



Office of the
Traffic Commissioner

Contact centre: 0300 123 9000

Web: www.gov.uk/traffic-commissioners

Application to Register a Flexible Bus Service

Please note that flexible services can only operate wholly within England and Wales (but NOT in Scotland) and you must send the correct fee with this form.

PLEASE NOTE

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

Where the rules allow the Traffic Commissioner to accept less than the required notice period (42 days in England and 56 days in Wales) of this registration, you should also fill in and attach form [PSV350A](#). If the service has stopping places in the Greater London area, you will also need a [London Service Permit](#) from Transport for London. The [Registration of Flexibly Routed Local Bus Services - A Guide for Operators](#) will help you fill in this form but if you have any further problems or contact the [Office of the Traffic Commissioner](#). If you are registering a service in England please also read this [Guidance](#).

☐ Tick the Boxes

☐ In CAPITAL LETTERS

Yes

No

Does any part of this service run in Scotland?

☐
☐

Your Details

1. PSV operator s licence number(s) or community bus permit number(s) (if any) ¹	
2. Name, which appears on your PSV Operator s Licence or Community Bus Permit ¹	
3. Trading name (if different from above)	
4. Your correspondence address	
5. Daytime telephone number	

Declaration

I declare that, as far as I know, the information I have given is true and correct.

Signed:

Date:

Name (IN CAPITALS)

Position in Business:

The service

6. What is the service number or operating name of the service?

7. What is the proposed start date?²

8. What days and times will the service run on?

¹ Services operated directly by a local authority do not require an operator's licence.

² Include form PSV350A if the date is less than 42 days in England and 56 in Wales after the date on which you expect the application to be accepted.

	Yes	No	
9. Will the service operate within a geographical area of flexible operation?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, give a full description in the service description sheet .
10. Will the service use recognised bus stops?	<input type="checkbox"/>	<input type="checkbox"/>	Give details of stopping arrangements using the service description sheet .
11. Are there any stopping points, layover points and terminus points where you will stop longer than is necessary to pick up or set down passengers?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please give details using the service description sheet
12. Will the service need any new bus stops?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please give details using the service description sheet
13. Are there any fixed stopping points?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, list them on the service description sheet .
14. Are any fixed stopping points timetabled?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, please attach a copy of any full timetable for any fixed stops (which must show the days and times of your operation, and exceptions such as public holidays). <i>If you wish to change the timings you must apply to vary the registration.</i> If no, are any stops not available for bookings at particular times? If so, please give full details on the service description sheet .			
15. Are there any fixed sections of route?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please give a full details on the service description sheet and mark these sections on a route map
16. Will any sections of fixed route operate as Hail and Ride ?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, give full details of the route, stopping places and timetables for this section(s).

17. Please show whether your service is subsidised by a local authority or PTE	Yes	<input type="checkbox"/> No	<input type="checkbox"/> In part
18. Please give the name(s) of the authority or PTE providing the subsidy.			
19. In which Traffic Area will the greater part of your geographical area of flexible operation or fixed stops be located?			

You must send a copy of this form with the supporting documents to any of the English county councils, unitary authorities and PTEs in whose area the service will operate, BEFORE submitting your application to the traffic commissioner. The authorities will then have 28 days (14 days in the case of section 22 permit holders) 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.

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

Enter date notification sent:

Pre-booking arrangements

20. How do passengers pre-book journeys? Please include details of: (a) how the location of flexible pick-up and drop-off points will be agreed between the operator and individual passengers. (b) how pick-up and drop-off times will be agreed with individual passengers in areas of flexible operation.	
21. What are the days and times of the year when passengers may pre-book journeys?	
22. Will all bookings be accepted? Are there any arrangements if an individual booking cannot be accepted?	
23. If pre-bookings are subject to a time window, please give details.	

Service-type operated— see paragraphs 10-13 of the guidance

(Tick all boxes that apply)

☐ One-to-many

☐ Many-to-one

☐ Many-to-many

24. What size(s) of vehicles will be used (in passenger seats)?	
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Please provide the following:

- A map not smaller than 1:50000 scale showing:
 - (a) the road boundaries of the geographical area of flexible operation (*if any*), and;
 - (b) any fixed sections of route, including route variations. Any timetable for any fixed stops;
- Additional route description sheet(s) if used; Form [PSV350A](#), if necessary
- The fee, cheques made payable to Driver and Vehicle Standards Agency (DVSA)

Now return this form to the Office of the Traffic Commissioner, Quarry House, Quarry Hill, Leeds, LS2 7UE.

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.

Notes

Shorter notice period— *You cannot normally start earlier than from the date when the Traffic Commissioner accepts the registration. Appendix 3 of the [Local Bus Service Registration Guide – for Operators \(PSV353A\)](#) explains the limited cases when a shorter period of notice can be accepted³. When these cases apply you must also complete and attach form [PSV350A](#).*

Bus Service Operators Grant - *Your service may be eligible for a grant towards the excise duty charged on bus fuel under Section 154 of the Transport Act 2000. Bus Service Operators Grant is payable for local services (and London local services) providing they satisfy certain other conditions including that they can and are used by members of the general public. Details are available at: <https://www.gov.uk/government/publications/bus-service-operators-grant-information-packs>.*

Failure to provide the service as registered – *if you fail to provide the registered service, you may face disciplinary action by the Traffic Commissioner, including a fine.*

³ Except bullet 5 (changes to service timetable).

Service Description (please use black ink)

Please include details of:

The area of flexible operation; any recognised, or new, bus stops used; any fixed stopping points and the timetable for them (if there is one) and any fixed, or hail and ride, sections of the route.



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.



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:

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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:

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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.