

Application to Register a Bus Service

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 in your local Traffic Area Office or telephone the VOSA National Enquiry Number 0870 60 60 440. 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. Do not use this form but form PSV381. **You must send the correct fee with this form (see separate fee schedule).**

For official use only

Your Details



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. Where does your service start from?

To

7. Where does it finish?

Via

8. Main points served

numbered

9. Route number (if any) including any letters (eg 17A, 17B)

10. What type of service will you run?

Normal Stopping service ☐

Excursion or tour (omit ☐

Limited stops ☐

Question 13 to 19)

Schools or works service ☐

Hail and ride ☐

Other (please state) ☐

11. What is the proposed start date?*

12. What days will the service run on and at what frequency?

13. Will any turning or reversing manoeuvre be needed along the route? Yes ☐ No ☐ ➡ If Yes, please give details on the **route description sheet**.
14. Will the service use all recognised bus stops along the route? Yes ☐ No ☐ ➡ If No, give details of the stops used, using the **route description sheet**.
15. Will the service need any new bus stops? Yes ☐ No ☐ ➡ If YES, please give details on the **route description sheet**.
16. Will any part of the service have no fixed stopping places (*hail & ride etc.*)? Yes ☐ No ☐ ➡ If YES, please give details of stopping arrangements, using the **route description sheet**.
17. In which Traffic Areas will the service operate? (*see appendix 1 of the guide for addresses*).
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18. Please show whether your service is supported by subsidies from a local authority or PTE. Yes ☐ No ☐ In part ☐
19. Please give name(s) of authority or PTE providing the subsidy.
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Please use the route description sheet overleaf to give details as required:

- Give a full description of the route in sufficient detail to show all the roads it uses. If the service is to deviate from this route on demand, please give details.
- Show clearly any route variations, excluding short workings, you intend to include in your service. Variations should have at least 50% in common with the main route. If they do not, please ask the Traffic Area Office if you should register them separately.
- Give details of any timing points, layover points and terminus points along the route where you will stop longer than is necessary to pick up or set down passengers.

Please provide the following:

- A map (scale of 1:50,000) clearly marking the road to be used, including route variations.
- A copy of your full timetable (*which must show the day and times of your operation, and exceptions such as public holidays*). If you wish to change the timings **you must apply to vary the registration**.
- Form PSV 350A if the date given at Q11 is less than 56 days after the date on which you expect the application to be accepted.✳

☼ Notes

Shorter period notice – You cannot normally start less than 56 days from the date when the Traffic Commissioner accepts the registration. Appendix 3 to the guide explains the limited cases when a shorter period of notice can be accepted. When these cases apply you must also complete and attach form PSV 350A.

Bus Service Operators' Grant (formerly known as Fuel Duty Rebate) – You may be eligible for a grant which is payable to operators of registered local services provided the services are not excursions or tours. Certain conditions apply, details of which can be found in leaflet PSV 360.

Failure to provide the registered service or failure to comply with or contravention of legislation – 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; has operated in contravention of Section 6 of the 1985 Act or operated contrary to other relevant legislation.

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/her.

You must send a copy of this form with the supporting documents to each of the county councils, unitary authorities, PTEs and regional or islands 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:

Declaration

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

Signed

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Date

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Name

(in CAPITALS)

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Position in
business

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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;
- a map or plan showing the roads to be used;
- additional route description sheet(s) if used;
- form PSV350A, if necessary;
- the appropriate fee - see separate fee schedule, (Payable to the Vehicle and Operator Services Agency)

Route description

(Please use black ink)

Please give the following details:

Excursions or Tours

1. an outline of the route with picking up points;
2. the periods in the year when the service will operate; and
3. the maximum number of vehicle departures in any one day.

Other Services

1. route description;
2. any variations to the route;
3. variations made on demand;
4. timing points/terminus points/layover points;
5. reversing or turning manoeuvres
6. stops used on limited stop services; and
7. stopping arrangements for services (or part of a service) that have no fixed stopping places eg "Hail and Ride".

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Continue on a separate sheet if necessary.