

2. What is your body concerned with?

Education

Religion

Social Welfare

Recreation
(Standard permits only)

Helping and coordinating the
Activities of not for profit bodies
(large bus permit applicants only)

Other activities of benefit to the community
Please give details in the box below
and continue on a separate sheet
if required

3. If your body is concerned with education please explain what type of establishment it is and how it is funded.

4a. Are you engaged in any commercial road transport services?

YES NO

4b. Are you engaged in road passenger transport exclusively for non-commercial purposes?

YES NO

Only organisations that provide passenger transport exclusively for 'non-commercial' purposes or which have a main occupation other than that of a road passenger transport operator can apply for permits under Section 19 or Section 22 of the Transport Act 1985. Additionally the vehicle must not be used with a view to profit, nor incidentally to an activity that is itself carried on with a view to profit. If you have **yes to either of the above questions** please provide details below of how you meet these exemption criteria. You should enclose any relevant evidence with your application.

5. Does the body have charitable status? Yes No

If it has a registered charity number please give that number

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6. Does the body have a number registered with Companies House?

Yes No

If YES please give the number

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7. Is your body a Community Interest Company? Yes No

9. Has your body ever had an application for a permit refused?

Yes No

If YES please supply details below and continue on a separate sheet of paper if required.

Permit details

10. How many permits do you require?

Carrying Capacity	Type of permit		Number Required
9 -16 passenger seats (i.e. excluding driver)	Standard		
17 or more passenger Seats (i.e. excluding driver)	Large	Single deck vehicle	
17 or more passenger Seats (i.e. excluding driver)	Large	Double deck vehicle	

You may apply for any number of standard or large bus permits on this application form.

11. What classes of passengers will your vehicle carry?

- A) Members of the body holding the permit
- B) Persons whom the body exists to benefit, and persons assisting them
- C) Disabled persons or persons who are seriously ill, and persons assisting them
- D) Pupils or students of any school, college, university or other educational establishment and staff or other helpers accompanying them
- E) Persons living in a geographically defined local community, or group of such communities, whose public transport needs are not met other than by virtue of services provided by the body holding the permit - please give details in the box below
- F) Any other class or person - please give details in the box below

For use if applying for passengers in Class E or Class F

The following questions are to be completed only if you are applying for a large bus permit. If applying for a standard permit please ignore questions 12 to 20 and go to the declaration on page 9.

Large bus permits can only be issued to a body which helps and coordinates the activities of not-for-profit bodies concerned with (a) education, (b) religion, (c) social welfare, or (d) other activities of benefit to the community - that is a local authority or an "umbrella organisation" for voluntary groups.

Please note that a large bus permit cannot be used in connection with a recreational activity.

12. Does your organisation assist and coordinate activities of other not-for-profit bodies?

YES NO

If YES please go to Question 13.

If NO please contact the [Central Licensing Office](#) for advice.

13. What bodies does your organisation assist and co-ordinate the activities of? Please provide details.

Name of body	Activity
Your organisation's role. Please explain how it assists and co-ordinates the activities of these bodies	

14. Are all the bodies that your organisation co-ordinates the activities of carried on without a view to profit?

YES NO

15. Please confirm that any vehicle being used under the permit, should it be granted, shall not be used with a view to profit.

YES NO

16. Please confirm that the permit, should it be granted, shall not at any time be used incidentally to any activity which is carried on with a view to profit.

YES NO

VEHICLE MAINTENANCE - LARGE BUS PERMIT APPLICANTS ONLY

Please note that any large vehicle used under a section 19 large bus permit must have a Certificate of Initial Fitness or Certificate of Conformity to show that it meets the standards required for a Public Service Vehicle. The vehicle must also be tested as Class VI.

17. Are you going to use hired in vehicles only?

YES NO

If YES please move on to the Declaration

If NO please move on to question 18

18. Have you already got your vehicle?

YES NO

If YES please complete Questions 19 and 20

If NO, please tell the [Central Licensing Office](#) when you get one and supply the details that are shown in questions 19 & 20.

19. Name and address of person(s) or garage who will maintain and service the vehicle and the facilities available

Name and address of person or garage	Facilities available eg pits, hoists, etc

Please attach a written maintenance contract or letter of agreement from the person or garage doing the work.

20. How often will safety checks / inspections be made on the vehicle?

At least every _____ weeks.

If any of your maintenance arrangements mentioned in Q19 and Q20 change you must notify the Traffic Commissioner within 28 days.

REMEMBER, the permit holder remains responsible for the condition of vehicles inspected and/or maintained for them by agents or contractors. Information on this and on drawing up a contract can be found in the section on 'Safety Inspection and Repair Facilities' in the DVSA [Guide to Maintaining Roadworthiness](#).

DECLARATION FOR ALL APPLICANTS

I am authorised by the body applying for this permit to make this declaration on behalf of its members.

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

- The body will operate under this permit within the terms of section 19 of the Transport Act 1985 and any regulations made under these sections, and that the vehicle will only be used in circumstances where:-
- the operator has a main occupation other than that of a road passenger transport operator; or
- it is engaged in road passenger transport for exclusively for non-commercial purposes;
- and that the laws relating to the driving and operation of vehicles used under this permit shall be observed.

The body will make proper arrangements to ensure that any vehicle, whether owned or hired in, used under the permit:

- Will comply with the appropriate construction requirements and conditions of fitness
- Will be kept in a fit and serviceable condition
- Regular maintenance inspections will be carried out
- Mechanical faults identified will be rectified promptly and before the vehicle is used again
- Will be properly insured for the uses authorised by the permit

Drivers will;

- Report mechanical faults in vehicles as soon as possible
- Be a person over 21 years of age who holds the appropriate entitlement to drive
- Be informed of their legal responsibilities as driver of a vehicle being used under a permit

If you have any doubt of your obligations or the eligibility of your body to hold a permit you should contact the [Office of the Traffic Commissioner](#) for advice before submitting an application.

Once you have completed the form and signed below, please go to the payment section on the last page

Signed _____

Date _____

Print Name _____

Position held _____

Now please send in the post to: Voluntary Transport Officer, Cumbria County Council, Parkhouse Building, Baron Way, Kingmoor Business Park, Carlisle, CA6 4SJ

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.

Payment details

Please send a cheque, made payable to Cumbria County Council for £8 per permit.

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