



Office of the Traffic Commissioner

GUIDANCE NOTES SECTION 19 STANDARD OR LARGE BUS PERMIT APPLICATION FORMS

Please read these notes carefully before completing your application form. They have been designed to help briefly explain the questions. Further guidance can be obtained here: <https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport>.

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

Should you have any queries or concerns about your body's eligibility to hold a permit, you should contact the [Central Licensing Office](#) for advice.

Giving false information in order to obtain a permit is an offence and could lead to prosecution. It could also result in your vehicle being impounded.

If you make no charge for the provision of transport, either directly or indirectly, you do not require a permit. Payment is often referred to as Hire or Reward and is a payment that gives a person the right to be carried on a vehicle regardless as to whether that right is exercised. Payment can be made directly such as a fare or indirectly such as a membership subscription fee.

The current scale of fees for Permits is available here:

<https://www.gov.uk/government/publications/bus-registration-and-permits-scale-of-fees>.

1. Your details

Normally the body applying for a permit will be an organisation. However, if you are an individual applying on behalf of a body please state on a separate piece of paper your connection with the body and explain why the application is not being made by the body.

Please supply a full postal address and a day time telephone number you can be contacted on.

2. What the body is concerned with

Please tick the box or boxes relevant to your body. If you select 'Other activities of benefit to the community' you must provide full details in the box provided.

3. Type of education establishment

If your body is concerned with education please explain what type of educational establishment your body is. For example, university, training college, school. If a school, please state what type of school it is, for example, a state funded school or a fee paying school. If you are a fee paying school and have charitable status please enter the charity number at question 6, otherwise please give further details of the nature of your establishment.

Not all educational establishments are eligible for a permit. If it is a private or commercial school a [Public Service Vehicle Operator's licence](#) may be required.

4. Profit making activities

If your body carries on any of its activities with a view to making a profit, details of these activities must be supplied.

5. Use of the vehicle

A permit allows a charge to be made for the carriage of passengers. The charge can be set at a level that covers the running costs of the vehicle but must not be set at a level so as to produce a profit. If at any time it is proposed that the vehicle will be used with a view to profit you must provide details.

6. Charitable status

Please supply the registered charity number for your body, if appropriate.

7. Companies House

If the body is registered with Companies House please supply the registration number and enclose a copy of the Memorandum and Articles of Association.

8. Community Interest Companies

Please enclose a copy of the Memorandum and Articles of Association.

9. Existing permits

Please give the permit number for all permits you currently hold and the name of the issuing body. This includes any small or large permits issued before 6th April 2009 which have not been replaced.

10. Previous applications

You must inform the Traffic Commissioner if your body has ever had an application for a permit refused by any issuing body. Please provide details to whom the application was made; when and why it was refused.

11. Number of permits required

You may apply for any number of permits on one application form but you must ensure that you submit the relevant fee to cover each permit applied for.

Standard permits are for vehicles which can carry no more than 16 passengers. This includes small vehicles such as cars and MPVs which can carry up to eight passengers. Please note though that in order to use a small vehicle under a permit, passengers must be charged at separate fares.

Large bus permits are for vehicles which can carry 17 or more passengers and must be obtained through the Traffic Commissioner by way of an application to the Central Licensing Office, Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF.

A large bus permit cannot be used to operate a vehicle adapted to carry sixteen or fewer passengers. If you wish to use a smaller vehicle you must also apply for a standard permit.

Please note the driver's seat is not taken into account when considering the number of passengers that may be carried.

12. Classes of passengers to be carried

Please ensure that you tick all the classes of passengers you will be carrying on the vehicle. Should you wish at a later date to change the class of passengers you will be required to submit an application for a new permit.

If applying for persons in a geographically defined area please supply details of the area you propose to cover with your service. Please also explain what the criteria will be to ensure eligibility of the passengers. Remember, you cannot use a vehicle being operated under a section 19 permit to carry members of the general public.

QUESTIONS 13 TO 21 ARE TO BE COMPLETED BY APPLICANTS FOR LARGE BUS PERMITS ONLY

13. Co-ordinating the activities of other bodies

A large bus permit can only be issued to a body which assists and co-ordinates the activities of bodies concerned with:

- Education; Religion;
- Social welfare; or
- Other activities of benefit to the community

Large bus permits cannot be granted to bodies concerned only with recreational activities. If your body does not co-ordinate the activities of other bodies you must contact the [Central Licensing Office](#) for further advice.

14. Details of other bodies

The Traffic Commissioner must be satisfied that an applicant meets the necessary criteria. Therefore information about the other bodies which your body assists and co-ordinates the activities of are required. Please explain in what way your body carries out these functions and what the connection there is between your body and the other bodies, using additional sheets of paper if required.

15, 16 and 17 Profit

All these questions relate to profit.

A vehicle must not be used under the authority of a permit in connection with an activity that is carried on with a view to profit.

The vehicle must also be used without a view to making a profit. Should the permit granted it will be your responsibility as permit holder to ensure these requirements are met; the vehicle will be being used under your permit.

If you have any doubts you should contact the [Central Licensing Office](#) for advice.

18. Hired in vehicles

It is not a requirement for you to own the vehicle that is to be used under the permit. A vehicle may be hired in as required. However, any large vehicle you use under the permit must have a Certificate of Initial Fitness (COIF) or Certificate of Conformity (CoC) and must be in a safe and roadworthy condition. You are therefore strongly advised to check thoroughly any hired vehicle before use to ensure that it is roadworthy. You will also need to ensure that the vehicle has been issued with a COIF or COC.

19. Vehicles in possession

It is not a requirement for you to have a vehicle in possession before a permit may be granted.

If you are planning to purchase a vehicle please tell the [Central Licensing Office](#) as soon as it has been purchased and provide details of your maintenance arrangements.

20. Maintenance arrangements

The Traffic Commissioner must be satisfied that you have adequate maintenance arrangements to keep your vehicle in a roadworthy condition. You must therefore supply details of the arrangements you have made to ensure that the vehicle is kept in a roadworthy condition. If the Traffic Commissioner is not satisfied as to the arrangements the application will be refused.

The vehicle will also need to have been issued with a COIF or COC prior to being used under the permit.

21. Safety inspections

It is vital that the vehicle is kept in a safe and roadworthy condition. Failure to do so may result in the permit being revoked.

Part of this process is making sure that the vehicle is inspected regularly. DVSA recommends at least every ten weeks.

If you have any questions concerning maintenance please contact [DVSA](#) or refer to the agency's [Guide to Maintaining Roadworthiness](#).

DECLARATION – TO BE READ AND SIGNED BY ALL APPLICANTS

Please read the declaration carefully. As the permit holder your body will be responsible for ensuring compliance with the legislation.

If you fail to meet the required standard to hold a permit it may be revoked by the Traffic Commissioner.