

H.PSV350(Herts)
(issued July 2021)



For official use only



Hertfordshire County Council
acting as the
**BUS SERVICE REGISTRATION
AUTHORITY** for Hertfordshire

Enquiries: 0300 123 4050
registration@hertfordshire.gov.uk
www.intalink.org.uk

APPLICATION TO REGISTER A STANDARD BUS SERVICE

This form is to register a standard local bus service that operates wholly within Hertfordshire. Do not use this form to register a standard local bus service that operates across boundaries between Hertfordshire and neighbouring areas (except London - see note 2), but use the standard application form PSV350 which should be sent to the Office of the Traffic Commissioner.

For Qualifying Bus Services as defined within the Intalink Enhanced Partnership Plan you are also required to complete form **H.PSV350EP(Herts)** in all cases to be sent either with this form or with your application to the Office of the Traffic Commissioner as appropriate.

This form has been designed to emulate the standard application form PSV350 as far as possible though sections in form PSV350 which do not apply have been omitted.

If you have any problems, telephone the Hertfordshire Customer Service Centre on 0300 123 4050 and ask for the Passenger Transport Unit, Registrations, or email registration@hertfordshire.gov.uk

YOU MUST NOT START OPERATING THIS SERVICE UNTIL YOU HAVE RECEIVED NOTICE OF ACCEPTANCE OF YOUR APPLICATION AND CONFIRMATION OF THE START DATE.

Your Details in CAPITAL LETTERS

1. Name in which your PSV operator's licence or community bus permit is held	
2. PSV operator's licence (numbers) or community bus permit number(s)	
3. Address for correspondence	
Email address	
4. Telephone number on which you can be contacted during the day	
5. Proposed start date (See note 3)	
6. Route number or name by which the service will be known, including any letters (eg 17A, 17B)	

<p>7. Where does your service start from? Location e.g. street name, name of bus station, railway station, school etc and village, town or city. If applicable, please provide NaPTAN identifier for the bus stop if known</p>	
<p>8. Where does it finish? Location e.g. street name, name of bus station, railway station, school etc and village, town or city. If applicable, please provide NaPTAN identifier for the bus stop if known</p>	
<p>9. Main points served on route</p>	via
<p>10. What type of service will you run?</p> <p><input type="checkbox"/> Normal Stopping service</p> <p><input type="checkbox"/> Limited stops</p> <p><input type="checkbox"/> Hail and Ride</p> <p><input type="checkbox"/> Excursion or tour (omit Questions 11 to 14 and go to the route description sheet)</p>	<p><input type="checkbox"/> School or works service, open to the public</p> <p><input type="checkbox"/> School or works service, not open to the public</p> <p>Other (please state)</p>
<p>11. Which days of the week will the service operate?</p>	
<p>11A. At what frequency will the service operate on the days of operation?</p>	
<p>11B. Will there be a different level of frequency on bank and public holidays? (See note 4)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>12. Will the service use all recognised bus stops along the route?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>13. Will any turning or reversing manoeuvre be needed along the route? If YES please include details on the route description sheet.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>14. Will the service need any new bus stops?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>15. Will there be any part of the service that does not have fixed stopping places, eg will operate as hail & ride? If YES please include details on the route description sheet.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>16. Is your service supported by subsidies from a local authority?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In part
<p>17. Please give name(s) of authority(ies) providing the subsidy.</p>	

Areas of operation

18. In which Traffic Area will the service operate?

EASTERN

19. The service will operate in the area of the following county council HERTFORDSHIRE

Partnerships, Quality Contract Schemes and Franchising

Qualifying Bus Services are subject to the Intalink Enhanced Partnership Plan and Scheme April 2020

Route Description

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.
- 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.

Route Description Sheet (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; departures in any one day;
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'

Continue on a separate sheet if necessary clearly marked as 'Route Description Sheet'

Supporting Documentation Required

Please provide the following:

- A map (scale of 1:50,000) clearly marking the roads to be used, including route variations.
- Additional route description sheet(s) if used.
- A copy of your full timetable (which must show the day and times of your operation, and exceptions such as public holidays). See note 4. If you wish to change the timings you must apply to vary the registration.
- Form **H.PSV350EP**(Herts) if the service(s) hereby applied for registration qualify(ies) as (a) Qualifying Bus Service(s) under the Intalink Enhanced Partnership Plan
- Form **H.PSV350A**(Herts) if the date given at Question 5 is less than 42 days after the date on which you expect the application to be accepted. See note 3.

Declaration

I declare that, to the best of my knowledge, the information I have given is true and correct.

Signed:

Date:

Name:
(in CAPITALS)

Position in business:

Now return this form together with supporting documentation to:
BSRA, Passenger Transport Unit, Hertfordshire County Council, CHN101, Pegs Lane,
Hertford, Hertfordshire. SG13 8TJ
Email: registration@hertfordshire.gov.uk

Fee

The appropriate fee is payable and an invoice will be raised to collect payment.

Notes

1. Penalties

Once this service has been registered you are committed to running it in accordance with the registered particulars. Traffic commissioners expect operators to monitor their own services to check that they are running punctually and reliably.

Should you:-

- fail to provide the service as registered; or
- operate in contravention of section 6 of the Transport Act 1985; or
- operate contrary to other relevant legislation

the traffic commissioner may impose a condition on your licence prohibiting you from operating any local service of a description specified in the condition or one prohibiting you from operating local services of any description.

The traffic commissioner also has powers to impose a financial penalty. Any penalty imposed shall not exceed:

- £550; or
- such other amount as the Secretary of State may by order specify

- multiplied by the total number of vehicles which you are licensed to use under all the PSV operator's licences you hold.

In addition to or as an alternative to a fine, the traffic commissioner may make an order requiring the operator to spend a specified sum of money on providing, or making specified improvements to, specified local services or facilities, or requiring the operator to compensate passengers. Compensation could take the form of free or reduced price travel for a period of time.

Furthermore, under the terms of the Bus Services Act 2017 Hertfordshire County Council acting as the Registration Authority has the power to cancel a registration where the service is not complying with the requirements of the Intalink Enhanced Partnership.

2. Services with a stopping place in London

For services that cross the Greater London boundary (but no other local authority boundaries) HCC will be the appropriate registration authority for that part of the service operating within Hertfordshire.

If the service has stopping places in one or more of the London Boroughs in the Greater London area, you will also need a London service permit from Transport for London. Do not use this form for those parts of the service which operate in London.

You should contact TfL for further advice.

3. Starting date

You should give us at least 42 days' notice of your intention to start this service, or if you are the holder of a Section 22 Community Bus Permit, at least 28 days' notice. Please note that this notice period starts on the day we ACCEPT your application.

Should you wish us to consider waiving notice period, you also need to complete and attach form H.PSV350A(Herts). Completion of the form does not automatically grant short notice. It is at our discretion whether the statutory notice period may be waived. The guide to Local Bus Service Registration explains the limited cases when a shorter period may be accepted.

4. Bank and public holidays

If you intend to operate a Sunday service or no service at all on Christmas Day, Good Friday or other bank holiday, please indicate this in your application.

A service may be varied in respect of any journey in a week which includes 24th December, Christmas Day, Good Friday or any bank holiday without formal variation of the registration, provided that you send us notice of your intention to vary the service under these provisions no later than 21 days before the variation is to take effect. For the purposes of these provisions a week starts on a Monday.

5. Timetables

Traffic commissioners require operators to nominate Timing Points not more than 15 minutes apart (except where the next stop is more than 15 minutes running time from the preceding stop when that next stop will become the Timing Point). However they acknowledge that on many services running times will vary by time of day and/or day of week to take account of different operating speeds. They therefore require the 15 minute criterion to be met by the majority of journeys. It will be acceptable for running time between Timing Points to exceed 15 minutes, providing it is timetabled, on other journeys which have slower operating speeds.

6. Bus Service Operators Grant

Bus Service Operators' Grant – 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 PSV360.