



Guidance for completing the Hampshire County Council Section 19 permit application form

Question 1: Please provide the legal entity name of your organisation. If this changes while your permit is still valid, please contact the Community Transport team as you may need to apply for a new permit

Questions 2-6: Please provide the relevant contact details and information about the type of organisation you are

Question 7: In order to be eligible to operate under a Section 19 permit, organisations must be not for profit

Question 8: Please provide permit numbers and Issuing body/s for any Section 19 Permits already held – this is for information purposes

Question 9: Please provide permit numbers of any lost, faded or destroyed Section 19 permits you wish to request cancellation of prior to the permit's expiry date – all permits which are no longer being used, but have not reached the expiry date for any of the above reasons, must be cancelled with the body who issued these. Hampshire County Council will issue a replacement permit free of charge where this has faded and been issued by Hampshire County Council. It will be issued with the **original** permit's expiry date

Questions 10-11: Please tell us whether you have had an application refused or revoked and if so, provide the details. If you do not declare this and the information comes to light at a later date, there is a risk any valid permits will be revoked.

Question 12: We will issue the requested number of permits, all with the same information. Please be aware that the form will only allow you to request a maximum of 10. If you require more, please complete the form for 10 and contact the Community Transport team to confirm the total number of permits you would like.

Questions 13-14: Please note Hampshire County Council only issues standard Section 19 permits for minibuses (9-16 passenger seats). If you require a permit for a smaller vehicle, please contact the Community Transport team to discuss your requirements. If you require a permit for a larger bus, you will need to apply to the Office of the Traffic Commissioner - [Application for a standard or large bus permit \(PSV372\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/traffic-commissioner)

Questions 15-16: You can only carry the passengers listed on the permit being used at that point e.g. if you only select class D (pupils or students of a school, college or other educational establishment and staff or other helpers accompanying them), you will not be able to carry any passengers who do not fall within that category such as members of the local scout group

Questions 17-18: Select one of the exemptions under which you are applying for your Section 19 Permit. In addition to being not for profit, organisations must satisfy one further exemption. You may be required to provide additional information to support your application regarding your eligibility under the exemption you have selected. You should only select one exemption so if you have multiple permits, you will need to ensure that you apply for all permits under the same exemption. If you are unsure which exemption you meet, please contact the Community Transport team. *Where providing transport is not your organisation's main purpose (e.g. you are an educational establishment), it would make sense that you would fall under exemption 2.*

Question 19: You need to ensure you are clear on your responsibilities of operating under a Section 19 permit and what your organisation is required to do. In particular, you need to ensure all drivers are correctly licenced and trained for the vehicle they are driving and you understand the vehicle maintenance requirements which are set out in the following DVSA guidance: [Guide to maintaining roadworthiness: commercial goods and passenger carrying vehicles - GOV.UK](#)

Questions 20-21: Please provide the name of the person completing the form and their role within the organisation

Finance

Question 22: Please confirm whether you are an HCC school/department or an external organisation. Please note that for HCC schools/departments we can only raise a payment as an Internal Supplier Request and we are unable to quote purchase order numbers. For external organisations an invoice will be raised.

Question 23: Please calculate the total cost of your order based on a charge of £13 per permit. If we calculate this to be different, we will contact you prior to processing your order.

Question 24: HCC schools/departments only - Please provide the name of the person to whom this will be raised and where possible, a valid HCC SAP ID code. Without this information, we will be unable to process your application and will contact you to request this

Questions 25-31: External organisations - Please provide details for invoicing which will be sent electronically based on the information provided. Please do not make payment prior to receiving an invoice as this will list the payment options available.

Question 32: If you would like us to stay in touch with relevant information or you would like to publish your organisation's information for minibus use then please sign up. You can opt out at any time by emailing community.transport@hants.gov.uk.

Points to remember:

- If you allow other organisations to use your minibus, they will need a permit **in their own name** which they will need to display in the windscreen of your vehicle if they are operating for hire or reward.
- You will need as many permits as you have vehicles operating at any one time (even if you do not own the vehicle)
- Permits do not have vehicle registration numbers listed on them so can be used in different vehicles

To contact the Community Transport team, please email community.transport@hants.gov.uk or telephone 01962 846785.