

# Application for a Section 19 Standard Permit

For Official Use Only

 IN CAPITAL LETTERS

**NOTE** The 'Section 19 Standard Permit' replaces the old permit system (for vehicles seating 9–16 passengers, known as the 'Small Bus Permit').

A permit only authorises you to carry those categories of passengers ticked in Question 4 of this form. A permit does not allow you to carry the general public.

All permits issued will be valid for up to 5 years from the 'valid from date'.

## Your Details

**1 Name of body applying**  
(give Local Branch or group name if applicable)

**Official address for correspondence**

<b>Postcode</b>

**Daytime Telephone Number**

**2 What is your body concerned with? (Please delete where appropriate)**

- Education
- Religion
- Social Welfare
- Recreation
- Other activities of benefit to the community (please give details below)

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**3 Do you already hold any Small Bus Permits or Section 19 Standard Permits**

Yes                  No

If Yes, please give the Permit/Disc No(s) and the issuing body:

.....

**PERMIT DETAILS:**

**4** What categories of passenger will you carry? (You may require more than one category - please delete where appropriate)

- (a) Members of the body holding the permit
- (b) Persons whom the body exists to benefit, and persons assisting them
- (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 such 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 give details below):

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**DECLARATION**

The information you have provided on this Application form, and from supporting documentary evidence – where applicable, will be processed by Angus Council (the “data controller”) for the purposes of the General Data Protection Regulation and the Data Protection Act 2018 (UK GDPR) in order to process your Licensing Application.

For the purpose of dealing with your application, we will share your information in accordance with the Civic Government (Scotland) Act 1982, other licensing legislation and with relevant internal services of Angus Council

The Council may also check information provided by you, or information about you provided by a third party such as NHS Tayside, Scottish Fire and Rescue Service, Scottish Ambulance Service and Police Scotland with other information held by us. We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

Please note that you should read this service specific Privacy Notice in conjunction with the council’s Full Privacy Statement which is accessible on the council’s website at:

[https://www.angus.gov.uk/council\\_and\\_democracy/council\\_information/information\\_governance/angus\\_council\\_full\\_privacy](https://www.angus.gov.uk/council_and_democracy/council_information/information_governance/angus_council_full_privacy)

**Data Protection Act 2018**

The information on this form may be held on an Electronic Register which may be available to members of the public on request.

**PLEASE NOTE – IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b)

**I understand that Angus Council are permitted to accept applications for the grant or renewal of this licence; objections or representations; and notifications of any change to the licence, by means of electronic communication. Applications, objections, representations or notifications can be sent to the Council by email to [LAWLicensing@angus.gov.uk](mailto:LAWLicensing@angus.gov.uk).**

**I permit Angus Council to give notice and provide reasons in relation to granting, refusing, renewing, changing, altering, varying, suspending, and revoking the licence by means of email. I authorise the email address provided by me on this application to be used for this purpose.**

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 the appropriate construction requirements and conditions of fitness;
- Will be kept fit and serviceable, and regular maintenance inspections will be carried out;
- Will be properly insured for the users authorised by the permit.

**DRIVERS WILL:**

- Report mechanical faults in vehicles as soon as possible and have them repaired promptly;
- Be either over 21 years of age and hold a full (not provisional) driving licence or the holder of a PSV driver's licence. If the vehicle has manual transmission the full driving licence must be in group A and the PSV driver's licence must be in Class 1.

I enclose the fee of **£11** (cheques must be made payable to Angus Council)

Signed..... Date.....

Named (Capitals)..... Position Held.....

**USING A VEHICLE TO CARRY PASSENGERS FOR HIRE OR REWARD OTHER THAN AS AUTHORISED BY YOUR PERMIT, OR OPERATING THE VEHICLE WITH THE INTENTION OF MAKING A PROFIT, EITHER DIRECTLY OR INDIRECTLY, IS AGAINST THE LAW. A FALSE STATEMENT MADE IN ORDER TO GET A PERMIT IS ALSO A CRIMINAL OFFENCE.**

**Please return this form to:**

**Service Leader – Legal & Democratic, Angus House, Orchardbank Business Park, Forfar Angus, DD8 1AN**