

Application for a standard or large bus permit

Website: www.businesslink.gov.uk/transport
Email: Permits@vosa.gov.uk
Tel: 0300 123 9000

Using a vehicle to carry passengers for hire or reward other than as authorised by a permit, or operating the vehicle with the intention of making a profit, either directly or indirectly is against the law. It could lead to prosecution and the vehicle being impounded.

A FALSE STATEMENT MADE IN ORDER OBTAIN A PERMIT IS AN OFFENCE.

A permit does not allow you to carry members of the general public. You are only authorised to carry those groups of passengers ticked in Question 12. You may tick more than one box in Questions 2 and 12.

Completion of this form does not denote eligibility for a permit. Should the Traffic Commissioner not be satisfied that your body meets the requirements for a permit you may be required to apply for a Public Service Vehicle Operator's licence.

Please contact VOSA if you have any questions when completing this form.

All applicants must complete questions 1- 12

1. Your details - Please complete in BLOCK CAPITALS

Name of body applying (give local branch or group name if appropriate) or your name if applying on behalf of a body

Address for correspondence

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| |
| Post code |

Daytime / mobile telephone number

E-mail address

2. What is your body concerned with?

Education

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

Religion

Social Welfare

Other activities of benefit to the community
Please give details in the box below.
Continue on a separate sheet of paper if required

Recreation
(Standard permits only)

3. If your body is concerned with education please explain what type of establishment it is and how it is funded.

4. Does your body carry out all of its activities without a view to profit? Yes No

If NO please provide details on a separate sheet of paper

5. Will the vehicle operation be carried out without a view to profit? Yes No

If NO please provide details on a separate sheet of paper

6. Does the body have charitable status? Yes No

If it has a registered charity number please give that number

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7. Does the body have a number registered with Companies House? Yes No

If YES please give number

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8. Is your body a Community Interest Company? Yes No

9. Do you already hold any standard bus or large bus permits

If YES please give permit No(s) and the issuing body/bodies. Continue on a separate sheet of paper if necessary.

| Permit Number | Issuing Body |
|---------------|--------------|
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10. Has your body ever had an application for a permit refused?

Yes No

If YES please supply details on a separate piece of paper

Permit details

11. How many permits do you require?

| Carrying Capacity | Type of permit | | Number Required |
|----------------------------|----------------|---------------------|-----------------|
| < 9 passenger seats | Standard | | |
| 9 -16 passenger seats | Standard | | |
| 17 or more passenger seats | Large | Single deck vehicle | |
| 17 or more passenger seats | Large | Double deck vehicle | |

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

12. What classes of passengers will your vehicle carry?

- A) Members of the body holding the permit
- B) Persons whom the body exists to benefit, and persons assisting them
- C) Disabled persons or persons who are seriously ill, and persons assisting them
- D) Pupils or students of any school, college, university or other educational establishment and staff or other helpers accompanying them
- E) Persons living in 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 give details in the box below
- F) Any other class or person - please give details in the box below

For use if applying for passengers in Class E or Class F

The following questions are to be completed only if you are applying for a large bus permit. If applying for a standard permit please ignore questions 13 to 21 and go to the declaration on page 7.

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.

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

YES NO

If YES please go to Question 14.

If NO please contact VOSA for advice.

14. What bodies does your organisation assist and co-ordinate the activities of? Please provide details.

| Name of body | Activity |
|--|----------|
| Your organisation's role. Please explain how it assists and co-ordinates the activities of these bodies | |

15. Are all the bodies that your organisation co-ordinates the activities of carried on without a view to profit?

YES NO

16. Please confirm that any vehicle being used under the permit, should it be granted, shall not be used with a view to profit.

YES NO

17. 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.

YES NO

VEHICLE MAINTENANCE - LARGE BUS PERMIT APPLICANTS ONLY

Please note that any large vehicle used under a section 19 large bus permit must have a Certificate of Initial Fitness or Certificate of Conformity to show that it meets the standards required for a Public Service Vehicle. The vehicle must also be tested as Class VI.

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

YES NO

If YES please move on to the Declaration

If NO please move on to question 19

19. Have you already got your vehicle?

YES NO

If YES please complete Questions 20 and 21

If NO, please tell VOSA when you get one and supply the details that are shown in questions 20 & 21

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

| Name and address of person or garage | Facilities available eg pits, hoists, etc |
|--------------------------------------|---|
| | |
| | |
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| | |

Please attach a written maintenance contract or letter of agreement from the person or garage doing the work.

21. How often will safety checks / inspections be made on the vehicle?

At least every _____ weeks.

If any of your maintenance arrangements mentioned in Q 20 and Q21 change you must notify the Traffic Commissioner within 28 days.

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 **GUIDE TO MAINTAINING ROADWORTHINESS**. A copy of this guide can be obtained from www.businesslink.gov.uk/transport.

DECLARATION FOR ALL APPLICANTS

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 sections 19 to 21 of the Transport Act 1985 and any regulations made under these sections, including:-

The vehicle will not be used with a view to profit;

The vehicle will not be used incidentally to an activity that is itself carried on for profit;

The body is a not-for-profit organisation and only undertakes activities which are carried on without a view to profit

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
- Be a person over 21 years of age who holds the appropriate entitlement to drive
- Be informed of their legal responsibilities as driver of a vehicle being used under a permit

If you have any doubt of your obligations or the eligibility of your body to hold a permit you should contact VOSA for advice before submitting an application.

I enclose a fee of _____

(cheques to be made payable to The Vehicle and Operator Services Agency)

Signed _____

Date _____

Print Name _____

Position held _____

USING A VEHICLE TO CARRY PASSENGERS FOR HIRE OR REWARD OTHER THAN AS AUTHORISED BY A PERMIT, OR OPERATING THE VEHICLE WITH THE INTENTION OF MAKING A PROFIT, EITHER DIRECTLY OR INDIRECTLY IS AGAINST THE LAW. IT COULD LEAD TO PROSECUTION AND THE VEHICLE BEING IMPOUNDED.

Data Protection

The personal information you provide on this form will be used for the purposes of VOSA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law. For further information, visit our Information Charter available from VOSA's website: www.dft.gov.uk/vosa