



Office of the
Traffic Commissioner

For official use only

Application to Register a Local Bus Service in Scotland

The [Guide to local bus service registration in Scotland PSV 353A \(Scotland\)](#) will help you fill in this form. If you have any further problems, contact the [Office of the Traffic Commissioner for Scotland](#).

Registered Number of Service

You must inform the relevant authorities (local councils/Strathclyde Passenger Transport) of your intentions (See Appendix 2 of the Guide) 28 days before sending your application to the Traffic Commissioner.

Where the rules allow the Traffic Commissioner to accept less than 42 days notice of this registration (See Appendix 4 of the Guide), you should also fill in and attach form [PSV350A \(Scotland\)](#).

You must send the correct fee of £60 with this form, for further details please see 'payment details' on the final page.

Your details



the boxes

write IN CAPITAL LETTERS

1. Name which appears on your PSV operator's licence or community bus permit.

2. Trading name (if different from above).

3. Address for correspondence.

Postcode

4. Telephone, fax number, e-mail address.

5. PSV operator licence number(s) or community bus permit number(s).

6. The principal starting point (terminus).

7. The principal finishing point (terminus).

8. Main points served.

Via

9. Route number including any letters (e.g. 17A, 17B).

10. What type of service will you run?

Normal stopping service

☐

Excursion or tour (omit Questions 13 to 18)

☐

Limited stops

☐

Schools or works service

☐

Hail and ride

☐

Other (please state)

☐

11. What is the proposed start date (and if appropriate last date of operation)?	Start on..... Last date of operation (if known).....		
12. What days will the service run and at what frequency?			
13. Will any reversing manoeuvres be needed along the route?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, please give details on the route description sheet
14. Will the service use all recognised bus stops along the route?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, give details of the stops used, using the route description sheet
15. Will the service need any new bus stops?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, please give details on the route description sheet
16. Will any part of the service have no fixed stopping places (<i>hail & ride etc.</i>)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, please give details of stopping arrangements, using the route description sheet
17. Will the service be run under contract from a Local Authority or SPT?	Wholly <input type="checkbox"/>	In part <input type="checkbox"/>	No <input type="checkbox"/>
18. Please give name(s) of authority or SPT which awarded you the contract.			
19. Is the registration part of a statutory Quality Partnership? If it is, give details.	YES / NO		

**Please use the route description sheet overleaf to give details as required:
(See Appendix 3 of the Guide)**

- Describe the route, and any modifications of the route for the purposes of particular journeys, in sufficient detail to identify the roads to be traversed.
- Give details of stopping places, timing points, layover points and terminal points along the route where vehicles will stand for longer than the time needed to pick up or set down passengers.
- Give details of any deviations made on demand from a fixed route (how much it may deviate, where it might happen and how often); also state whether this is booked in advance by passengers or not; and
- Give details of any reversing manoeuvres.

Please provide the following:

- A map clearly marking the road to be used, including route variations.
- 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 **you must apply to vary the registration.**
- Form [PSV 350A \(Scotland\)](#) in all cases where the start date given in answer to Q 11 is less than 42 days after the Traffic Commissioner receives your application.

Notes

Shorter period notice — You cannot normally start less than 42 days from the date the Traffic Commissioner receives the registration application. Appendix 4 to the Guide explains the limited circumstances when a shorter period of notice can be accepted. **When these circumstances apply you must also complete and attach form [PSV 350A \(Scotland\)](#).**

Minimum period of operation — Section 6(8A) of the Transport Act 1985 (as amended by The Transport (Scotland) Act 2001 (The 2001 Act)) requires an operator to provide a service for a minimum period. This is 90 days from the effective date of the service, unless a specific end date is stated in the registration application/timetable and that date is agreed by the Traffic Commissioner.

Bus Service Operators' Grant (formerly known as Fuel Duty Rebate) — 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 are given in leaflet PSV 360 (Revised 2002).

Failure to provide the registered service or failure to comply with or contravention of legislation — The Traffic Commissioner has powers to impose such penalty as he thinks fit on an operator if he is satisfied that the operator has failed to provide a service as registered; has operated in contravention of Section 6 of the 1985 Act or Sections 8(4), 22(1)(b) or (2) of the 2001 Act, or where an operator has failed to comply with Section 32(1) or 34(3) of the 2001 Act.

Any penalty imposed shall not exceed:

- £550; or
- such other amount as the Scottish Ministers may by order specify.

multiplied by the total number of vehicles which the operator is licensed to use under all the PSV operator licences held by him.

You must send a copy of this form with the supporting documents to each of the relevant authorities in whose area there will be a stopping place for the service, by no later than the date on which this application is made to the Traffic Commissioner. Failure to do so is an offence.

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.

Declaration

I have sent a copy of this form and supporting documents to the following relevant authorities:

Name of Relevant Authority.	Date Sent

- I have informed the relevant authorities listed above in writing (or by fax or e-mail) 28 days before submitting this application to the Traffic Commissioner, and I attach their receipt or other information from them in confirmation.
- The service will be operated for the minimum period in accordance with the provisions of Section 6 (8A) of the Transport Act 1985 as amended by the Transport (Scotland) Act 2001.
- As far as I know, the information I have given is true and correct.

Signed

Date

Name
(CAPITAL LETTERS)

Position in business

Now return this form to the [Office of the Traffic Commissioner for Scotland](#)

Please ensure that you have enclosed the following:

- A full timetable (including any variations which will apply on Public and Local Holidays),
- A map or plan showing the roads to be used,
- Additional route description sheet(s) if used.
- Confirmation of notification to Local Authority/Strathclyde Passenger Transport 28 days prior to submission of this application to the Traffic Commissioner.
- Form [PSV350A \(Scotland\)](#), if necessary.
- 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

Route description (Please use black ink)

Please give the following details:

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For Excursions or Tours

- An outline of the route including any points where passengers are to be taken up (other than the starting point).
- The period or periods in the year when the service will operate; and
- The maximum number of vehicle departures in anyone day.

For Other Services

- The route in sufficient detail to identify the roads to be traversed.
- Any modifications of the route for the purposes of particular journeys.
- Any deviations made on demand from a fixed route (how much it may deviate and where it might happen) also state whether this is booked in advance by passengers, or not.
- Details of stopping places, timing points, layover points and terminal points along the route where vehicles will stand for longer than the time needed to pick up or set down passengers.
- Stops used on limited stop services, and stopping arrangements for services (or part of a service) that have no fixed stopping places (e.g. Hail and Ride).
- Details of any reversing manoeuvres.

Continue on a separate sheet if necessary



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.