



## **Local authority response notice to an appeal against a decision in relation to service permits**

### **About this form**

This form is to be used by a local authority to provide their response to an appeal made by an operator under section 123T of the Transport Act 2000 ("2000 Act") against the decision of the 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 the traffic commissioner sent the notice of appeal to the local authority.

This form should be used to respond to an appeal against a decision under a franchising scheme, if you are responding to an appeal that relates to a decision under an enhanced partnership scheme you should use form EPS002 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 body of 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



## LOCAL AUTHORITY DETAILS

### 1. Contact details

Name of local authority:

Contact name:

Address for correspondence including postcode:

E-mail address:

### 2. 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:



### APPEAL DETAILS

If the appellant did not provide a copy of the decision and the statement of reasons with their notice to appeal, please attach them to your response. If you are unsure please attach them.

#### 3. Appeal reference (this can be found on the covering letter)

#### 4. I confirm the decision and statement of reasons are enclosed or were previously provided by the appellant: (tick to confirm)

#### 5. Does the local authority oppose the appellant's case?

Yes       No

**If Yes, please detail the grounds for opposition** (this should include the reasons why you think the original decision was justified and why the appeal should be refused):



**6. 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**

If your response notice is not lodged within 28 days of the date the traffic commissioner sent the notice of appeal, you need to apply for an extension of time for the response to be considered. Please indicate if this applies to you and provide reasons why the response is late. If this does not apply to you, leave this section blank.

**7. 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 if not provided by the appellant.

## 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**