

Application to Register a Flexible Bus Service

For official use only

Please note that flexible services can only operate wholly within England and Wales (but NOT in Scotland) and you must send the correct fee with this form.

Where the rules allow the Traffic Commissioner to accept less than 56 days notice of this registration, you should also fill in and attach form PSV350A. If the service has stopping places in the Greater London area, you will also need a London Service Permit from Transport for London.

The 'Registration of Flexibly Routed Local Bus Services – A Guide for Operators' will help you fill in this form but if you have any further problems, try www.vosa.gov.uk or contact the licensing team at your local Traffic Area Office.

☐ ☒ Tick the Boxes

 In CAPITAL LETTERS

Does any part of this service run in Scotland?

Yes
☐

No
☐

Your Details

1. PSV operator's licence number(s) or community bus permit number(s) (if any) ¹	
2. Name, which appears on your PSV Operator's Licence or Community Bus Permit ¹	
3. Trading name (if different from above)	
4. Your correspondence address	
5. Daytime telephone number	

Declaration

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

Signed:

Date:

Name (IN CAPITALS)

Position in Business:

The service

6. What is the service number or operating name of the service?

7. What is the proposed start date?²

8. What days and times will the service run on?

¹ Services operated directly by a local authority do not require an operator's licence.

² Include form PSV350A if the date is less than 56 days after the date on which you expect the application to be accepted.

	Yes	No	
9. Will the service operate within a geographical area of flexible operation?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, give a full description in the service description sheet .
10. Will the service use recognised bus stops?	<input type="checkbox"/>	<input type="checkbox"/>	Give details of stopping arrangements using the service description sheet .
11. Are there any stopping points, layover points and terminus points where you will stop longer than is necessary to pick up or set down passengers?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please give details using the service description sheet
12. Will the service need any new bus stops?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please give details using the service description sheet
13. Are there any fixed stopping points?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, list them on the service description sheet .
14. Are any fixed stopping points timetabled? If yes, please attach a copy of any full timetable for any fixed stops (which must show the days and times of your operation, and exceptions such as public holidays). <i>If you wish to change the timings you must apply to vary the registration.</i> If no, are any stops not available for bookings at particular times? If so, please give full details on the service description sheet .	<input type="checkbox"/>	<input type="checkbox"/>	
15. Are there any fixed sections of route?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please give a full details on the service description sheet and mark these sections on a route map
16. Will any sections of fixed route operate as 'Hail and Ride'?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, give full details of the route, stopping places and timetables for this section(s).

17. Please show whether your service is subsidised by a local authority or PTE	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> In part
18. Please give the name(s) of the authority or PTE providing the subsidy.			
19. In which Traffic Area will the greater part of your geographical area of flexible operation or fixed stops be located?			

You must send a copy of this form (at the same time as you send it to your local Traffic Area Office) with its supporting documents to each of the county councils, unitary authorities, PTEs 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 documents to the following authorities.

Pre-booking arrangements

20. How do passengers pre-book journeys? Please include details of: (a) how the location of flexible pick-up and drop-off points will be agreed between the operator and individual passengers. (b) how pick-up and drop-off times will be agreed with individual passengers in areas of flexible operation.	
21. What are the days and times of the year when passengers may pre-book journeys?	
22. Will all bookings be accepted? Are there any arrangements if an individual booking cannot be accepted?	
23. If pre-bookings are subject to a time window, please give details.	

Service-type operated – see paragraphs 10-13 of the guidance

(Tick all boxes that apply)

☐ One-to-many

☐ Many-to-one

☐ Many-to-many

24. What size(s) of vehicles will be used (in passenger seats)?	
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Please provide the following:

- A map not smaller than 1:50000 scale showing:
 - (a) the road boundaries of the geographical area of flexible operation (*if any*), and;
 - (b) any fixed sections of route, including route variations.
- Any timetable for any fixed stops;
- Additional route description sheet(s) if used;
- Form PSV350A, if necessary
- The fee, cheques made payable to VOSA

Now return this form to the Traffic Area Office where the greater part of your operational area, or fixed stops, are located.

Notes

Shorter notice period – *You cannot normally start earlier than 56 days from the date when the Traffic Commissioner accepts the registration. Appendix 3 of the Local Bus Service Registration – Guide for Operators (PSV353A) explains the limited cases when a shorter period of notice can be accepted³. When these cases apply you must also complete and attach form PSV350A.*

Bus Service Operators Grant - *Your service may be eligible for a grant towards the excise duty charged on bus fuel under Section 154 of the Transport Act 2000. Bus Service Operators Grant is payable for local services (and London local services) providing they satisfy certain other conditions including that they can and are used by members of the general public. Details are available in leaflet PSV360.*

Failure to provide the service as registered – *if you fail to provide the registered service, you may face disciplinary action by the Traffic Commissioner, including a fine.*

³ Except bullet 5 (changes to service timetable).

Service Description (please use black ink)

Please include details of:

The area of flexible operation; any recognised, or new, bus stops used; any fixed stopping points and the timetable for them (if there is one) and any fixed, or hail and ride, sections of the route.