



## **Appeal to the traffic commissioner against the decision of a local authority in relation to service permits**

### **About this form**

You should use this form to make an appeal under section 123T of the Transport Act 2000 ("2000 Act") against the decision of a local authority to:

- refuse an application for a service permit under section 123Q of the 2000 Act;
- attach condition(s) to a service permit when it is granted under section 123R of the 2000 Act;
- attach condition(s) to an existing service permit under section 123R of the 2000 Act;
- revoke or suspend a service permit under section 123S of the 2000 Act.

The completed form should be sent to the traffic commissioner so that it is received within 28 days from the date of the local authority's decision. The local authority should provide reasons within 14 days of the decision, you may wish to consider these reasons before making an appeal but should still ensure that the appeal is received by the traffic commissioner within 28 days from the date of the decision.

This form should be used to appeal against the decision of a local authority under a franchising scheme, if your appeal relates to a local authority's decision under an enhanced partnership scheme you should use form EPS001 available here:

<https://www.gov.uk/government/publications/traffic-commissioner-appeals-enhanced-partnerships-schemes>

### **Filling in the form**

Complete all relevant questions in the fields provided. Where further space is required either provide this information in the email if submitting electronically, or on a separate sheet of paper if submitting by post. If you provide an email address, we will correspond with you electronically unless you ask us not to.

You can either:

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

[tcco@otc.gov.uk](mailto:tcco@otc.gov.uk)

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

Traffic Commissioners' Corporate Office, Office of the Traffic Commissioner,  
Eastbrook, Shaftesbury Road, Cambridge, CB2 8BF



**APPELLANT DETAILS**

**1. Name in which your PSV operator's licence is held**

**2. PSV operator's licence number (for example PB1234567)**

**3. Service permit number under appeal (if known)**

**4. Contact details**

Address for correspondence including postcode

Telephone number / mobile number

E-mail address

**5. Representative contact details** (only complete this if you are engaging a legal representative or consultant)

Name of representative

Name of organisation



Address for correspondence including postcode:

E-mail address

**6. Local authority contact details** (Insert the details of the local transport authority whose decision you are appealing)

Name of local authority

Contact name (if known)

Address for correspondence including postcode

E-mail address

**APPEAL DETAILS**

Please attach a copy of the local authority's decision and any statement of reasons.

**7. Type of decision under appeal:**

- Refusal of service permit
- Condition(s) attached to service permit when it is granted
- Condition(s) attached to an existing service permit
- Suspension of service permit
- Revocation of service permit



**8. Date of decision under appeal**

**9. Has the local authority provided a statement of reasons for their decision?**

Yes       No

If Yes, please provide a copy when you submit this form to the traffic commissioner.

**10. Reason for appeal** (this should include why you think the decision is incorrect)



**11. Decision sought** (please set out what your preferred outcome would be)

**12. Please indicate whether you would prefer that the traffic commissioner deal with your appeal at a hearing, or on the papers:**

At a public hearing

On the papers without a hearing

**EXTENSION OF TIME**

Appeals must be received by a traffic commissioner within 28 days of the date of the decision you wish to appeal against. If your appeal has not been made within 28 days, you need to apply for an extension of time for the appeal to be considered, and give reasons below. If this does not apply to you, leave this section blank.

**13. I wish to apply for an extension of time because:**



## SUPPORTING DOCUMENTATION REQUIRED

Please enclose the written record of the decision and the statement of reasons provided by the local authority.

## DECLARATION

I declare that to the best of my knowledge, the information I have given is true and correct.

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**