

Section 22 Permit

What can I do with it?

A section 22 permit allows not-for-profit organisations to provide transport for members of the general public by way of a local registered bus route. The local registered bus route has to be registered with the Traffic Commissioner.

How much does it cost? £55

HOW LONG DOES A SECTION 22 PERMIT LAST ? 5 YEARS

Remember: A permit isn't specific to one vehicle, so the holder of the permit can transfer it between different vehicles. But a permit can only be used on one vehicle at a time. An organisation can hold more than one permit. An organisation may also hold both section 19 (see Section 19 Permit info sheet) and section 22 permits, but a vehicle must only be used under one type of permit at a time. The correct disc must be displayed in the vehicle to show how it's being used at the time.



Application forms are available from:

- The Traffic Commissioner's website - gov.uk/government/publications/application-for-a-community-bus-permit-psv368
- The DVSA Customer Service Centre - 0300 123 9000
- The central licensing office in Leeds - permits@otc.gov.uk

How much can I charge for my service?

Operators must ensure that they keep a statement of their price formula. When working out how much you should charge for a service, you should use the full cost recovery, which can include:

- Employee costs – salaries, NI, pensions, recruitment, training, uniforms
- Volunteer costs – recruitment, training, uniforms
- Premise costs – utilities, rates, insurance, office and administration costs
- Vehicle costs – maintenance, insurance, fuel, depreciation

Who can use a section 22 permit?

Any organisation operating on a not-for-profit basis, concerned with:

- Education
- Religion
- Social welfare
- Recreation
- Other activities of benefit to the community

and the following CLASSES OF PASSENGERS:

- 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 service provided by the body holding this permit
- F - Any other class of persons specified in the permit