



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

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

Supplementary Application Form to Register a New Bus Service or Change or Cancel an Existing Service at Short Notice

This form is to be completed and submitted with registration documents to request acceptance at short notice of a new, or variation to or cancellation of an existing bus service registration for any bus service that operates wholly within Hertfordshire. Do not use this form to apply for short notice on a standard local bus service that operates across boundaries between Hertfordshire and neighbouring areas (except London), but use the standard application form PSV350A which should be included with the forms sent to the Office of the Traffic Commissioner.

This form has been designed to emulate the standard application form PSV350A as far as possible though sections in form PSV350A 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

| | | |
|---|--|---|
| I ask permission to: | | |
| Start <input type="checkbox"/> | Change <input type="checkbox"/> | Cancel <input type="checkbox"/> |
| a local bus service with less than 42 days' notice. | | |
| I wish to change the timetable for all or part of the week which includes 24 and 25 December, Good Friday or any bank holiday. | <input type="checkbox"/> | <i>You must give at least 21 days' notice from the date of acceptance of the application.</i> |
| The new service/change will replace a substantially similar service which I or another operator has stopped or intends to stop operating. | <input type="checkbox"/> | <i>Please give the name of operator and details of discontinued service</i> |
| The service to be changed or cancelled is either not available to the general public or is not generally used by them (eg. works or school services). | <input type="checkbox"/> | |
| The police, or a traffic authority have asked me to change/cancel this service on road safety grounds, or on a matter concerning road traffic regulation. | <input type="checkbox"/> | <i>Please enclose evidence (eg. a copy of a letter from the traffic authority or police).</i> |
| The new service/change will apply for a period of no more than 21 days and will cater for the additional demands of a special occasion or event. | <input type="checkbox"/> | <i>Please say what the event or occasion is.</i> |
| The service timetable will be changed: | | |
| in timings no more than 10 minutes earlier or later than registered; or | <input type="checkbox"/> | |
| to match the service with an altered connecting rail, ferry or air service. | <input type="checkbox"/> | <i>Please say which connecting service.</i> |

| | | |
|--|--------------------------|-----------------------------------|
| <p>The change or suspension will last for a period of 14 days or less which is a local public holiday or a holiday widely observed in the area.</p> | <input type="checkbox"/> | <p><i>Please give details</i></p> |
| <p>The registration or variation of the service or part of the service is required in order to meet an urgent and exceptional public passenger transport requirement.</p> | <input type="checkbox"/> | <p><i>Please give details</i></p> |
| <p>None of the above applies, but I wish to start/change/cancel a service for reasons which could not have been foreseen within the 42 days notice period.</p> | <input type="checkbox"/> | <p><i>Please explain why</i></p> |
| <p>In line with the guidance provided by the Traffic Commissioners if the registration, cancellation or change you wish to make does not satisfy one of the cases given above we will not allow it to take effect until 42 days after we accept the application. We reserve the right to refuse to allow a service to start at short notice even if it is claimed that one of the above cases is satisfied.</p> | | |

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: