



Office of the  
Traffic Commissioner

For official use only

You should use this form with the [Registration Form PSV350 \(Scotland\)](#) or the [Cancellation and Changes form PSV355 \(Scotland\)](#) in all cases where the period of notice is less than 42 days, or you wish to make a change or cancellation within 90 days of the start, or last change to a service.

Do not send to the Office of the Traffic Commissioner (Licensing) on its own.

## Supplementary Form

☒ the boxes

write IN CAPITAL LETTERS

I ask the Traffic Commissioner's permission to **START** ☐ **CHANGE** ☐ or **CANCEL** ☐  
a local bus service in Scotland: with less than 42 days notice, or within 90 days of the start, or last change to a service.

### A. This request relates to an application to:

1. Register or vary a registration with respect to a service or part of a service which will be substantially similar to and replace a service or part of a service which you or another operator has ceased or is ceasing to operate.

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Please give the name of the operator and route/service number of the discontinued service.

2. Vary or cancel the registration of a service which is either not available to the members of the general public or not regularly used by them.

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3. Vary or cancel the registration of a service in response to representations from a person authorised by either a traffic authority or chief officer of police on a matter concerning road traffic regulation or road safety:

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Please enclose written evidence (e.g. a copy of a letter from the traffic authority or police).

4. Register particulars of a new service, or vary the registration to augment an existing service, in order to provide the new or augmented service for a period not exceeding 21 days, in connection with a specified event or occasion which will cause an additional demand for a service;

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Please say what the event or occasion is.

5. Vary or suspend a service during a period not exceeding 14 days in response to holidays taken by a substantial proportion of the population in that locality;

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Please give details

6. Register, vary or cancel a service where due to circumstances which I could not reasonably have foreseen, I failed to make an application in sufficient time for either: (a) the normal 56 day period of notice to operate; or (b) the normal 90 day period to elapse since the start of or last change to, this service.

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Please explain why

7. Register or vary a registration with respect to a service or part of a service in order to meet an urgent and exceptional public passenger transport requirement.

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Please give details

**B. In the following two cases no formal period of notice is required (and no fee is required):**

- Where the service in question is a bus substitution service; and
- Where the registration is being varied only to enable the service to comply with traffic regulation conditions (TRCs) or any other provision made by or under any enactment prohibiting or restricting the use of any road by traffic.

**C. In the following cases no formal period of notice is required and these do not need the support of form PSV350A (Scotland), but they will need to be detailed on the registration form PSV350 (Scotland) or the changes/cancellation form PSV355 (Scotland) as appropriate:**

- Changes to the operators address, telephone number or trading name.

If the registration, change or cancellation you wish to make does not fall into category **A, B or C** described above, the Traffic Commissioner will need a minimum 42 days notice from the date he receives the application. The Traffic Commissioner reserves the right to refuse to allow a service to start at less than 42 days notice even if it is claimed that one of the above cases is satisfied.

**Declaration - I declare that:**

- I have informed the relevant authorities listed on form [PSV 350 \(Scotland\)/PSV 355 \(Scotland\)](#) at the earliest possible date before submission of the application to the Traffic Commissioner.
- I have sent a copy of this form and supporting documents to the relevant authorities listed on form [PSV 350 \(Scotland\)/PSV 355 \(Scotland\)](#)
- In the case of a change or cancellation of the service notices will be displayed in each vehicle providing the relevant service informing passengers at the earliest possible date that such an application has been made and where relevant information on the change or cancellation can be obtained.
- 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 together with the completed registration changes or cancellations form with its supporting documents and the fee (where payable) to the [Office of the Traffic Commissioner \(Licensing\)](#).

**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.