Office of the
Traffic Commissioner

PSV350A

Application to register a standard bus service in England and Wales: Supplementary Form – request for short notice

About this form

You should use this form with the registration form PSV350 or the cancellation and changes form PSV355 in all cases where the period of notice is less than the required notice period (42 days in England or 56 days in Wales).

You should provide a letter of support from the local authority. This will be taken into account with your application.

If you wish to vary the timetable for all or part of the week which includes 24 December, Christmas Day, Good Friday or any bank holiday, a formal variation is not required. You must serve a notice of intent on the Traffic Commissioner 21 days before the variation is to take effect. You can email details of the service effected and relevant days to: bus-registrations@otc.gov.uk

Do not send to the Office of the Traffic Commissioner on its own.

Further guidance on local bus services can be obtained here:

The Guide to local bus service registration will also help you to complete your application.

If you are registering a service in England please read Guidance on notifying a local authority of a bus service.

Please refer to the Senior Traffic Commissioner's Statutory Document on PSV Operations for further information.

Giving false information or modifying the application form is an offence and could lead to prosecution. It could also result in your vehicle(s) being impounded.

Filling in the form

Complete all relevant questions in the fields provided. Where further space is required either provide this information on the body of the email if submitting electronically or on a separate sheet of paper if submitting by post.

You can either:

- Complete the form in full electronically and submit with all supporting documentation attached by email to:

  bus-registrations@otc.gov.uk

- Complete using black ink ensuring that the form is completed in full and submit with all supporting evidence by post to:

  Office of the Traffic Commissioner
  Quarry House
  Quarry Hill
  Leeds
  LS2 7UE

APPLICANT DETAILS

1. Name in which your PSV operator's licence or community bus permit is held

2. Registration reference to which this application for short notice relates

3. Service number to which this application for short notice relates

4. I ask the Traffic Commissioner's permission to:

Register ☐ Vary ☐ Cancel ☐

a local bus service with less than 42 days' notice (in England) or 56 days' notice (in Wales) by short notice under the following grounds specified in Regulation 7(2) of The Public Service Vehicles (Registration of Local Services) Regulations 1986:

☐ (a) **register** or **vary** a service (or part of a service) which will be substantially similar to and replace a service (or part of a service) which has ceased or is ceasing to operate;
(Please provide the name of the operator and registration reference of the discontinued service below)

☐ (b) **vary** or **cancel** the registration of a standard service which is either not available to members of the general public or not regularly used by them;
(e.g. works or school services)

☐ (c) **vary** or **cancel** the registration of a service in response to representations from an authorised person (a traffic authority or a chief officer of police) on a matter concerning road traffic regulation or road safety;
(If this option is selected please enclose evidence e.g. a copy of a letter from the traffic authority or police)

☐ (d) **register** the particulars of a new service or **vary** the registration to augment an existing service in order to provide a service for a period not exceeding 21 days, in connection with a specified event or occasion which will cause an additional demand for a service;

☐ (e) **vary** a registration by adjusting the timetable without significantly affecting the level of the service provided, and the adjusted timings are either—
(i) no more than 10 minutes earlier or later than those in the registered timetable, or
(ii) required to adapt the service to a variation in a connecting rail, ferry or air service;

(If (ii), a connecting service, please provide details of the service below)

☐ (f) **vary** the registration during a period not exceeding 14 days in response to public holidays restricted to the relevant locality or holidays taken by a substantial proportion of the population in that locality;
(Please provide details below)

☐ (h) where, due to circumstances which were not reasonably foreseen, you failed to make an application in sufficient time for the period of notice;
(commercial decisions will not normally be accepted, please provide details of the unforeseen circumstances below)

☐ (i) **register** or **vary** a registration in order to meet an urgent and exceptional public passenger transport requirement.
(Please provide details of the urgent and exceptional requirement below)

DECLARATION

I declare that,

- to the best of my knowledge, the information I have given is true and correct.
- I have sent a copy of this form and supporting documents to each of the local authorities in whose area this service will operate and will comply with any local authority scheme requirements.

Sign – click below to upload an electronic signature or physically sign the paper form

Date

Name in CAPITALS

Position held

DATA PROTECTION

The Traffic Commissioners' fair processing notice tells you what you can expect when a Traffic Commissioner of Great Britain (the data controller) collects your data. A Traffic Commissioner will use your personal information as part of their work as the competent authority for assessing access to the occupation of road transport operators. You can access the fair processing notice here: https://www.gov.uk/government/publications/traffic-commissioners-for-great-britain-privacy-notice.

Alternatively, you may request a paper copy by telephoning 0300 123 9000.

NOTE: it is a criminal offence to give false information in this application

What you need to do

- Read the above guidance notes 'about this form' before completing the form
- Make sure you've signed it
  The application should be sent by email to: bus-registrations@otc.gov.uk or posted to: Office of the Traffic Commissioner, Licensing Office, Quarry House, Quarry Hill, Leeds LS2 7UE