

Transport Coordination
West Sussex County Council
County Hall
Chichester
PO19 1RQ
Tel: 01243 753530
E: buses@westsussex.gov.uk



Section 19 Standard Permit Application form

Section 19 Permits are for vehicles designed to carry no more than 16 passengers (excluding the driver). These permits allow a not-for-profit organisation to operate transport services for hire or reward without the need for a full public service vehicle (PSV) operator's licence. Not all vehicles will require a permit however. A permit is not required if no charge is made either directly or indirectly for services that include carriage on the vehicle.

Permits may only be issued to not-for-profit organisations operating transport on a non-commercial basis.

West Sussex County Council (WSCC) is a 'Designated Body' Registered with the Office of the Traffic Commissioner (OTC). Local West Sussex organisations may apply for a permit through WSCC or alternatively may apply directly to the OTC. The OTC can be contacted on Tel: 0300 123 9000 (Mon-Fri 7:30am to 6pm) or at permits@otc.gov.uk

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)

Vehicle Maintenance

For helpful advice on maintaining vehicles please see the Driver and Vehicle Standards Agency (DVSA) 'Guide to maintaining roadworthiness' (DfT, 2023).

<https://www.gov.uk/government/publications/guide-to-maintaining-roadworthiness>

- If you are an organisation that uses and maintains its own vehicle(s) please answer **Questions 1-4 below**.
- If you are an organisation that only hires or borrows vehicle(s) from another organisation please answer **Question 5 below**.

Question 1 - What is the approximate annual mileage of the vehicle(s) in which the permit will usually be displayed?

Miles per annum

Question 2 – Excluding vehicle walkaround checks, how frequently is the vehicle(s) serviced or safety inspected?

Question 3 – How frequently is a vehicle walkaround check completed?

Question 4 – Name of the person/position at your organisation responsible for ensuring vehicles are maintained in a roadworthy condition?

Question 5 - If you hire/borrow a vehicle from another organisation, please outline any safety checks that are carried out.

Drivers – Questions for all applicants

Please contact Transport Coordination at buses@westsussex.gov.uk if you have any questions about driver training.

Question 6 – Has the responsible person/position received additional training in driving or maintaining a vehicle? If yes, please provide details.

Question 7 – Do all drivers of the vehicle undergo any additional training? If yes, please provide details.

Question 8 – If you check the driving licences of all drivers, who does this and how often?

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, and The Transport Act 1985 (Amendment) Regulations 2019. 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: _____

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 1st April 2026:

£21.00

Fees are reviewed annually on the 1st April – please see the West Sussex County Council website for current fees.

Payment

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:

Permit Expiry and Renewal

Please note that permits won't be valid after the expiry date, and it will be an offence to continue to operate services without a valid permit. You may wish to consider putting in place a system to monitor permit expiry dates and allow sufficient time to arrange for a new permit prior to the existing permit's expiry. WSCC is not responsible for reminding organisations to renew.

Data 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