

For official use only

# Application for a small or large bus permit

Before you fill in this application please read the guide PSV 385 which you can get free from Traffic Area Offices.

 in CAPITAL LETTERS  the boxes

## Note

Large bus permits can only be issued to a body which helps and coordinates the activities of 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.

A permit does not allow you to carry the general public, you are only authorised to carry those groups of passengers ticked in Question 5. You may tick more than one box in Questions 2 and 5.

## Your Details

**1** Name of body applying (*give local branch or group name if appropriate*)

● Official address for correspondence   
  
 Postcode

● Daytime telephone number

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

<ul style="list-style-type: none"> <li>● Education <input type="checkbox"/></li> <li>● Religion <input type="checkbox"/></li> <li>● Social Welfare <input type="checkbox"/></li> <li>● Recreation (<i>small buses only</i>) <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>● Helping and coordinating the activities of community bodies (<i>large bus permit applicants only</i>) <input type="checkbox"/></li> <li>● Other activities of benefit to the community, please give details <input type="checkbox"/>  <input style="width: 500px; height: 20px;" type="text"/></li> </ul>
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**3** Do you already hold any small bus /large bus permits? Yes  No

● If Yes, please give Permit No(s) and the issuing body/bodies

## Permit Details

**4** What do you want the permit for:

● either a small bus to carry 9 - 16 passengers? <input type="checkbox"/>	● or a large bus to carry more than 16 passengers? <input type="checkbox"/>
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**5** What classes of passenger will you carry?

<ul style="list-style-type: none"> <li>● Members of the body holding the permit <input type="checkbox"/></li> <li>● Persons whom the body is there to help, and people who help them (<i>including groups using a permit granted to an "umbrella organisation"</i>) <input type="checkbox"/></li> <li>● Persons who are physically handicapped or seriously ill, and their helpers <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>● Students, staff or their helpers, of a school or college <input type="checkbox"/></li> <li>● Other, please give details <input type="checkbox"/>  <input style="width: 500px; height: 20px;" type="text"/></li> </ul>
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## Vehicle Details

Please fill in this section **only** if you are applying for a **large bus permit**. **Otherwise please go straight to the Declaration.**

**6** If you are going to use only hire vehicles, please tick the box and go on to the next section.   
If **NOT** please fill in **this section first**

**7** Have you already got your vehicle? Yes  No

- If **Yes**, please fill in questions 8 -10.
- If **No**, please tell the Traffic Area Office when you get one.

**8** No. of passenger seats (*\*delete as appropriate*)  Single/Double decker\*

**9** Name and address of person(s) or garage etc. who will maintain and service the vehicle   
  
 Postcode

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

**10** How often will safety checks be made on the vehicle? 

Weeks	Miles
<input type="text"/>	<input type="text"/>

## Declaration

- I am authorised by the body applying for this permit to make this declaration on behalf of its members (or the members of the local branch or group named in the 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.

**The body will make proper arrangements so that any vehicle used under the permit:**

- will comply with the appropriate construction requirements and conditions of fitness
- will be kept fit and serviceable and regular maintenance inspections will be carried out;
- will be properly insured for the uses authorised by the permit.

**Drivers will:**

- report mechanical faults in vehicles as soon as possible and get them put right promptly;
- be either over 21 years of age and hold a full (not provisional) driving licence or the holder of a PCV driver's licence. If the vehicle has manual transmission the full driving licence must be in Category B and the PCV drivers' licence must be Category D.

I enclose a fee of  £  (*cheques made payable to the Traffic Commissioner*)

Signed  Date

Name (Capitals)  Position held

*Now send this form to the Traffic Commissioner for the Traffic Area in which the body is based.*

**Using a vehicle to carry passengers for hire or reward other than as authorised by your permit, or operating the vehicle with the intention of making a profit, either directly or indirectly, is against the law. A false statement made in order to get a permit is also a criminal offence.**