public holidays**

If you intend to operate a limited service e.g. a Sunday service or no service at all on a week which includes Christmas Day, Good Friday or any other bank holiday, please indicate this in your application.

A service may be varied in England and Wales in respect of any journey in a week which includes 24th December, Christmas Day, Good Friday or any bank holiday without formal variation of the registration, provided that you send notice of your intention to vary the service under these provisions to the traffic commissioner and

each relevant local authority no later than 21 days before the variation is to take effect.

For the purposes of these provisions a week starts on a Monday.

## **8. Areas of Operation**

As stated in the form the legislation and process is different depending on whether a service is operating in England or Wales. If the service is to operate in both England and Wales, you must comply with the procedures and notice periods for the relevant territory. For example, for the 'English' sections of the route you must provide advance notice to the local authority and 42-days' notice to the traffic commissioner. For the 'Welsh' parts of the route there is no legal requirement to consult the local authority, but the usual 56-days' notice is required. Operators should take these differences into account when considering the application to the traffic commissioner and plan accordingly.

## **9. Enhanced Partnership Schemes**

It is important that you know whether the service operates within an area subject to an Enhanced Partnership Schemes or similar type of scheme and whether your service needs to comply with the requirements of that scheme. These requirements may include route or operational standards e.g. ticketing arrangements. If you are unsure you should contact the relevant local authorities in the areas where the service has stopping places.

In certain cases where a service operates wholly within a scheme area you may need to register that service with the relevant local authority and not the traffic commissioner. The local authority or the Office of the Traffic Commissioner can provide advice on this.

You will be required to provide an undertaking to the traffic commissioner that you will comply with the requirements of the scheme. If you have not already given this undertaking you will be required to do so before the service comes into force.





## **10. Franchising Schemes**

The traffic commissioner cannot register services within an area subject to a Franchising Scheme. If your service runs between a franchised and non-franchised area the traffic commissioner can only register the service up to the point where the Franchising Scheme starts. You should contact the relevant local authority responsible for the Franchising Scheme to register the service within the franchising area.

## **11. Timetables**

Traffic commissioners require operators to nominate Timing Points which are not more than 15 minutes apart. Where the running time between two stops is more than 15 minutes both stops will become Timing Points, in these cases the explanation as to why the timing point is extended must be included in the application.

Traffic commissioners acknowledge that on many services running times will vary by time of day and/or day of week to take account of different operating speeds. The 15-minute requirement should be met by the majority of journeys. Traffic commissioners will exercise their discretion with regard to Timing Points for demand-responsive transport.

## **12. Bus Service Operators Grant**

You may be eligible for a grant which is payable to operators of registered local services provided the services are not excursions or tours. Certain conditions apply, details of which can be found at [www.gov.uk/government/collections/bus-services-grants-and-funding](http://www.gov.uk/government/collections/bus-services-grants-and-funding).



## 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 not be considered until a fee is paid. 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.**



**LOCAL REGISTERED SERVICE IN ENGLAND CONFIRMATION OF LOCAL  
AUTHORITY NOTIFICATION PRO-FORMA**

Local authorities should 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, provided the same information is contained within it. In either case, the operator must enclose the confirmation with their application to the traffic commissioner.

Traffic commissioners need to be satisfied that an operator can meet the route and operational requirements contained in any Enhanced Partnership Scheme. Local authorities should use this form to raise any concerns whether an operator can meet the route and operational requirements specified in an Enhanced Partnership Scheme.

**Operator's name**

**Operator's licence number**

**Registration reference**

**Type of application** (tick the relevant box)

☐ New

☐ Variation

☐ Cancellation

**Service number**

**Start point**

**Finish point**

**Requested start date**

**Date received in local authority**

**Name of local authority**

I confirm a copy of the application/ supporting documentation has been received  
(tick if yes) ☐



Please use the space below 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 must also indicate whether or not you support the application, and provide details why. Continue on a separate sheet if necessary.

**Local Authority representatives should answer the following questions:**

**Short notice**

Does the local authority support the application for short notice?

Yes ☐ No ☐

Is the local authority aware that a commercial/competition issue may arise if the application for short notice is granted?

Yes ☐ No ☐

If Yes, please give details below:

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**Enhanced Partnership Schemes**

I confirm that the local authority is satisfied that the operator is able to meet any route or operational requirements under any relevant Enhanced Partnership Scheme.

Yes ☐ No ☐

If No, please give details below:

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**Franchising Schemes**

Is the service subject to a transitional notice period for a franchising scheme.

Yes ☐ No ☐

If Yes, please provide confirmation of the relevant notice period below:

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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).

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

**Date**

**Name in CAPITALS**

**Position held and confirmation of name of local authority**

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