



Office of the Traffic Commissioner

For official use only

www.gov.uk

Customer Service Centre: 0300 123 9000

APPLICATION TO REGISTER A STANDARD BUS SERVICE

This form is to register a standard local bus service in England or Wales (excluding London).

Do not use this form if you wish to register a flexible service (in England or Wales).

Applications for flexible services must be made using form VOSA 529.

Please refer to the notes attached to the form before completing this form.

The **Guide to local bus service registration [PSV353A]** will also help you fill in this form. If you have any further problems, telephone the Customer Service Centre on **0300 123 9000**.

You must send the correct fee with this form (please go to www.dft.gov.uk/vosa/latestfees/latestfees for details or telephone the Customer Service Centre on 0300 123 9000).

YOU MUST NOT START OPERATING THIS SERVICE UNTIL YOU HAVE RECEIVED NOTICE OF ACCEPTANCE OF YOUR APPLICATION AND CONFIRMATION OF THE START DATE.

Your Details ✓ the boxes in CAPITAL LETTERS

1. Name in which your PSV operator's licence or community bus permit is held

2. PSV operator's licence (numbers) or community bus permit number(s)

3. Address for correspondence

4. Telephone number on which you can be contacted during the day

5. Proposed start date
(See note 3)

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Actual start date:

6. Route number or name by which the service will be known, including any letters (eg 17A, 17B)

7. Where does your service start from?

Location e.g. street name, name of bus station, railway station, school etc and village, town or city

If applicable, please provide NaPTAN identifier for the bus stop if known

8. Where does it finish? Location e.g. street name, name of bus station, railway station, school etc and village, town or city If applicable, please provide NaPTAN identifier for the bus stop if known	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px;"></div>
9. Main points served on route	<div style="border: 1px solid black; padding: 5px;">via</div>
10. What type of service will you run?	
<input type="checkbox"/> Normal Stopping service <input type="checkbox"/> Limited stops <input type="checkbox"/> Hail and Ride	<input type="checkbox"/> Excursion or tour (omit Questions 11 to 14 and go to the route description sheet) <input type="checkbox"/> Schools or works service Other (please state) <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
11. Which days of the week will the service operate?	<div style="border: 1px solid black; height: 40px;"></div>
11A At what frequency will the service operate on the days of operation?	<div style="border: 1px solid black; height: 40px;"></div>
11B Will there be a different level of frequency on bank and public holidays? (See note 4)	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Will the service use all recognised bus stops along the route?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Will any turning or reversing manoeuvre be needed along the route? If YES please include details on the route description sheet.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Will the service need any new bus stops?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Will there be any part of the service that does not have fixed stopping places, eg will operate as hail & ride? If YES please include details on the route description sheet.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Is your service supported by subsidies from a local authority or PTE?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In part
17. Please give name(s) of authority or PTE providing the subsidy.	<div style="border: 1px solid black; height: 20px;"></div>

Areas of operation

18. In which Traffic Area(s) will the service operate?

(see appendix 1 of the guide for areas covered by each Traffic Area).

19. The service will operate in the area(s) of the following county councils, unitary authorities and PTEs.

You must send a copy of this form with the supporting documents to each of the county councils, unitary authorities and PTEs in whose area the service will operate. Failure to do so is an offence.

Quality Partnerships and Quality Contract Schemes (see note 7)

Quality Partnership Schemes

20. Will any part of the service operate through an area subject to a Quality Partnership Scheme, either in place or for which notice has been given?

☐ Yes

☐ No

If **YES**, please provide the name of the local transport authority or lead authority.

22. Do you intend to use any of the facilities provided under the QPS when operating this service?

☐ Yes

☐ No

If you wish to use the facilities provided under the QPS you will either need to sign an undertaking that you will provide the service according to the standards stipulated in the QPS or provide confirmation that this service is exempt from having to meet those standards.

NOTE:

An operator of a local service may not use facilities provided under a QPS unless he has given the traffic commissioner a written undertaking that he will provide the service to the standard specified in the scheme.

Undertakings do not apply where the service is excluded from the scheme.

If an operator has registered an undertaking with the traffic commissioner and subsequently fails to meet the standards, the traffic commissioner can impose a penalty or sanction. The penalty can be up to £550 for every vehicle the operator is licensed to operate and/or the traffic commissioner can place a condition on the licence prohibiting the operator from running certain local services or local services of any description.

Quality Contract Schemes

23. Will any part of the service operate through an area subject to a Quality Contract Scheme, either in place or for which notice has been given?

☐ Yes

☐ No

24. If Yes, please provide the name of the local transport authority or lead authority

If Yes, please also provide confirmation that this service is excluded from the Scheme.

If you are unsure whether there is a QPS or QCS in place or for which notice has been given please contact the local authorities in whose area the service will operate.

Route Description

Please use the route description sheet overleaf to give details as required:

- Give a full description of the route in sufficient detail to show all the roads it uses. If the service is to deviate from this route on demand, please give details.
- Show clearly any route variations, excluding short workings, you intend to include in your service. Variations should have at least 50% in common with the main route. If they do not, please contact VOSA on the national number for advice.
- Give details of any timing points, layover points and terminus points along the route where you will stop longer than is necessary to pick up or set down passengers.

Route Description Sheet (Please use black ink)

Please give the following details

Excursions or Tours

1. an outline of the route with picking up points;
2. the periods in the year when the service will operate; and
3. the maximum number of vehicle departures in any one day.

Other services

1. route description
2. any variations to the route;
3. variations made on demand;
4. timing points/terminus points/ layover points;
5. reversing or turning manoeuvres;
6. stops used on limited stop services; and
7. stopping arrangements for services (or part of a service) that have no fixed stopping places eg 'hail and ride'

Continue on a separate sheet if necessary clearly marked as 'Route Description Sheet'

Supporting Documentation Required

Please provide the following:

- A map (scale of 1:50,000) clearly marking the roads to be used, including route variations.
- Additional route description sheet(s) if used.
- A copy of your full timetable (which must show the day and times of your operation, and exceptions such as public holidays). See note 4. If you wish to change the timings **you must apply to vary the registration**.
- Form PSV 350A if the date given at Question 5 is less than 56 days after the date on which you expect the application to be accepted. See note 3.
- The appropriate fee (Payable to the Vehicle and Operator Services Agency) - telephone the Customer Service Centre for the current fee.

Declaration

I declare that,

- to the best of my knowledge, the information I have given is true and correct.
- I have sent a copy of this form and supporting documents to each of the local authorities in whose area this service will operate

Signed: Date:

Name:
(in CAPITALS)

Position in business:

***Now return this form together with the fee and supporting documentation to the
Central Licensing Office, Hillcrest House, 386 Harehills Lane, Leeds LS9 6NF.***

Notes

1. Penalties

Once this service has been registered you are committed to running it in accordance with the registered particulars. Traffic commissioners expect operators to monitor their own services to check that they are running punctually and reliably.

Should you:-

- fail to provide the service as registered; or
- operate in contravention of section 6 of the Transport Act 1985; or
- operate contrary to other relevant legislation

the traffic commissioner may impose a condition on your licence prohibiting you from operating any local service of a description specified in the condition or one prohibiting you from operating local services of any description.

The traffic commissioner also has powers to impose a financial penalty.

Any penalty imposed shall not exceed:

- £550; or
- such other amount as the Secretary of State (as respects England) or the National Assembly for Wales (as respects Wales) may by order specify

- multiplied by the total number of vehicles which you are licensed to use under all the PSV operator's licences you hold.

In addition to or as an alternative to a fine, the traffic commissioner may make an order requiring the operator to spend a specified sum of money on providing, or making specified improvements to, specified local services or facilities, or requiring the operator to compensate passengers. Compensation could take the form of free or reduced price travel for a period of time.

2. Services with a stopping place in London

If the service has stopping places in one or more of the London Boroughs in the Greater London area, you will also need a London service permit from Transport for London. Do not use this form for those parts of the service which operate in London.

You should contact TfL for further advice on www.tfl.gov.uk or email lsp@tfl.gov.uk.

3. Starting date

You should give the traffic commissioner at least 56 days notice of your intention to start this service, or if you are the holder of a section 22 Community Bus Permit, at least 28 days notice. Please note that this notice period starts on the day the traffic commissioner ACCEPTS your application.

Should you wish the traffic commissioner to consider waiving the 56 day notice period, or 28 day where appropriate, you also need to complete and attach form PSV 350A. Completion of the form does not automatically grant short notice. It is at the traffic commissioner's discretion whether the statutory notice period of 56 days, or 28 days for community bus operators, may be waived.

The guide to Local Bus Service Registration explains the limited cases when a shorter period may be accepted.

4. Bank and public holidays

If you intend to operate a Sunday service or no service at all on Christmas Day, Good Friday or bank holiday, please indicate this in your application.

A service may be varied in England and Wales in respect of any journey in a week which includes 24th December, Christmas Day, Good Friday or any bank holiday without formal variation of the registration, provided that you send notice of your intention to vary the service under these provisions to the traffic commissioner and each relevant local authority no later than 21 days before the variation is to take effect.

For the purposes of these provisions a week starts on a Monday.

5. Timetables

Traffic commissioners require operators to nominate Timing Points not more than 15 minutes apart (except where the next stop is more than 15 minutes running time from the preceding stop when that next stop will become the Timing Point). However they acknowledge that on many services running times will vary by time of day and/or day of week to take account of different operating speeds. They therefore require the 15 minute criterion to be met by the majority of journeys. It will be acceptable for running time between Timing Points to exceed 15 minutes, providing it is timetabled, on other journeys which have slower operating speeds. Traffic commissioners will exercise their discretion with regard to Timing Points for demand-responsive transport

6. Bus Service Operators Grant

Bus Service Operators' Grant – You may be eligible for a grant which is payable to operators of registered local services provided the services are not excursions or tours. Certain conditions apply, details of which can be found in leaflet PSV 360.

7. Quality Partnership Schemes (QPS) and Quality Contract Schemes (QCS)

If a Quality Partnership Scheme or Quality Contract Scheme is in force along any part of your route it may prevent you from operating your service.

A QPS is a partnership between operators and the local authority in which the authority provides facilities for the operator to use and the operator undertakes to provide a service in accordance with the terms of the scheme. To participate in the scheme you will be required to provide an undertaking to the traffic commissioner unless you have already provided one in relation to other services operating in the scheme area.

A QCS is a scheme in which the local authority award a quality contract to an operator or operators to provide local services. A single contract may be awarded covering an area or several individual contracts. No other services may be provided in an area covered by a QCS unless they are excluded from the scheme or the local authority has provided a clearance certificate.

If either a QPS or QCS is in force within the area in which you wish to run a local service you should seek advice from the local traffic authority. The Office of the Traffic Commissioner will also contact you on receipt of your application.

Data Protection

The personal information you provide on this form will be used for the purposes of a traffic commissioner's statutory functions. This may include sharing the information you provide with other traffic commissioners, DfT, other government departments and enforcement agencies. Standard licence/application information will also be included in a national register which is available to other member states. Further information is available from the Office of the Traffic Commissioner.