



# Section 19 Permit Application Form

You must read the Section 19 Permit Guidance before completing this form.

## Contact Information

Organisation applying for the permit:

Person applying position held:

Title:

First Name:

Surname:

Day time telephone number:

Mobile phone number:

Email address of organisation:

Email address of person applying (if different):

Address:

Town:

Postcode:

County:

Please enter the address to post the permit to, if different to the above:

Website address (if applicable):

## Organisation Information

1. Does the body have charitable status? Yes      No
2. If the body has a registered charity number with the Charity Commission for England and Wales or Scottish Charity Regulator please give that number:
3. Is the body registered as a limited company with Companies House?: Yes      No
4. If Yes, please give the Companies House registration number:



**5. Is the body registered as a Community Interest Company (CIC) with Companies House?** Yes No

If No, please proceed to question 6. If Yes, please answer the following in turn:

**5a. The CIC takes the form of a company limited by guarantee without share capital:** Yes No

**5b. Are fares set at a level intended to meet running costs (which can include depreciation) but not to generate a profit:** Yes No

**5c. There is no scope to distribute dividends to other parties in the normal course of events:** Yes No

**5d. There is no scope for the directors of the company to sell for personal gain any asset of the company, e.g. the company has an asset lock:** Yes No

**5e. There is clear evidence that the directors of the company are not paying themselves or others excessive fees or wages to produce a 'not-for-profit' outcome to the accounts:** Yes No

**5f. Most CICs would not meet the 'not-for-profit' requirement, given that a common reason for setting up a CIC is to enable surpluses to be made and reinvested in other activities of benefit to the community, please confirm what you do with any profit/surplus:**

**6. Which activities is the body concerned with:**

Education

Religion

Social Welfare

Recreation

Other activities to benefit the community, please give details:

**7. If the body is concerned with education, please select appropriate status:**

Government funded

Independent

Other, please provide details:

**8. Does the body make a charge for transport services – this charge may be part of a larger payment i.e. nursing home fees, school fees, subscriptions etc.?** Yes No

**9. Is the body one which undertakes non-profit activities only?** Yes No

**10. Is the vehicle only used solely in connection with the activities carried out by the body which are neither profit making in themselves nor incidental to profit making activities?** Yes No

**11. Does the body certify that, whilst operating under a Section 19 Permit, the vehicle will never be used in profit making activities?** Yes No

**12. Does the body currently hold a public service vehicle operator's licence (PSV)?** Yes No

## Application Information and Exemptions

**13. How many standard S19 Permits are you applying for?**

**14. Have you ever had a permit refused or revoked before by the Traffic Commissioner or any other issuing body?** Yes      No

**15. Does the body hold Section 22 Permit(s)?** Yes      No      If yes, please give permit numbers:

**16. Do you hold any S19 permits that were not issued by Cumbria County Council or Westmorland and Furness Council?** Yes      No      If so, how many and who issued them?

**17. This application is for:** (tick all that apply)

First time application

Additional / new vehicles

Replacing lost permit(s)

Replacing expiring permits – please give S19 permit numbers:

Other:

**18. What classes of passengers will your vehicle carry?** (tick all that apply):

**Class A** Members of the body holding the permit

**Class B** Persons whom the body exists to benefit, and persons assisting them

**Class C** Disabled persons or persons who are seriously ill, and persons assisting them

**Class D** Pupils or students of any school, college, university or other educational establishment and staff or other helpers accompanying them

**Class 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 the permit, please provide details:

**Westmorland and Furness Council does not issue Class F permits (Any others class of persons specified in the permit) – please get in touch if you need further advice on this Class.**

**19. Is the main occupation of your organisation something other than the provision of passenger transport?**  
Yes      No

**20. Which exemptions are you applying for this permit under?**

Main Occupation

Exclusively non-commercial purposes

Short distance exemption

Please provide details on how you meet the eligibility for this exemption:

## Other

Westmorland and Furness Council expects all permit holders to provide basic vehicle and safety training. Please give details of training provided:

**21. Will every driver of the vehicle used under this permit be given basic vehicle and safety training, and be formally approved by you, before using the vehicle to carry passengers?**    Yes    No

## Declaration

**Please confirm the statements below by checking the appropriate boxes:**

I am authorised by the body applying for permit(s) 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 the permit(s) within the terms of sections 19 to 21 of the Transport Act 1985 and any regulations made under these sections.

The body will keep records which demonstrate they continue to be an exempt body within the meaning of Regulation (EC) No 1071/2009 and will make those records available on request to the Council, a Traffic Commissioner or any enforcement body.

I understand that if Westmorland and Furness Council has any concerns that our vehicles are being used outside of these regulations, it may revoke any or all permits issued unless and until it receives satisfactory confirmation that this is not the case.

**The body will make proper arrangements so that any vehicle used under the permits (whether their own, or gain clarification from leased or hired vehicle's companies):**

Vehicle 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 as per the DVSA Guide to Maintaining Roadworthiness.

Will be properly insured for the uses authorised by the permit(s).

Is tested in the appropriate MOT class for its size (minibuses annually from new, cars & MPVs from third year of first registration).

**Drivers will:**

Report mechanical faults in vehicles as soon as possible which the body will promptly rectify.

Be any person 21 years or over who has the appropriate entitlement to drive.

Be informed of their legal responsibilities as a driver of a permit vehicle.

**Signature:**

For online applications, if you are unable to complete the signature box, please ensure your email to includes 'please accept this email as my electronic signature'.

**Name:****Date:**

## Payment

**The cost per permit is £10.10 (from 1st April 2025)**

I will ring to make payment over the phone

I attach a cheque

Please return this form using the contact details:

## Contact Details

Westmorland and Furness Council  
Voluntary Transport Officer  
PO Box 304  
Kendal  
LA9 9GY

E: [Integrated.transport@westmorlandandfurness.gov.uk](mailto:Integrated.transport@westmorlandandfurness.gov.uk)

T: 0333 240 69 65 (option 5) charged at local rate