

Application to Change or Cancel details of a Local Service Registration

The “**Guide to local bus service registration**” [PSV353A] will help you fill in this form. If you have any further problems, contact the Licensing Team at your local Traffic Area Office, or refer to the VOSA website at **www.vosa.gov.uk**.

Where the rules allow the Traffic Commissioner to accept less than 56 days notice of this charge or cancellation (see Part 3 of The Guide) you will also need to fill in and attach form PSV350A.

You must send an appropriate fee - see separate schedule for list of fees or refer to website **www.transportoffice.gov.uk**

For official use only

☒ **the boxes**  **in CAPITAL LETTERS**

1. Name, which appears on your PSV operator's licence or community bus permit
2. Trading name *(If different from above)*
3. Address for correspondence

Postcode
E-mail address
4. Daytime telephone number
5. PSV operator's licence number(s) or community bus permit number(s)

6. Traffic Area(s) in which the service is registered

7. Traffic Area Registration reference number(s) and Route number (including any letters eg. 15A etc)

8. Are you applying to cancel this registration? Yes ☐ No ☐ *If 'Yes', go to Q.10*

If “No”, please tick the items that will change (one or more)

- | | | | |
|------------------------------|--------------------------|---|---|
| Route description | <input type="checkbox"/> | } | Please complete a new sheet and enclose a new map |
| Bus stop and stopping places | <input type="checkbox"/> | | |
| Stopping arrangements | <input type="checkbox"/> | | Please attach details |
| Reversing manoeuvres | <input type="checkbox"/> | | Please attach details |
| Timetable | <input type="checkbox"/> | | Please attach a new timetable |
| Other | <input type="checkbox"/> | | Please attach details |

9. Please summarise the changes for "Notices and Proceedings" (*An outline of the changes should be given - a submission of the revised timetable will not suffice and may delay the processing of your application*).

10. When do you want the changes to take effect?

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This should normally be a least 56 days from the date when this application is accepted. If you want a shorter period of notice then you must also complete and attach form PSV350A.

11. Please show whether any part of your service is supported by subsidies from a local authority or PTE.

No subsidy ☐

Wholly subsidised ☐

Partly subsidised ☐

12. Please give the name(s) of the authority
or PTE providing the subsidy.

The Traffic Commissioner has powers to impose such penalty as he thinks fit on an operator if he is satisfied that the operator has failed to provide a service as registered or has operated in contravention of Section 6 of the 1985 Transport Act.

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 the operator is licensed to use under all the PSV operator's licences held by him.

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

I have sent a copy of this form and supporting document to the following authorities:

DECLARATION

I declare that, as far as I know, the information I have given is true and correct.

Signed

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Position in business

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Name

(in CAPITALS)

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Date

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Now return this form to the office for the Traffic Area in which your service starts.

Please ensure that you have enclosed the following:

- a full timetable (*if it is to be changed*); ☐
 - a new route description or stopping places sheet; ☐
 - form PSV350A (*if applicable*); ☐
 - the required fee unless cancelling or changing a service to meet the requirements of traffic regulation conditions or orders. ☐
- } See question 8.
- See question 10.