Cumberland Council

Section 19 Permit Application Form

Updated: October 2026

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 line 1:

Address line 2:

Town:

County:

Postcode:

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 (9 to 16 passenger seats) 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 Cumberland 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 expiring permit(s)

☐ Replacing expiring permit(s). 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 withing 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:

Cumberland 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

Cumberland Council expects all permit holders to maintain appropriate vehicle safety standards. Please provide details of driver training (this must be in person) and your process for conducting daily walk-around vehicle checks.

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

22. Will every driver complete and submit a daily walk-around vehicle check to the vehicle owner/manager before the vehicle is driven? (Please ensure you confirm you have read and understood the accompanying guidance notes here).

☐ 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 Traffic Commissioner or any enforcement body.

☐ I understand that if Cumberland 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.

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

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

Drivers will:

- [ ] Drivers will be trained to carry out a high standard of daily walk-around checks, with processes updated as required. Checks will be recorded and submitted to the vehicle owner/manager (in writing, in person, or electronically) before the vehicle is driven.

- [ ] 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:

Payment

The cost per permit is **£10.60** (from 1st April 2026)

Date:

- [ ] I will ring to make payment over the phone
- [ ] I attach a cheque
- [ ] I will organise a journal transfer

Contact Details

Please return this form using the contact details:

Cumberland Council
Voluntary Transport Officer
PO Box 415
Carlisle
CA1 9GU

Integrated.transport@cumberland.gov.uk

07788 396194
0333 240 69 65 (option 1 then 5) charged at local rate