



## **Application to vary or cancel the details of a standard bus service in England and Wales**

### Please Note

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

### **About this form**

This form is to vary or cancel the details of 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.

Should you wish the Traffic Commissioner to consider a shorter notice period (42 days in England or 56 days in Wales), 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 authority for the area(s) in which the service will have stopping places 28 days before submitting to the Traffic Commissioner.

**If the application is to vary a registration you must send the correct [fee](#) with this form. There is no fee payable for the cancellation of a registration.**

For the purpose of this form reference to a local authority refers to a Local Transport Authority, Integrated Transport Authority, a Combined Authority or equivalent.

Further guidance on local bus services can be obtained here:

The [Guide to local bus service registration](#) 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. It could also result in your vehicle(s) being impounded.**

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



## 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 (if possible, please attach your Payment Details separately) 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  
Quarry House  
Quarry Hill  
Leeds  
LS2 7UE

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## 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 (for the purpose of OTC contact)

E-mail address (for the purpose of OTC contact)

**4. Registration reference number**

**5. Route number or name by which the service is known, including any letters**  
(e.g. 17A, 17B)

**6. Are you applying to cancel this registration?** If Yes, please go to question 11.

Yes

No



**7. If you are applying to vary the registration, please tick all the changes that apply below**

- Change in route - Please enclose a route description sheet and map
- Bus stop/stopping places - Please enclose a route description sheet and map
- Stopping arrangements - Please attach details
- Reversing manoeuvres - Please attach details
- Timetable - Please attach details
- Other - Please attach details

**8. Are you applying to vary the registered start point?**

Yes  No

If Yes, please give as much information to identify the exact location, which might include: street name, name of bus station, railway station, school etc and village, town or city and NaPTAN code. If the registration has more than one start point you should set out the detail of the variation on a separate sheet.

Bus/railway station or identifying point e.g. school	
Street name	
Village/town/city	

**9. Are you applying to vary the registered end point?**

If Yes, please give as much information to identify the exact location, which might include: street name, name of bus station, railway station, school etc and village, town or city and NaPTAN code. If the registration has more than one end point you should set out the detail of the variation on a separate sheet.

Bus/railway station or identifying point e.g. school	
Street name	
Village/town/city	



**10. Please summarise the variation to the registration.**

An outline of the changes should be given, for example, you should set out whether it is a change in frequency, timings or a change to the route.

The submission of the revised timetable will not suffice and may delay the processing of your application. If due to a Traffic Regulation Order you should send details. Please note the changes will be published.

**11. When do you want the change(s) to take effect?** (A specific date should be given, it cannot be dated before we receive the application and cannot be ASAP)

In England, you must give every relevant local authority 28 days' notice of your proposals before sending this application to the Traffic Commissioner. The changes cannot take effect without a further 42 days' notice to the Traffic Commissioner. In Wales, 56 days' notice is required to the Traffic Commissioner only. If you want a shorter period of notice then you must also complete and attach form [PSV350A](#).

**12. I confirm that a copy of this application and all supporting documentation was submitted to every relevant local authority on the following date:**

Relevant local authority:

Date submitted:

You must send a copy of this form with the supporting documents to any local transport authority 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 pro-forma is attached to the back of this form.



**13. Is your service supported by subsidies from a local authority?**

Yes

No

In part

**14. Please give the name(s) of the local authority providing the subsidy**

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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 whose area the service will operate.

The local authority may have responsibility for registering local bus services within a scheme area. You should use this form if this registration previously operated wholly within a scheme area but now crosses a local authority border outside of the scheme area. Although it is a variation you will be given a reference number issued by the Traffic Commissioner.

### Enhanced Partnership Schemes

**15. 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 17)

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

**16. Is the service subject to any route or operation requirements under the Enhanced Partnership Scheme?**

Yes       No

If Yes, please provide details of the route and operation requirements below

I confirm by signing the application declaration that I understand the route and operation 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

**17. 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       Yes (exempt service)       No  (go to question 19)

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

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**18. 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 sanction. 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

**19. Will any part of the service operate through an area subject to a Franchise Scheme proposal during a transition period?**

Yes       No

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

**20. What is the statutory notice period that applies under the Franchise Scheme's transitional notice?**

Please consult with your local authority to determine the notice period which applies for this service. If a local authority has issued a transitional notice in relation to the proposed Franchise Scheme the full transitional notice period will be applied, unless notified otherwise.



## SUPPORTING DOCUMENTATION REQUIRED

### Please provide the following:

- a map (scale of not smaller than 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 applicable;
- a copy of your full timetable (which must show the day and times of your operation and exceptions such as public holidays). If you wish to change the timings later **you must apply to vary the registration.**
- Form [PSV350A](#) if the date given at Question 11 is less than 42 days (in England) and 56 days (in Wales) after the date on which you expect the application to be accepted.
- 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 and will comply with any local authority scheme requirements.

**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, Quarry House, Quarry Hill, Leeds LS2 7UE

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## 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 operation 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 operation 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 and 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       Not applicable

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:

**Enhanced Partnership Schemes**

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

Yes       No       Not applicable

If No, please give details below:



Does the variation to the service change the registration authority?

Yes, will become a cross border service

Yes, will be wholly within a local authority registration area

No

### 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:

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.

**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.



## 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. Where possible, you should submit this page as a separate attachment to your application form.**