

# Office of the Traffic Commissioner

## (East of England)

### Notices and Proceedings

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#### Correspondence should be addressed to:

Office of the Traffic Commissioner  
(East of England)  
Hillcrest House  
386 Harehills Lane  
Leeds  
LS9 6NF

**Telephone:** 0300 123 9000  
**Website:** [www.gov.uk/traffic-commissioners](http://www.gov.uk/traffic-commissioners)

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**This publication can be viewed by visiting our website at the above address. It is also available, free of charge, via e-mail. To use this service please send an e-mail with your details to:**

[notifications@vehicle-operator-licensing.service.gov.uk](mailto:notifications@vehicle-operator-licensing.service.gov.uk)

**Remember to keep your bus registrations up to date - check yours on <https://www.gov.uk/manage-commercial-vehicle-operator-licence-online>**

**PLEASE NOTE:**

**The new enquiry telephone number: 020 4551 8711 and will be open Monday to Thursday - 9am to 5pm, Friday 9am to 4.30pm**

**\*\*\*\*\***

**The public counter at Hillcrest House, Leeds will be open Monday to Friday - 10am to 4pm**

**\*\*\*\*\***

**Due to flexible working, staff are working between the office and home. If you need to see your caseworker, please ensure prior arrangements have been made before visiting the office.**

**Most correspondence from the Office of the Traffic Commissioner will now be sent to you by email.**

**The best way to reach us at the moment is digitally. Please upload documents through your VOL user account or email us. There may be delays if you send correspondence to us by post.**

**If you wish to make an objection to a goods vehicle application it is recommended you send the details to [Environmental@otc.gov.uk](mailto:Environmental@otc.gov.uk) clearly stating 'Objection' in the subject line.**

**If you wish to make an objection to a public service vehicle application it is recommended you send the details to [PSVOperatorLicensing@otc.gov.uk](mailto:PSVOperatorLicensing@otc.gov.uk) clearly stating 'Objection' in the subject line.**

**If you are an existing operator without a VOL user account, and you would like one, please email [Notifications@vehicle-operator-licensing.service.gov.uk](mailto:Notifications@vehicle-operator-licensing.service.gov.uk) and a member of staff will contact you as soon as possible to arrange this. You will need to answer some security questions.**

# Notices and Proceedings

## Important Information

All correspondence relating to public inquiries should be sent to:

Office of the Traffic Commissioner  
(East of England)  
Eastbrook  
Shaftesbury Road  
Cambridge  
CB2 8DR

The public counter in Cambridge is open for the receipt of documents between 9.30am and 4pm Monday to Friday. There is no facility to make payments of any sort at the counter.

## General Notes

**Layout and presentation** – Entries in each section (other than in section 5) are listed in alphabetical order. Each entry is prefaced by a reference number, which should be quoted in all correspondence or enquiries.

**Further notes** precede sections where appropriate.

**Accuracy of publication** – Details published of applications and requests reflect information provided by applicants. The Traffic Commissioner cannot be held responsible for applications that contain incorrect information.

**Our website** includes details of all applications listed in this booklet. The website address is: [www.gov.uk/traffic-commissioners](http://www.gov.uk/traffic-commissioners)

**Copies of Notices and Proceedings** can be inspected free of charge at the Office of the Traffic Commissioner in Leeds.

## Carriage of passengers to designated association football matches.

### Legal Requirements

PSV operators are reminded of the terms of section 1(1) of the Sporting Events (Control of Alcohol) Act 1985, as amended by the Public Order Act 1986, which prohibits the carriage of alcohol on a PSV that is being used for the principal purpose of carrying passengers for the whole or part of a journey to or from a designated sporting event.

PSV operators are also reminded of the terms of section 2A of the Sporting Events (Control of Alcohol) Act 1985, as amended by the Public Order Act 1986, which prohibits the possession of a firework or an article or substance, whose main purpose

is the emission of a flare, smoke or a visible gas, at any time during the period of, while entering or trying to enter a designated sporting event.

A 'designated sporting event' generally means certain association football matches, whether national or international, as defined in Schedule 2 of the Sports Grounds and Sporting Events (Designation) Order 2005 (as amended). It is an offence for an operator of a PSV (or his servant or agent) to knowingly cause or permit the carriage of alcohol on journeys to which these Regulations apply.

### **Voluntary Guidelines on the carriage of passengers to association football matches - England and Wales**

For many years the PSV industry has complied with a voluntary code of practice whereby operators taking passengers to a designated sporting event meet certain guidelines set by the police. This has worked very well, and it has seldom been necessary for a traffic commissioner to take any further action against an operator who has contravened the guidelines. Nevertheless the police in England and Wales are concerned that incidents of football related violence and disorder do still occur.

The guidelines were drafted in conjunction with the Confederation of Passenger Transport (CPT), the Crown Prosecution Service (CPS), the Coach Operators Federation (COF) and the Association of Transport Coordinating Officers (ATCO) and are set out below:

- a. PSV operators taking bookings from groups of supporters are to notify the relevant Dedicated Football Officer (DFO), at least 48 hours before the event, of the number of supporters expected to travel, the number of vehicles booked, the name and the contact number for the person who made the booking. Once available the operator must also notify the VRM and driver's name to the relevant Dedicated Football Officer.

For the purpose of these guidelines, the relevant Dedicated Football Officer means the DFO for the club that the fans are travelling to support. For example, West Ham are playing a premier league game away to Leeds United. Operator A has been contracted to transport West Ham fans from Romford and the relevant DFO is the DFO for West Ham. Operator B has been contracted to carry Leeds United fans to the game from Barrow in Furness. In this case the relevant DFO is the DFO for Leeds.

- b. Vehicles are not to stop within 10 miles of the venue either enroute to, or on departure from the event unless prior agreement is obtained from the relevant Dedicated Football Officer.
- c. Unless directed by a police officer, PSVs may stop at premises where intoxicating liquor is sold only if it is sold ancillary to a substantial meal. Prior agreement for meal stops where alcohol is available should be sought from the operator's relevant Dedicated Football Officer.
- d. PSVs are to arrive at the venue no earlier than two hours before and not later than one hour before the scheduled start of the game, unless otherwise directed by police.
- e. PSVs are not to set down or uplift passengers at any unauthorised locations without prior permission of the police.
- f. PSVs must leave the venue within 30 minutes of the finish of the event, unless directed otherwise by a police officer or ground safety officer.

- g. PSV operators are to follow all reasonable instruction given by police or enforcement officers at all times. This includes, but is not limited to, routing and stopping arrangements.
- h. Intoxicating liquor, flares and similar pyrotechnics, must not be carried on PSVs travelling to or from designated grounds. Operators will draw hirers' attention to the requirements of the law, and drivers shall, as far as reasonably practical, supervise boarding passengers and check that they are not obviously carrying intoxicating alcohol, flares and similar pyrotechnics. Drivers will not be expected to carry out baggage or body searches, nor will they be expected to confiscate alcohol or to remove passengers without police assistance. Operators may add a condition of entry to the PSV that a voluntary search may be undertaken.
- i. PSV operators are to notify the Dedicated Football Officer at the destination upon arrival at an away football ground, of any chanting demonstrating hostility based on race, ethnicity religion or beliefs, sexual orientation, disability, and transgender identity or chanting of an otherwise grossly offensive or inflammatory nature which had taken place during the journey to the ground.
- j. PSV operators are to have established safeguarding policies when carrying persons under the age of 18 years old. This is to include arrangements for the nomination of at least one responsible adult for the minors carried.

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## Section 1 – Special Notices

On 1st August 2021 Hertfordshire County Council became the Bus Service Registration Authority for local bus services within Hertfordshire, using powers granted by the Transport Act 1985. The Authority is now responsible for processing applications to register, vary or cancel local bus services that operate wholly within the county of Hertfordshire. These services will not appear in the Notices and Proceedings and can be viewed at <https://www.intalink.org.uk/registrations>. For other services which operate cross-border (except those into London), the Traffic Commissioner remains the registration authority.

Services that have been transferred to Hertfordshire County Council will show as ‘Admin Cancelled’ on the gov.uk website.



## Section 2 – PSV Operator Licensing

**Inspection of licence applications** can be requested under the provisions of Regulation 4 of the Public Service Vehicles (Operators’ Licences) Regulations 1995 by anybody who holds statutory objector status. Applications may be inspected free of charge at the Office of the Traffic Commissioner in Leeds by any person who carries written authorisation to act in that capacity.

**Objections against applications for licences** must be made in writing by a Chief Officer of Police or by a local authority within 21 days of the date on which notice of an application is published in Notices and Proceedings. Objections must be made on the grounds that one or more of the requirements mentioned in Sections 14(1) and (3) of the Public Passenger Vehicles Act 1981 are not satisfied in relation to the application. A copy of the objection must be sent by the objector to the applicant at the same time that it is sent to the Traffic Commissioner. The onus of proof in terms of the grounds on which an objection is lodged lies with the objector. There is no right of objection against an application for a special licence submitted under Section 12 of the Transport Act 1985.

**Classification of Operator Licences** – There are four classes of licence:

- A **Standard International (SI)** licence authorises the use of any description of public service vehicles on both national and international operations;
- A **Standard National (SN)** licence authorises the use of any description of public service vehicles on national operations;
- A **Restricted licence (R)** authorises the use of:
  - a) public service vehicles not adapted to carry more than eight passengers; and
  - b) those not adapted to carry more than sixteen passengers when used otherwise than in the course of a business of carrying passengers or by a person whose main occupation is not the operation of public service vehicles adapted to carry more than eight passengers;
- A **Special Restricted (SR)** licence, issued under Section 12 of the Transport Act 1985, authorises the holder of a taxi or private hire vehicle licence to operate local services.

**Appeals in connection with PSV Operator Licences** must be lodged with the Upper Tribunal – Administrative Appeal Chamber (Transport), 5th Floor, Rolls Building, 7 Rolls Buildings, Fetter Lane, London, EC4A 1NL not later than one month after the date of the letter conveying the Traffic Commissioner’s (or Deputy Traffic Commissioner’s) decision.

Appellants can obtain guidance on lodging appeals, including downloading the appeal form, from the website: [www.administrativeappeals.tribunals.gov.uk](http://www.administrativeappeals.tribunals.gov.uk)

**Any previous entry in Notices and Proceedings** is indicated by the publication number in brackets.

**Our website** contains details of all applications listed in this section. The address is: [www.gov.uk/traffic-commissioners](http://www.gov.uk/traffic-commissioners)



## **Section 2.1 – New Applications Received**

No entries

## **Section 2.2 – New Applications Granted**

No entries

## **Section 2.3 – New Applications Refused**

No entries

## **Section 2.4 – Variation Applications Granted**

No entries

## **Section 2.5 – Variation Applications Refused**

No entries

## **Section 2.6 – Licences Surrendered**

No entries

## **Section 2.7– Applications Withdrawn Prior to Determination**

No entries

## **Section 2.8 – Licences Revoked Without a Public Inquiry**

No entries

## **Section 2.9 – Conditions Imposed Under Section 16.3 of the Public Passenger Vehicles Act 1981 (without a Public Inquiry)**

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## **Section 3 – Registration of Local Bus Services**

**When an application is sent to the Office of the Traffic Commissioner**, a copy of all application forms and supporting documents must also be sent to each of the county councils and unitary authorities in whose area the service will operate. Failure to do so may delay acceptance of the application.

**Some of the periods of notice applicable before the operation of registered services**, including variations or cancellations, are at the discretion of the Traffic Commissioner. In

such cases the application must be accompanied by a written explanation of why a short notice period is required.

**Any registration may be inspected** at the Office of the Traffic Commissioner in Leeds during public business hours. Copies of registrations can be sent by post or fax to any interested party upon prior receipt of a written request together with a fee of £3.00 per copy for posted copies or £5.00 per copy for faxed copies.

**Our website** contains details of all applications listed in this section. The address is: [www.gov.uk/traffic-commissioners](http://www.gov.uk/traffic-commissioners)

### **Section 3.1 – Registration of New Services**

**CB001785/B2006 FLITTABUS COMMUNITY TRANSPORT LTD, 1 JUNIPER CLOSE, SILSOE, BEDFORDSHIRE, MK45 4EG**

From: Wixams Retirement Village, Bedford Road, Wixams  
To: The Centre ilton Keynes, Silbury Boulevard, Milton Keynes  
Via: Kingston Centre, Milton Keynes Centre  
Service Type : Normal Stopping  
Effective Date : 1st March 2024  
Other Details : New Service ,First Friday of each month

### **Section 3.2 – Registration of New Services Granted Under Short Notice**

No entries

### **Section 3.3 – Applications to Vary Existing Services**

No entries

### **Section 3.4 – Applications to Vary Existing Services Granted Under Short Notice**

No entries

### **Section 3.5 – Cancellations of Existing Services**

**CB002417/B1836 HIGH SUFFOLK COMMUNITY TRANSPORT, IVYDENE, SCHOOL ROAD, MONK SOHAM, WOODBRIDGE, SUFFOLK, IP137EN**

Operating between The Old Crown, Eye Road, Kenton and Hamblin Road Woodbridge, Given service No: 10.

Effective from 30<sup>th</sup> April 2024.

### **Section 3.6 – Cancellations of Existing Services Granted Under Short Notice**

No entries

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## **Section 4 – Traffic Regulation Conditions**

### **Section 4.1 – Requests**

### **Section 4.2 – Determinations**

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## **Section 5 – Public Inquiries**

**Anyone wishing to observe a physical or virtual public inquiry must request to do so from the relevant Office of the Traffic Commissioner in advance of the hearing. Due to space or technology restrictions we may not be able to accommodate all requests.**

**Please contact [Sharon.Lenton@otc.gov.uk](mailto:Sharon.Lenton@otc.gov.uk) for further information.**

There is no obligation on the traffic commissioner to provide a transcript of proceedings. Any decision to release will refer to the reasons for the request and there may be restrictions placed on its use. That request should be made via the relevant Office of The Traffic Commissioner and the applicant must understand that they will be liable for the cost of producing the transcript. This will vary according to demand and size of content.

**Appeals in connection with PSV Operator Licences** must be lodged with the Upper Tribunal – Administrative Appeal Chamber (Transport), 5th Floor, Rolls Building, 7 Rolls Buildings, Fetter Lane, London, EC4A 1NL not later than one month after the date of the letter conveying the Traffic Commissioner’s (or Deputy Traffic Commissioner’s) decision. Appellants can obtain guidance on lodging appeals, including downloading the appeal form, from the website: [www.administrativeappeals.tribunals.gov.uk](http://www.administrativeappeals.tribunals.gov.uk)

### **Section 5.1 – Notice of Public Inquiries to be Held**

No entries

### **Section 5.2 – Decisions Taken at Public Inquiries**

No entries

### **Section 5.3 – Notice of Transport Manager Public Inquiries to be Held**

No entries

### **Section 5.4 – Decisions Taken at Transport Manager Public Inquiries**

No entries

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## **Section 6 – Corrections**

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