



Office of the
Traffic Commissioner

For official use only

Application to Change or Cancel details of a Local Service Registration 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 \(Licensing\)](#)

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 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 s licence number(s) or community bus permit number(s)

6. Traffic Area Registration reference number(s) and route number(s) including any letters e.g. 17A, 17B).

Regn Ref No:
Route No:

7. Are you applying to cancel this registration?

Yes

☐

If "Yes" go to Q10

No

☐

If "No" please tick the items that will change (one or more).

- | | | |
|------------------------------|--------------------------|---|
| Route description | <input type="checkbox"/> | Please complete a new sheet and enclose a new map |
| Bus Stop and stopping places | <input type="checkbox"/> | Please complete a new sheet and enclose a new map |
| Stopping arrangements | <input type="checkbox"/> | Please attach details |
| Reversing manoeuvres | <input type="checkbox"/> | Please attach details |
| Timetable | <input type="checkbox"/> | Please attach a new timetable |
| Other | <input type="checkbox"/> | Please attach details |

8. Is this registration part of a Statutory Quality Partnership?
If it is, give details.

9. Please summarise the changes for Notices and Proceedings

10. When do you want the changes to take effect? From until*

(* ignore, unless the change is for a specific period and you know the last date when the changes sought in this application will apply).

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.

Shorter period notice — You cannot normally change or cease to operate a service less than 42 days from the date the Traffic Commissioner receives the registration application, or within 90 days of the start, or last change to a service. 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 \(Scotland\)](#).**

11. Does, or will, any part of the service run under a contract for a Local Authority or Strathclyde Passenger Transport?

Wholly ☐

In part ☐

No ☐

12. Please give name(s) of authority or SPT which awarded you the contract.

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 is or 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.

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

Name of Relevant Authority.	Date Sent

Declaration - I declare that:

- 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 changed 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.
- I have sent a copy of this form and supporting documents to the relevant authorities listed above.
- As far as I know, the information I have given is true and correct.
- Notices will be displayed for a period of 21 days ending with the day before the change date given in answer to question 10 above, in each vehicle providing the relevant service informing passengers that this application has been made and where information on the change or cancellation can be obtained.°

Signed

Date

Name
(CAPITAL LETTERS)

Position in
business

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.

Now return this form to the [Office of the Traffic Commissioner \(Licensing\)](#).

Please ensure that you have enclosed the following:

- A full timetable (if this is to be changed). ☐ See Question 7
- A map or plan showing the roads to be used (if any roads used are to be changed). ☐ See Question 7
- A route description sheet or stopping places sheet (if this is to be changed). ☐ See Question 7
- 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

(unless cancelling or changing a service to meet the requirements of a traffic regulation condition or orders)

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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.