



**2. What is your body concerned with?**

Education

Religion

Social Welfare

Recreation   
(Standard permits only)

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

Other activities of benefit to the community   
Please give details in the box below  
and continue on a separate sheet  
if required

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

**4a. Are you engaged in any commercial road transport services?**

YES  NO

**4b. Are you engaged in road passenger transport exclusively for non-commercial purposes?**

YES  NO

Only organisations that provide passenger transport exclusively for 'non-commercial' purposes or which have a main occupation other than that of a road passenger transport operator can apply for permits under Section 19 or Section 22 of the Transport Act 1985. Additionally the vehicle must not be used with a view to profit, nor incidentally to an activity that is itself carried on with a view to profit. If you have yes to either of the above questions please provide details below of how you meet these exemption criteria. You should enclose any relevant evidence with your application.

**5. Does the body have charitable status?** Yes  No

If it has a registered charity number please give that number

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**6. Does the body have a number registered with Companies House?**

Yes  No

If YES please give the number

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**7. Is your body a Community Interest Company?**  Yes  No

**8. Do you already hold any standard bus or large bus permits?**

Yes       No

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

<b>Permit Number</b>	<b>Issuing Body</b>

9. Has your body ever had an application for a permit refused?

Yes  No

If YES please supply details below and continue on a separate sheet of paper if required.

# Permit details

## 10. How many permits do you require?

Carrying Capacity	Type of permit		Number Required
9 -16 passenger seats (i.e. excluding driver)	Standard		
17 or more passenger Seats (i.e. excluding driver)	Large	Single deck vehicle	
17 or more passenger Seats (i.e. excluding driver)	Large	Double deck vehicle	

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

## 11. 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 12 to 20 and go to the declaration on page 9.

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.

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

YES  NO

If YES please go to Question 13.

If NO please contact the [Central Licensing Office](#) for advice.

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

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

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

YES  NO

**15. 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

**16. 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.

**17. 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 18

**18. Have you already got your vehicle?**

YES  NO

If YES please complete Questions 19 and 20

If NO, please tell the [Central Licensing Office](#) when you get one and supply the details that are shown in questions 19 & 20.

**19. 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

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

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

At least every \_\_\_\_\_ weeks.

If any of your maintenance arrangements mentioned in Q19 and Q20 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 DVSA [Guide to Maintaining Roadworthiness](#).



## DECLARATION FOR ALL APPLICANTS

I am authorised by the body applying for this permit to make this declaration on behalf of its members.

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 section 19 of the Transport Act 1985 and any regulations made under these sections, and that the vehicle will only be used in circumstances where:-
- the operator has a main occupation other than that of a road passenger transport operator; or
- it is engaged in road passenger transport for exclusively for non-commercial purposes;
- and that 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 the [Central Licensing Office](#) for advice before submitting an application.

Once you have completed the form and signed below, please go to the payment section on the last page

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Position held \_\_\_\_\_

**Now please send in the post to: Central Licensing Office, Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF**

### 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.

## 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 be returned and not considered at this time if this fee is not included. 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.

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.

### 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:

Issue number (Maestro only)

Start Date (Maestro only) Month:       

Card Security number\*

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

**Your payment details will not be held for any longer than required for the purpose of paying the fee.**