

## Transport for London



Page 1 of 9

Reference no. \_\_\_\_\_  
(Official use only)

### Application Form

**Operators are advised that Transport for London (TfL) requires a minimum of three months notice of the proposed start date of the service. If roads are currently not served by local bus services, or new stopping and terminal points are proposed, a longer notice period is desirable.**

**TfL and its agents will use the data supplied on this form for the purpose of issuing a London Service Permit and its administration. It may also be used for research purposes.**

If you do not complete this form online, please complete this form in black ink and circle YES/NO answers where applicable.

When using a separate sheet for long answers ensure these are clearly labelled.

Unless otherwise indicated you must answer all questions in parts 1 to 5, complete Appendix A and sign the declaration in part 6.

If you are applying for a London Service Permit for the first time you must provide the Health & Safety information detailed in Appendix C. However, you do not need to submit this information if you already operate a service that forms part of the London bus network (as defined in section 181 of the Greater London Authority Act 1999), either as a contractor to TfL London Buses or under a London Local Service Agreement.

If you already operate a London Service Permit service but have not previously submitted the information you are required to do so.

## Part 1: Your details

You must answer all questions in this section

**1** Name which appears on your PSV operator's licence or community bus permit

\_\_\_\_\_

**2** Trading name *(if different from above)*

\_\_\_\_\_

Company registration no. *(if any)*

\_\_\_\_\_

**3** Address for correspondence

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

**4** Daytime telephone no. \_\_\_\_\_

Mobile *(optional)* \_\_\_\_\_

Daytime fax no. \_\_\_\_\_

Email address \_\_\_\_\_

**5** PSV Operator's Licence number(s) or community bus permit

\_\_\_\_\_

## Part 2: Details of bus or coach service

**Note:** A service operating under a London Service Permit is a local service as defined under Section 2 of the Transport Act 1985. Operators are reminded that passengers must be carried at separate fares for journeys that include distances of less than 15 miles.

For services that cross the Greater London boundary you do not need to answer questions 6 to 10 or complete the route description in Appendix A provided you attach a completed copy of your Application to Register a Bus Service (form PSV 350) which includes all relevant details of the section within Greater London.

**6** Where does the service start from? \_\_\_\_\_

**7** Where does it finish? \_\_\_\_\_

**8** Proposed route no. *(if any)* or the name of the service \_\_\_\_\_

- 9** Type of service
- |                  |                          |                          |                          |
|------------------|--------------------------|--------------------------|--------------------------|
| Normal stopping  | <input type="checkbox"/> | Special event service    | <input type="checkbox"/> |
| Limited stop     | <input type="checkbox"/> | Schools or works service | <input type="checkbox"/> |
| Commuter service | <input type="checkbox"/> | Hotel transfer           | <input type="checkbox"/> |
| Tourist service  | <input type="checkbox"/> | Park and Ride            | <input type="checkbox"/> |
- Other (please state) \_\_\_\_\_

- 10** Proposed start date \_\_\_\_\_

- 11** Does the service start or finish outside Greater London Yes / No  
If 'YES' at which point on the route will it cross the Greater London boundary?
- \_\_\_\_\_

- 12** Is this service a flexibly routed local bus service? Yes / No

- 13** Are cash fares to be charged to passengers when boarding the bus? Yes / No

**Note:** Although providing details of the fares to be charged is not mandatory and such information will bear no weight on the decision making process, it would be of assistance, for public information purposes, if details of fares were enclosed with the application.

If 'NO' what arrangements are to be in place for charging passengers?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 14** Will Freedom Passes be accepted on the service? Yes / No

**Note:** Transport for London is required to inform the Association of London Government (ALG) of all services accepting Freedom Passes

If YES will travel be free  child or half fare

Other (please state) \_\_\_\_\_

- 15** How will the service be publicised?

**Note:** London Buses may be prepared to arrange bus stop publicity for certain types of service.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part 3: Licenses**

- 16** If the service starts or finishes outside Greater London please indicate that it has been registered with the relevant Traffic Area Yes / No

Please enter the service Registration No. (*if known*) \_\_\_\_\_

Traffic Area: \_\_\_\_\_

- 17** Will the service operate under contract to a local authority or other organisation? Yes / No

If 'YES', please enter name of authority or organisation:

\_\_\_\_\_

When does the contract expire? \_\_\_\_\_

- 18** Will the service continue an existing service currently operated under a London Local Service Licence or a London Service Permit which is due to expire shortly? Yes / No

If 'YES', please supply the following details:

Licence or LSP No. \_\_\_\_\_

Date of expiry \_\_\_\_\_

Route No. or Name \_\_\_\_\_

Are any changes proposed? Yes / No

If 'YES', please summarise the proposed changes in Appendix B attached.

- 19** Will the service continue an existing service that is being taken over from another operator? Yes / No

If 'YES', please supply the following details:

Name of previous Operator \_\_\_\_\_

Route No. or Name \_\_\_\_\_

Are any changes proposed? Yes / No

If 'YES', please summarise the proposed changes in Appendix B attached

- 20** Will the service involve changes or cancellation of any other bus services within Greater London? Yes / No

If 'Yes', separate application must be made to vary or cancel the relevant London Local Service Licence or London Service Permit where associated changes or cancellation of a service are proposed. Please summarise details on Appendix B attached.

- 21** If part of the service is proposed to operate within the precincts of Heathrow Airport, has authority been obtained from BAA Heathrow Airport Ltd.? Yes / No  
If 'NO', has an application been made to BAA Heathrow Airport Ltd? Yes / No
- 22** If part of the service is to utilise a bus stand on a public road located within the area covered by the City of Westminster (Restriction of Buses) (Terminal Point Area) (No.1) Order (or subsequent orders), has authority been obtained from the City of Westminster? Yes / No  
If 'NO', has an application been made to the City of Westminster? Yes / No

#### Part 4: Details of vehicles

- 23** Please indicate the type/size of vehicle(s) that will be operated on a REGULAR basis:

##### Vehicle Type 1

Single-deck

Double-deck

Is the vehicle low-floor? Yes / No

Is the vehicle wheelchair accessible? Yes / No

Max capacity \_\_\_\_\_ Max length \_\_\_\_\_ m Max width \_\_\_\_\_ m

Will vehicle include features to aid disabled and mobility-impaired passengers? Yes / No

If 'YES' describe features: \_\_\_\_\_

##### Vehicle Type 2

Single-deck

Double-deck

Is the vehicle low-floor? Yes / No

Is the vehicle wheelchair accessible? Yes / No

Max capacity \_\_\_\_\_ Max length \_\_\_\_\_ m Max width \_\_\_\_\_ m

Will vehicle include features to aid disabled and mobility-impaired passengers? Yes / No

If 'YES' describe features: \_\_\_\_\_

If more than two types of vehicles are used please give details on a separate sheet.

- 24** Will duplicate vehicles be available to cover for vehicle breakdowns or for other reasons? Yes / No

**25** Give the approximate peak vehicle requirement (PVR) \_\_\_\_\_

**26** Will the vehicles comply with Euro emission standards? Yes / No

If 'Yes' at what level? \_\_\_\_\_

If 'No', when do you expect to comply with Euro standards and at what level?

**Note:** All vehicles operating on services under London Service Permits must comply with a minimum of Euro 1 standards by 1st October 2005

**27** If this is your first application to operate a London Bus Service, describe your strategy for reducing vehicle emissions during the next five years (this may be attached on a separate sheet):

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### Part 5: Disability issues

**28** Will the drivers (or vehicle attendants) be trained in disability equality? Yes / No

If 'YES' who is the providing the training course?

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### Part 6: Declaration

I declare that the information I have given is true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name (capitals) \_\_\_\_\_

Position in Company \_\_\_\_\_

**Please enclose with this application a non-refundable remittance of £150 to cover the cost of processing the application. Cheques should be payable to 'London Buses.'**

**Please also ensure that the Appendices A and B have been completed, a map included and Health & Safety documentation included (where applicable).**

## Appendix A: Route description

Please give the following details:

- (i) All roads traversed in both directions (including sections of route outside Greater London), any variations from the main route and any variations made on demand. A map clearly showing the roads to be used must be attached.
- (ii) Route and stand details of all terminal and turning points including:
  - Precise definition of the stands and/or layover points, including any points that are located elsewhere from the normal line of route.
  - Maximum length of time each bus will be scheduled to stand at each terminal/layover point.
- (iii) Street location details of all bus stopping points within Greater London including stopping arrangements for services (or parts of services) that have no fixed stopping places, e.g. 'Hail and Ride'. If existing bus stops are to be served, the bus stop number or letter (if applicable) affixed to the stops should be shown
- (iv) A timetable showing all journeys, timing points, days and/or periods of operation, including Public Holidays, if applicable (this may be attached as a separate document). For certain types of service, Hotel transfers, Park and ride, Sightseeing tours, applications may be made on the basis of minimum and maximum frequencies, during specified times of operation.



## Appendix C: Health & safety

The following information is required unless:

You already operate a service that forms part of the London bus network as a contractor to TfL London Buses or

You already operate a service under a London local service agreement or

You have submitted the information as part of a previous application for a London service permit

### **C1 Compliance with Health & Safety Legislation**

You should include:

- 1) A copy of a current Health & Safety Policy statement; this must be signed and dated, with details of review date(s).
- 2) Your organisational structure in relation to individual responsibilities for health and safety.
- 3) A copy of the company's PSV Operator's licence.

### **C2 Engineering Standards and Maintenance Agreements**

You should include a copy of the current maintenance system and schedule submitted as part of your application for an Operator's licence.

### **C3 Driver Training**

You should provide a description of how the competence of your drivers is determined and maintained, and the process used to do this.

### **C4 Risk Assessment**

You should explain the process used to undertake risk assessment for identifying hazards and assessing health and safety risk associated with operation and maintenance activities. This must include an example of a completed risk assessment relevant to the service.

### **C5 Incident Recording**

You should detail your process for reporting and investigating incidents, including:

- 1) Management responsibility for investigations
- 2) Analysis of data and identification of trends.