

# APPLICATION FOR A SMALL BUS PERMIT

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

APPLICATION FEE NON-REFUNDABLE



In CAPITAL LETTERS



the boxes

**Note**

Small 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 the 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**

<b>1</b>	Name of body applying (give local branch or group name if appropriate)	
	• Official address for correspondence	
		Postcode
	• Daytime telephone number	

<b>2</b>	What is your body concerned with	Education	<input type="checkbox"/>	• Helping and coordinating the activities of community bodies (large bus permit applicants only)	<input type="checkbox"/>
		Religion	<input type="checkbox"/>		
		Social Welfare	<input type="checkbox"/>	• Other activities of benefit to the Community, please give details	<input type="checkbox"/>
		Recreation (small buses only)	<input type="checkbox"/>	.....	
				.....	

<b>3</b>	Do you already hold any small / large bus permits?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If Yes, please give Permit No(s) and the issuing body/bodies				

**Permit Details**

<b>4</b>	What do you want the small bus permit for:	.....
		.....

<b>5</b>	What classes of passenger will you carry?		• Students, staff or their helpers, of a school or college	<input type="checkbox"/>
	• Members of the body holding the permit	<input type="checkbox"/>		
	• Persons whom the body is there to help, and people who help them (including groups using a permit granted to an “umbrella organisation”	<input type="checkbox"/>	• Other, please give details	<input type="checkbox"/>
			.....	
	• Persons who are physically handicapped or seriously ill, and their helpers	<input type="checkbox"/>	.....	

## 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 PSV driver's licence. If the vehicle has manual transmission the full driving licence must be in group A and the PSV drivers' licence must be class 1.

I enclose a fee of 

£
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 (cheques made payable to North Lincolnshire Council)

Signed:		Date:	
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Name (Capitals):		Position held:	
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This form should be sent to:

**The Licensing Division  
Neighbourhood & Environmental Services  
Church Square House  
PO Box 42  
SCUNTHORPE  
DN15 6XQ**

**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.**

**NORTH LINCOLNSHIRE COUNCIL**

If you are applying for a small bus permit, please complete this supplementary Questionnaire.

- 1 Full name of applicant: .....
- 2 Does the body make a charge for transport services – this does not have to be a direct charge but can be part of a larger payment – school, fees, club subscription, nursing home fees, retirement home, etc YES / NO
- 3 Is the permit for a body either corporate or incorporate – that is – is it one entity capable of entering as such into legal commitments and acting collectively. YES / NO
- 4 Is the body giving to be the user of the permit. YES / NO
- 5 Is the user body a registered charity or does it have charitable status. If “Yes”, please give registered number ..... YES / NO
- 6 Is the user body one which undertakes non-profit making activities only. YES / NO
- 7 Is the bus going to be used solely in connection with activities carried out by the user body which are neither profit making in themselves nor incidental to profit making activities. YES / NO
- 8 Does the applicant body certify that the vehicle will never be used in profit-making activities. YES / NO

**DECLARATION**

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

Signed:		Date:	
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Name (Capitals):		Position held:	
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This Questionnaire should accompany application form SBP 1 for a bus permit.