

Transport Coordination Group  
West Sussex County Council  
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## Section 19 Standard Permit Application form

Explanatory Note: Section 19 Standard Permits are for vehicles adapted to carry no more than 16 passengers (excluding the driver). Permits may only be issued to organisations that are charitable or operated without a view to a profit. Applications from other organisations will be refused. Guidance is available online at [GOV.UK](https://gov.uk).

Organisations that provide transport on a 'not-for-profit' basis can apply for permits under Section 19 of the Transport Act 1985. These permits allow the holder to operate transport services for hire or reward without the need for a full public service vehicle (PSV) operator's licence.

Name of Organisation:

Address of Organisation:

Contact Telephone:

Contact Email:

With what activity is your organisation concerned? *Please tick all that apply*

Education ☐ Religion ☐ Social Welfare ☐ Recreation ☐

Other ☐ (please provide details below)

Does your organisation already operate under a Section 19 Permit? Yes ☐ No ☐

What categories of passengers will you carry? *Please tick all that apply*

- ☐ (a) Members of the body holding the permit
- ☐ (b) Persons whom the body exists to benefit
- ☐ (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 within a geographically defined local community or group of communities whose public transport needs are not met other than by virtue of services provided by the body holding this permit
- ☐ (f) Any other class of persons specified in the permit (please provide details below)

How many Section 19 permits are you applying for? *Organisations can apply for multiple permits. A permit isn't specific to one vehicle. The holder of a permit can transfer it between different vehicles. However a permit is only valid for use in one vehicle at any one time.*

Number of Permits Required:

Fee Per Permit  
(from 1<sup>st</sup> April 2022):

*Please indicate if you wish to pay by BACS (preferred) or by cheque. If paying by cheque please enclose with your application. Cheques should be made payable to West Sussex County Council. If paying by BACS you will be provided with the details if your application is successful.*

BACS Payment: ☐ Cheque enclosed: ☐

**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 this application). The body will operate under this permit within the terms of Sections 19 to 21 of the Transport Act 1985 and the changes introduced by the Local Transport Act 2008. The body will make proper arrangements so that any vehicle used under the permit will comply with appropriate construction requirements and conditions of fitness, will be kept fit and serviceable, and regular maintenance inspections will be carried out, and will be properly insured for the users authorised by this permit. Drivers will report mechanical faults in vehicles as soon as possible and have them repaired promptly, and be either over 21 years of age and hold a full (not provisional) driving licence or be the holder of a PSV driver's licence.

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

Name (Print): \_\_\_\_\_ Position: \_\_\_\_\_

Privacy notice: All documents relating to this application will be processed in line with the Data Protection Act 2018 and the General Data Protection Regulation, and may be shared within West Sussex County Council and with the Office of the Traffic Commissioner solely for the purposes of administering the scheme. This Authority is under a duty to protect the public funds it administers and, to this end, may use the information you have provided for the detection and prevention of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. West Sussex County Council is registered as a Data Controller (Reg. No. Z6413427). For further information, including details of our Data Protection Officer, please see: [www.westsussex.gov.uk/privacy-policy](http://www.westsussex.gov.uk/privacy-policy)