**Using a vehicle to carry passengers for hire or reward other than authorised by a permit, or operating the vehicle with the intention of making a profit, either directly or indirectly is against the law. It could lead to prosecution and the vehicle being impounded**.

 **A FALSE STATEMENT MADE IN ORDER TO OBTAIN A PERMIT IS AN OFFENCE**

A permit does not allow you to carry members of the general public. You are only authorised to carry those groups of passengers ticked in Question 4.

You may tick more than one box in Questions 4 and 5.

Completion of this form does not denote eligibility for a permit. Should the Council not be satisfied that your body meets the requirements for a permit you may be required to apply for a Public Service Vehicle Operators Licence.

**The cost of each permit is £11.00 to be paid on receipt of invoice.**

If you have any questions on completing this form please email minibuspermits@argyll-bute.gov.uk

1. **Full name of body on whose behalf the application is being made. If the permit is to be in the name of an individual on behalf of the applicant body, the full names of both the applicant body and the individual concerned should be given.**

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1. **Address including postcode of the body on whose behalf the application is being made**.

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…………………………………………………………………………………………………………………………………….

Telephone Number……………………………………………………………………

Email Address…………………………………………………………………………….

1. **Where the permit is to be in the name of the individual please state the address including postcode of that individual**.

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…………………………………………………………………………………………………………………………………….

…………………………………………………..Telephone Number………………………………………………..

1. **With what is your body concerned? *Please tick all that apply.***
* Education
* Religion
* Social Welfare
* Recreation
* Other activities of benefit to the Community (please give details below

……………………………………………………………………………………………………………………………………

 …………………………………………………………………………………………………………………………………..

1. **How many permits do you require? You may apply for any number of permits on this application form.**

|  |  |  |
| --- | --- | --- |
| **Carrying Capacity** | **Type of Permit** | **Number required** |
| 9 – 16 passenger seat | Standard |  |

1. **What classes of passengers will your vehicle carry?**
2. Members of the body holding the permit €
3. Persons whom the body exists to benefit and persons assisting them €
4. Disabled Persons or persons who are seriously ill and persons assisting them €
5. Pupils or students of any school, college, university or other educational establishment and staff or other helpers accompanying them €
6. Persons living within a geographically defined local community or group of such communities, whose public transport needs are not met other than by virtue of services provided by the body holding this permit €
7. Any other class of persons specified in the permit (please give details) € ........................................................................................................................... ….… ……………………………………………………………………………………………………………………………..
8. **State the purpose of journeys to be made.**

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1. **Do you already hold any Standard Bus Permits?**

 € Yes

 € No

 If yes, please give Permit/Disc No and issuing body:

 ……………………………………………………………………………………………………………………………….

1. **Has your body ever had an application for a permit refused?**

€ Yes

€ No

If yes please give details………………………………………………………………………………………………

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1. **Does the applicant body or the individual who is to hold the permit on its behalf undertake (Delete YES or NO as appropriate in each case)**
2. To ensure that the vehicle is at all times maintained in a fit and serviceable

condition. YES/NO

1. That maintenance inspection for defects will be carried out on regular intervals of time and mileage. YES/NO

1. To instruct drivers of the vehicle to report immediately any defects which come to their notice. YES/NO
2. To arrange for any defects to be rectified promptly. YES/NO
3. To make sure that the vehicle will at all times be insured in accordance with the requirements of the Road Traffic Act 1988, for the purpose for which it is to be used under the permit. YES/NO
4. To ensure that all persons driving the vehicle are over 25 years of age and hold a full driving licence and the licence in each case is for the class which includes minibuses, have passed an Argyll & Bute Council driving assessment, have at least 3 years driving experience and have no more than 3 penalty points on their licence. YES/NO
5. To ensure compliance with the relevant provisions of the Public Service Vehicles (Conditions of Fitness, Equipment and Use) Regulations 1981. YES/NO
6. **Does your body carry out all of its activities without a view to profit?** YES/NO

If yes please give details

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1. **Will the vehicle operation be carried out without a view to profit?** YES/NO

If yes please give details

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1. **Does your body have charitable status?**  YES/NO

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

Please give registered charity number

1. **Is your body a Community Interest Company?**  YES/NO
2. **Does the body have a number registered with Companies House?** YES/NO

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

If yes please give number

**DECLARATION**

I hereby apply for a permit for the use of a bus seating between 9 and 16 passengers and declare that the statements made below are true and the undertakings given in answer to question 4 will be fulfilled. All permits issued will be valid for up to 5 years from the “valid from” date.

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 the 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, Including :

The vehicle will not be used with a view to profit.

The vehicle will not be used incidentally to an activity that it itself carried on for profit.

The body is a not for profit organisation and only undertakes activities which are carried on without a view to profit.

The laws relating to the driving and operation of vehicles used under this permit shall be observed.

Signed……………………………………………………………………….. Date……………………………………………………..

Name (Capitals)………………………………………………………… Position held………………………………………….

**Using a vehicle to carry passengers for hire or reward other than authorised by a permit, or operating the vehicle with the intention of making a profit, either directly or indirectly is against the law. It could lead to prosecution and the vehicle being impounded**.

**A FALSE STATEMENT MADE IN ORDER TO OBTAIN A PERMIT IS AN OFFENCE**

Please return the completed application to:

Integrated Transport

Argyll and Bute Council

Roads and Infrastructure Services

1a Manse Brae

Lochgilphead

PA31 8RD

**Personal Data**

What information do we need?

Argyll and Bute Council will act as the ‘Data Controller’ in regard to the personal data you provide to us in this application form. The Data Protection Officer can be contacted at the Council’s headquarters is at Kilmory, Lochgilphead PA31 8RT. The email address is: data.protection@argyll-bute.gov.uk

Unless specifically agreed with you, we will only collect personal data about you which does not include any special categories of personal information about you (also known as ‘sensitive personal data’. The information will however include details such as your name, address, e-mail address, job title.

Why we need this information?

The information is being collected for the following purpose(s):-

To progress the application for a Section 19 Permit.

We need to know this basic personal data in order to provide you with the service you have requested and to establish our rights in relation to those services, as detailed in the contract we have with you. If you do not provide this information then we will be unable to provide those services to you. We will not collect any personal data from you that isn’t needed for delivery of those services.

The legal basis for collecting your information in these circumstances is

Performance of a contract: Provision of Section 19 Permit

Your name and address will be shared with the recipients or categories of recipients listed below:-

**Police Scotland – if requested for a traffic violation**

**Staff of the Customer Service Points – to advise of any issues or to arrange key collection**

You should also be aware that your data will be stored on servers located within the United Kingdom; the data will not be processed outside the European Union. We will take all reasonable steps to ensure that your data is kept securely and more information on how we do this is provided on the Council website (www.argyll-bute.gov.uk ) or can be provided in paper format on request to school.transport@argyll-bute.gov.uk/

How long will we keep your information?

We will usually keep your information for the duration of Section 19 Permit. After this period it will be destroyed under secure arrangements if it is no longer required for the lawful purposes for which it was obtained. More information on our retention schedule is provided on the Council website (www.argyll-bute.gov.uk ) or can be provided in paper format on request to school.transport@argyll-bute.gov.uk

Your Rights

When you provide information to the Council, you will have the following rights:

* to lodge a complaint with the Information Commissioner’s Office
* to request access to your personal data
* to data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
* to request rectification or erasure of your personal data, as so far as the legislation permits