Office of the
Traffic Commissioner

PSV372

Application for a standard or large bus permit

About this form

You should complete this form if you wish to apply for a permit under section 19 of the Transport Act 1985. **Note: a single legal entity cannot hold both a permit under the Transport Act 1985 and an operator's licence under the Public Passenger Vehicles Act 1981.**

Section 19 Permits

A section 19 permit can only be granted to a body concerned with education, religion, social welfare, recreation or other activities of benefit to the community. These permits are either 'standard permits' for vehicles which are adapted to carry no more than 16 passengers (excluding the driver) or 'large bus permits' for vehicles which are adapted to carry 17 or more passengers.

A permit allows the holder to operate transport services for hire or reward without the need for a full public service vehicle (PSV) operator's licence, provided the services are neither carried out with a view to profit nor incidentally to an activity that is itself carried on with a view to profit.

A section 19 permit enables an organisation to transport their members, or people whom the organisation exists to help. Vehicles cannot be used to carry members of the general public.

As a permit holder you have a responsibility to make sure that your services are operated within the law, with vehicles properly maintained and using drivers with the appropriate qualifications.

Only organisations which meet at least one of the following exemptions can apply for a section 19 permit.

Exemptions

- Non-commercial purposes – An applicant should be satisfied that its overall purpose in providing road passenger transport and all of those services are exclusively non-commercial.
- Main occupation – In order to meet this exemption an applicant's road passenger transport operation must be ancillary or complementary to another activity, which must demonstrably be their main occupation.
- Short distance – Only applicants engaged exclusively in national transport operations and which have only a minor impact on the transport market because of the short distances involved can rely upon this exemption. Short distance is generally regarded as those services within a ten-mile radius or length, although longer distances can be considered in certain circumstances.

Further guidance can be obtained here:

https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport

Please refer to the Senior Traffic Commissioner's Statutory Document on PSV Operations for further information.

The Traffic Commissioner needs to be satisfied that your organisation is eligible for a permit and therefore reserves the right to request additional information as required.

Giving false information or modifying the application form in order to obtain a permit is an offence and could lead to prosecution. It could also result in your vehicle(s) being impounded.

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 by email to:

  Permits@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

APPLICANT DETAILS

1. Name of body applying (this must match the registered entity, if applicable):

2a. Does the body have charitable status?

Yes ☐ No ☐

If the body has a registered charity number with the Charity Commission for England and Wales or Scottish Charity Regulator please give that number below:

2b. Is the body registered as a limited company with Companies House?

Yes ☐ No ☐

If Yes, please give the Companies House registration number below:

2c. Is the body registered as a Community Interest Company (CIC) with Companies House?

Yes ☐ No ☐

If the answer to question 2c is No, please proceed to question 3. If the answer to question 2c is Yes, please answer the following in turn:

i. the CIC takes the form of a company limited by guarantee without share capital;

Yes ☐ No ☐

ii. are fares set at a level intended to meet running costs (which can include depreciation) but not to generate a profit;

Yes ☐ No ☐

iii. there is no scope to distribute dividends to other parties in the normal course of events;

Yes ☐ No ☐

iv. there is no scope for the directors of the company to sell for personal gain any asset of the company, e.g. the company has an asset lock;

Yes ☐ No ☐

v. there is clear evidence that the directors of the company are not paying themselves or others excessive fees or wages to produce a 'not-for-profit' outcome to the accounts;

Yes ☐ No ☐

vi. most CICs would not meet the 'not-for-profit' requirement, given that a common reason for setting up a CIC is to enable surpluses to be made and reinvested in other activities of benefit to the community, please confirm what you do with any profit/surplus.

3. Body contact details

Address for correspondence including postcode:

Telephone number / mobile number:

E-mail address:

4a. Which activities is the body concerned with? (tick as many as appropriate)

☐ Education

☐ Religion

☐ Social Welfare

☐ Recreation (Standard permits only)

☐ Helping and coordinating the activities of not for profit bodies (large bus permit applicants only)

☐ Other activities of benefit to the community, please give details below:

4b. If the body is concerned with education, please select appropriate status:

☐ State funded

☐ Independent

☐ Other, please provide details below:

5. Which exemption(s) applies to the body? Only organisations which meet at least one of the following exemptions can apply for a section 19 permit. Please consider and select each exemption that applies. For further information please read the guidance at - https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport

☐ Non-commercial purposes

Please provide details on how you meet the eligibility for this exemption. This may include details on surpluses, competitive procurement or tendering for contracts, operation size and scale, cross subsidy.

☐ Main occupation

Please provide details on how you are eligible for this exemption. This may include details on what your organisation does and why the vehicles are used.

☐ Short distance

When applying under the short distance exemption you will need to provide with your application a map illustrating the short distance by way of circumference or straight line. If you need to operate services which meet both exemptions, then a separate application is required for each exemption.

Those operating in less densely populated areas can make the case that due to the nature of the area in which they operate, a 'short distance' is longer than the automatic distance set in the legislation.

Please confirm which one of the short distance exemptions applies and provide supporting evidence:

☐ Any service within a radius of ten miles, with the radius being measured from a specified central point identified below or due to extenuating circumstances a distance longer than a ten-mile radius due to the nature of the area described below; or

Specified central point:

Extenuating circumstances:

☐ a distance of ten miles measured in a straight line from the first point at which passengers are able to embark to the last point at which passengers are able to disembark or due to extenuating circumstances a distance longer than ten miles in a straight line due to the nature of the area described below.

Specified first point to embark and last point to disembark:

Extenuating circumstances:

6. Does the body operate without the intention of making a profit across any of its business activities? (This is often referred to as 'without a view to profit')

Yes ☐ No ☐

If No, please provide details below:

7. Please confirm that any vehicle operated under the permit, should it be granted, will be used without the intention to make a profit, either on the part of the body or anyone else.

Yes ☐ No ☐

8. A permit must not be used with a view to profit nor incidentally to an activity which is itself carried on for profit. Please confirm that the permit, should it be granted, shall not at any time be used incidentally to any activity which is carried on with a view to profit. For example, an organisation won't be operating for profit if it runs a service from sheltered accommodation to the local supermarket. But, if the supermarket offered to pay for the service, this service would be operated incidental to an activity which in itself is carried on with a view to profit, i.e. the supermarket. This would not be allowed under a permit.

Yes ☐ No ☐

9. Does the body currently hold a public service vehicle operator's licence?

Yes ☐ No ☐

If Yes, please provide the licence number below:

10. Does the body currently hold any section 19 or section 22 permits?

Yes ☐ No ☐

If Yes, please give permit numbers and identify the issuing body/bodies below:

11. Is this application to replace any lost or damaged section 19 permits for which you do not have the original A4 permit document?

Yes ☐ No ☐

If Yes, please give permit number(s) if known below:

12. Has the body ever had an application for a permit refused or a permit revoked?

Yes ☐ No ☐

If Yes, please supply details below:

PERMIT DETAILS

13. How many permits does the body require?

You may apply for any number of standard or large bus permits on this form.

Carrying Capacity (do not include the driver seat)	**Type of Permit**	**Number Required**
9 -16 passenger seats	Standard	
17 or more passenger Seats	Large – single deck vehicle	
17 or more passenger Seats	Large – double deck vehicle	

14. What classes of passengers will your vehicle carry? (tick all that apply)

☐ **Class A** Members of the body holding the permit

☐ **Class B** Persons whom the body exists to benefit, and persons assisting them

☐ **Class C** Disabled persons or persons who are seriously ill, and persons assisting them

☐ **Class D** Pupils or students of any school, college, university or other educational establishment and staff or other helpers accompanying them

☐ **Class E** Persons living within a geographically defined local community, or group of such communities, whose public transport needs are not met other than by virtue of services provided by the body holding the permit, please provide details below:

☐ **Class F** Any other class of persons specified in the permit, please provide details below:

VEHICLE MAINTENANCE

REMEMBER, the permit holder remains responsible for the condition of vehicles inspected and/or maintained for them by agents or contractors. Information on this and on drawing up a contract can be found in the section on 'Safety Inspection and Repair Facilities' in the DVSA Guide to Maintaining Roadworthiness.

15. Are you going to use hired in vehicles only?

Yes ☐ No ☐

16. Are you already in possession of a vehicle(s)?

Yes ☐ No ☐

17. Name and address of person(s) or garage who will maintain and service the vehicle and the facilities available:

18. How often in weeks will safety inspections be carried out on the vehicle? Safety inspections are checks to ensure vehicles are roadworthy to the same standard as an MOT. A sample safety inspection record is attached at Annex A. Safety inspections will usually be carried out every 6 to 13 weeks depending on the use of the vehicle. Please see the DVSA Guide to Maintaining Roadworthiness for more information.

At least every ☐ weeks (Maximum 13 weeks)

LARGE BUS PERMITS

The following questions are to be completed only if you are applying for a large bus permit. If applying for a standard permit only, please skip questions 19 to 21 and go to the declaration on page 13.

Large bus permits can only be issued to a body which helps and coordinates the activities of not-for profit bodies concerned with:

(a) education;
(b) religion;
(c) social welfare; or
(d) other activities of benefit to the community –

that is a local authority or an "umbrella organisation" for voluntary groups.

Please note that a large bus permit cannot be used in connection with a recreational activity. Any large vehicle used under a large bus permit must have a Certificate of Initial Fitness or a Certificate of Conformity to show that it meets the standards required for a Public Service Vehicle. The vehicle must be tested as Class VI.

19. Does your organisation assist and coordinate activities of other not-for-profit bodies?

Yes ☐ No ☐

20. Are all of the activities of the bodies that you co-ordinate with carried on without a view to profit?

Yes ☐ No ☐

21. What bodies does your organisation assist and co-ordinate the activities of?

Please identify the name of the body, the activities and your organisation's role explaining how it assists and co-ordinates the activities of these bodies:

DECLARATION

I am authorised by the body applying for this permit to make this declaration on behalf of its members (or members of the local branch or group named in this application):

The body will operate under this permit within the terms of section 19 of the Transport Act 1985 and any regulations made under these sections, and that the vehicle will only be used in circumstances where:

- the operator has a main occupation other than that of a road passenger transport operator; or
- it is engaged in road passenger transport for exclusively for non-commercial purposes; or
- vehicles will be operated exclusively in the national transport market and will only a minor impact on the transport market because of the short distances involved;
- and that the laws relating to the driving and operation of vehicles used under this permit shall be observed.

The body will make proper arrangements to ensure that any vehicle, whether owned or hired in, used under the permit:

- will comply with the appropriate construction requirements and conditions of fitness;
- will be kept in a fit and serviceable condition;
- regular maintenance inspections will be carried out;
- mechanical faults identified will be rectified promptly and before the vehicle is used again;
- will be properly insured for the uses authorised by the permit.

Drivers will:

- report mechanical faults in vehicles as soon as possible;
- holds the appropriate entitlement and qualification to drive a PSV under the permit;
- be informed of their legal responsibilities as driver of a vehicle being used under a permit.

The body will ensure that the traffic commissioner is notified within 28 days of any changes, for example a change to the applicable exemption or proposed maintenance arrangements that might affect the permit, if issued.

In support of the body's application for a permit the body confirms that they will comply with all legal requirements by way of conditions:

- continue to meet the not-for-profit and social welfare requirements;
- keep records which demonstrate they continue to be an exempt body within the meaning set out in the Transport Act 1985 and Regulation (EC) No 1071/2009 (Retained) and will make those records available on request to a traffic commissioner or any enforcement body;
- ensure that only vehicles over nine passenger seats will be used under the permits;
- ensure adequate maintenance and facilities so that vehicles are maintained as per the DVSA Guide to Maintaining Roadworthiness;
- that vehicles receive the correct annual test for its class;
- require their drivers to hold the correct entitlement including the requirements under the Vehicle Drivers (Certificates of Professional Competence) Regulations 2007/605, The Community Bus Regulations 2009 and Transport Act 1985;
- comply with driver's hours rules and specifically Regulation (EC) No 561/2006 as amended by Regulation (EC) No 1073/2009 and (EC) 165/2014;
- keep records which demonstrate they continue to meet the short distance exemption by reference to the relevant short distance or local circumstances, which demonstrate the impact on the transport market is small, as communicated at the time of application.

If you have any doubt of your obligations or the eligibility of the body to hold a permit you should contact the Office of the Traffic Commissioner for advice before submitting an application. Once you have completed the form and signed below, please go to the payment section on the last page.

I understand that failure to comply with the conditions or undertakings recorded on a permit can result in regulatory action being taken against the permit holder and that failure to comply with conditions is a criminal offence.

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: Permits@otc.gov.uk or posted to: Office of the Traffic Commissioner, Licensing Office, Quarry House, Quarry Hill, Leeds LS2 7UE

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

Office of the
Traffic Commissioner

PSV372

PAYMENT DETAILS

You can pay the application fee by credit/debit card or cheque/postal order or phone. Credit/debit card information is provided to us at your own risk. Cheques should be made payable to “Driver and Vehicle Standards Agency”. **Please do not send cash.**

Your application will be returned and not considered at this time if this fee is not included. 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.

Pay by Phone

You can send the form without payment, and we can call you for your card details. Please provide your contact details below, along with information on the best time to contact you, between the hours of 9-5 Mon-Fri

Annex A - Example of a safety inspection record (PSV)

Vehicle Reg Mark:		Odometer Reading:
Make and Model Type:		VIN:
Date of Inspection:	ISO Wk No.:	Inspection organisation:
Operator:		Location of inspection:

Notes	‘Serviceable’ (col 4)– enter the appropriate code:			
‘IM Ref’ (col 2)– for more details on each item listed, look under this reference number in the DVSA Inspection Manual There may be other requirements or Local Authority standards that are not included in this document. E.g. ULEZ	✓ ×	= Satisfactory = Safety Item Defect	R N/A	= Repair Required = Not Applicable
	M	= Monitor (possible maintenance required before next SI)		

Part 1 – Inspection

A: Inside vehicle					
Check no.	IM Ref	Item Inspected	Serviceable	Defect Found	Rectified By
1	18	Driver’s Seat			
2	3	Seat Belts and Supplementary Restraint Systems			
3	22	Mirrors and Indirect Vision Devices			
4	23	Glass and View of the Road			
5	24	Accessibility Features			
6	25	Windscreen Washers and Wipers			
7	26	Speedometer / Tachograph			
8	27	Horn			
9	28	Driving Controls / Warning Lamps (inc ADAS)			
10	30	Steering Control			
11	37	Service Brake Pedal			
12	38	Service Brake Operation (inc ABS/EBS & ESC)			
13	34	Pressure / Vacuum Warning and Build Up			
14	36	Hand Lever Operating Mechanical Park Brakes and Electronic Park Brake Control			
15	39	Hand Operated Brake Control Valves			
16	17	Driver’s Accommodation			
17	21	Interior of Body, Passenger Entrance, Exit Steps and Platforms			
18		OBD - Diagnostic trouble code (DTC) check			

B: Ground level and under vehicle					
19	16	Passenger Doors, Driver's Doors & Emergency Exits			
20	1	Registration Plates			
21	19	Security of Body			
22	20	Exterior of Body including Luggage Compartments			
23	5	Exhaust Emissions / MIL			
24	6	Road Wheels and Hubs			
25	7	Size and Type of Tyres			
26	8	Condition of Tyres (including age and date code)			
27	9	Bumper Bars			
28	10	Spare Wheel and Carrier			
29	41	Condition of Chassis			
30	14	Wings & Wheel Arches			
31	11	Vehicle to Trailer Coupling			
32	33	Speed Limiter			
33	42	Electrical Wiring and Equipment			
34	43	Engine and Transmission Mountings			
35	44	Oil and Waste Leaks			
36	45	Fuel Tanks and System			
37	46	Exhaust Systems and Nuisance			
38	54	Steering			
39	48	Suspension			
40	53	Axles, Stub Axles and Wheel Bearings			
41	57	Transmission			
42	58	Additional Braking Devices			
43	59	Brake Systems and Components			
44	62	Reflectors and Rear Markings			
45	63	Lamps			
46	66	Direction Indicators and Hazard Warning Lamps			
47	67	Aim of Headlamps			
48		Ancillary equipment			

49	74	Other dangerous defects			
50		Safety recall check			

IM8 Condition of tyres as presented (enter N/A if not applicable)				
Ck 51	Axle 1	Axle 2	Axle 3	Axle 4
o/s out	mm	mm	mm	mm
	psi	psi	psi	psi
o/s in		mm	mm	mm
		psi	psi	psi
n/s in		mm	mm	mm
		psi	psi	psi
n/s out	mm	mm	mm	mm
	psi	psi	psi	psi

C: Braking performance assessment

Date of assessment: _____

Laden – (measured weight) / unladen

(roller brake test* / decelerometer test + temp./ EBPMS**)

* RBT printout attached (yes/no) – If an RBT report is attached to the safety inspection form the RBT results table can be left blank

** If EBPMS is used the report needs to be attached to the safety inspection

Check No	IM Ref	Item inspected	Efficiency
52	71	Service Brake Performance	%
53	72	Secondary Brake Performance	%
54	73	Parking Brake Performance	%

D: Brake temperature assessment

Ambient air temperature: _____°C

Side	Axle 1	Axle 2	Axle 3	Axle 4
N/S	°C	°C	°C	°C
	°C	°C	°C	°C
O/S	°C	°C	°C	°C
	°C	°C	°C	°C

Axle RBT results*	Imbalance kg	Time Lag (pass / fail)		Ovality (Front steer)	Bind kg	Max Force kg (Indicate if locked)	Parking kg (Indicate if locked)
Axle 1 - weight		N/S					
		O/S					
Axle 2 - weight		N/S					
		O/S					
Axle 3 - weight		N/S					
		O/S					
Axle 4 - weight		N/S					
		O/S					

EBPMS	Braking performance value:	Assessment period:

Overall Result: (Satisfactory / Unsatisfactory)	Inspector comments:

Part 2 - Comments on faults found

Check No	Fault No	Fault details

Faults numbered here are Drivers Defect Report items.								

Signature of inspector:
.....
Name of Inspector:
.....

Part 3 - Action taken on faults found

Check No	Fault No	Action taken on fault	Rectified By

Part 4 – Declaration

"I consider that the above defects have been rectified satisfactorily and this vehicle or trailer is now in a safe and roadworthy condition."

Defects rectified by: _____

Position: _____

Signature: _____

Date: _____

Note: It is always the responsibility of the operator to ensure that the vehicle or trailer is in a roadworthy condition before being used on the road