

HIGH SUFFOLK COMMUNITY TRANSPORT LIMITED
Registered under the Industrial and Provident Societies Act. Reg No 27141R

High Suffolk Community Bus
Timberley, School Road, Monk Soham, Woodbridge, IP13 7EN
E-Mail gerry.garwood@btinternet.co

Tele 01728 685415

Dear Robert Dack

Please find our estimated return for 1-7-20 to 30-6-21.

With regard to the coronavirus situation please note the following:-

Given that most of our drivers and passengers are over 70, and we are not able to follow the 2m distance within the minibus to meet the government advice. Hence as from mid March we have taken the decision to temporary suspend our operation. This is currently still the case.

Given the Dept of Transport's advice that we are still to be paid the sums due prior to the coronavirus situation and that next year we plan to operate exactly the same route as before without any changes. Our return is exactly the same as the one given last year.

I have completed pages 1 to 8 and 14. I have not included the annexs.

I trust all is now ok.

If you require a hard copy please let me know.

Best Regards



Gerry Garwood Chairman of High Suffolk Community Transport.

20th June 2020

High Suffolk Community Transport Ltd is Supported by

*SUFFOLK ACRE, MID-SUFFOLK DISTRICT COUNCIL, SUFFOLK COUNTY COUNCIL
& the LOCAL PARISHES and TOWN LANDS TRUSTS*



Department
for Transport

Please enter your operator name & BSOG file ref

Operator **HIGH SUFFOLK COMMUNITY BUS**

File **BT2 / 1 / 4057**

Estimated Claim for Bus Service Operators Grant (England)

Please read the explanatory notes in the annexes, before
completing this form online.

- Sections 1, 2, 3, 4, 5 and 6a) should be filled out by all claimants.
- The rest of Section 6 should only be filled out in full if the services which you are claiming BSOG for operate within (or partly within) a Better Bus Area (BBA). If you are not in a BBA you should tick the "no" box.
- Please note you should not claim for any tendered services on this form (see paragraph 19 of Annex A)

Section 1 Claim period and fuel type

To be completed by all operators (see paragraph 1 of Annex A)

- a) Estimated claim for the period from: **01/07/2020** to **30/06/2021**
- b) Type of fuel used **DIESEL**

Section 2 Operator Declaration

To be signed by the authorised officer¹ of the business, as previously advised to the Department for Transport.

I the undersigned declare that:

I have read the BSOG Conditions imposed under Section 154(3) of the Transport Act 2000 as amended, and the Conditions of Eligibility for Grant (Annexes A and B) included in this form.

I understand that grant payable by the Secretary of State is subject to these conditions, and I agree to comply with them in all respects.

I declare that the information given in this claim is derived from records kept by the undertaking on behalf of which I am making this claim, and is, to the best of my knowledge, correct. I am also aware that BSOG will not be paid to operators who have failed to keep accurate records.

I understand that the provision of any false or misleading statements or information may result in a criminal prosecution and/or the commencement of civil proceedings for the recovery of any losses incurred.

I understand that payment of grant on estimate is conditional upon a certified claim PSV311E (supported by accurate records) being submitted to the Department within three months from the end of the period to which the estimate refers. The Department will seek to recover grant paid on estimate should a certified claim not be submitted within this time period or if accurate records are not maintained.

I also declare that:

✓ box as appropriate

i) Fuel Consumption

I have systems in place to accurately calculate the fuel consumption figures of my fleet, and I will retain these records to support completion of the corresponding certified claim:

Yes No

I will maintain a detailed fleet list of the vehicles used for claiming BSOG during this claim period:

Yes No

I will maintain detailed records in support of all kms travelled by each of the above vehicles during this claim period:

Yes No

I will maintain detailed records of all fuel supplied to the above vehicles during this claim period: I hold detailed records of all fuel supplied to the above vehicles during this claim period;

Yes No

ii) Service Kilometres

I have measured accurately the local service kms and dead kms for each route entered in Sections 5 and 6 of this claim form:

Yes No

I will maintain records of how the above figures will be used to compile annual data for each route, taking into account weekday, Saturday, Sunday and bank holiday variations:

Yes No

I will maintain detailed records of lost service kilometres (e.g. due to breakdowns, bad weather, road closures), and additional/gained mileage (e.g. through the operation of duplicates due to high demand etc):

Yes No

I have only entered eligible services run on a commercial basis in sections 4-6 of this claim form:

Yes No

I confirm that I am fully aware of the regulations in respect of school or college services (see Paragraph 1 of Annex B for the conditions which must be satisfied by an eligible school or college service): See iii) below.

Yes No

I confirm that I am fully aware of the regulations in respect of eligibility (see Annex B).

Yes No

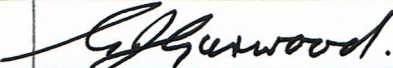
¹ Finance Director, Chief Executive, Managing Director or officer of equivalent seniority.

iii) School or College Services

We require you to list below all school and college services that you are claiming BSOG for. You may only claim BSOG for school or college services if they are also open to and regularly used by members of the general public. **If the service is exclusively for the use of pupils, students or employees of a school or college (i.e. it is not open to the general public), then you must not claim BSOG.** Please note the services listed below should also be listed in Sections 5 and 6. Continue on a separate sheet if necessary. Any extra sheets should be endorsed by the Certifying Auditor.

1. The number by which you identify the service in your records	2. The DVSA (VOSA) service registration or licence number as given in Notices & Proceedings	3. Name of school or college served	4. Name & telephone number of person, local authority or other organisation procuring service
NONE			

I the undersigned declare that I have read and fully understand Annexes A and B, and that the above information is correct. I am also aware that BSOG will not be paid to operators who have failed to keep accurate records. Payment of grant on estimate is conditional upon a certified claim PSV311E (supported by accurate records) being submitted to the Department within three months from the end of the period to which the estimate refers. The Department will seek to recover grant paid on estimate should a certified claim not be submitted within this time period or if accurate records are not maintained.

Signed		Name (capitals)	GJGARWOOD
Position in business	CHAIRMAN	Trading name of business	HIGH SUFFOLK COMMUNITY BUS
For companies only, registered number and place of registration		For companies only, full corporate name (if different from trading name)	HIGH SUFFOLK COMMUNITY TRANSPORT LTD
Full address	TIMBERLEY SCHOOL ROAD		
	MONK SOHAM WOODBRIDGE SUFFOLK		
		Post code	IP13 7EN
Telephone number (land line)	01728 685415	Email address	gerry.garwood@btinternet.com
Telephone number (mobile)		Date	19/6/2020
PSV operator's licence number(s)	PF 1890 CB	Section 22 permit expiry date (enter n/a for permits issued before April 2009)	N/A

The Department reserves the right to request such further information as it deems fit to obtain any further assurance on the claim, including for the prevention and detection of fraud, as well as to share data with agencies and/or local authorities, eg DVSA (formerly known as VOSA), the Traffic Commissioners, DVLA etc.

The Department may use and publish statistical information derived from claims. We may publish information that can be associated with individual firms, and we may identify (by using other information that is available to us) operations by individual firms in different areas (such as local authority areas). We will not break down published information to route level (for operators that claim for more than one route).

Section 3 Fuel consumption details

To be completed by all operators (please read notes below and see paragraphs 7 & 8 of Annex A).

Operators should either:

- base their fuel consumption figures on vehicles at least 50% of whose kms are run on BSOG commercial eligible services (including those in Better Bus Areas which would otherwise be eligible if they were not in a BBA);
- or
- alternatively, if no vehicles run at least 50% of their kilometres on BSOG commercial eligible services, or if records are insufficiently detailed to determine the figures required, the fuel consumption figures of the entire public service vehicle fleet should be used.

Please complete a) and b) or c) and d), but not both

- | | | |
|--|-------|------------|
| a) Total kms during this claim period of all vehicles used for at least 50% of their kms on BSOG <u>commercial</u> eligible local services | 23000 | kilometres |
| b) Total fuel issued during this claim period to all vehicles used for at least 50% of their kms on BSOG <u>commercial</u> eligible local services | 2440 | litres |
| c) Total kms during this claim period of all public service vehicles | | kilometres |
| d) Total fuel issued during this claim period to all public service vehicles | | litres |

Section 4 Estimated eligible commercial kilometres per quarter

a) Estimated eligible commercial kilometres (outside BBA)

To be completed by all operators (see paragraph 1 of Annex A)

1. Estimated kilometres (kms) for the period	2. Commercial local service kms	3. Commercial dead kms	4. Total commercial kms (columns 2+3)
1 st quarter	4500	750	5250
2 nd quarter	4500	750	5250
3 rd quarter	4500	750	5250
4 th quarter	4500	750	5250
Total kms outside BBA	18000	3000	21000

b) Estimated eligible commercial kilometres (inside BBA)

(Please use BBA figure in Section 6c to be any business which does not take part in a BBA commercial BSOG being claimed in section 4a)

Total kms within BBA	—	—	—
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c) Total Estimated eligible commercial kilometres (4a + 4b)

Total kms (4a+4b)	18000	3000	21000
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The totals in 4c must be the sum of the totals in Sections 5 and 6

Section 5 Analysis of estimated eligible commercial local kms by route run outside of a Better Bus Area

To be completed by all operators (see paragraphs 11 & 12 of Annex A)

1. The number by which you identify the service in your records	2. The DVSA (VOSA) service registration or licence as given in Notices & Proceedings	3. For services appearing on the claim for the first time, the number of the issue of Notices & Proceedings in which they first appeared. Please enclose relevant published timetables and fare tables	4. Length of longest single one way (not return) journey eligible for grant (to nearest fifth of a km)	5. Estimated commercial service kilometres run outside of a BBA on the route during the period covered by the claim	6. Estimated commercial dead kilometres run outside of a BBA in connection with the route during the period covered by the claim	7. Estimated total commercial kilometres run outside of a BBA on which grant is claimed (Columns 5+6)
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Section 5	1	2	3	4	5	6	7
	Service Number	Registration Number	New Services None	Length Longest journey	Service Kms	Dead Kms	Totals
Fram	185	F667/6543		31.40	2150	650	2800
Bury	327	F668/6543		74.06	1370	140	1510
Stow	455	F669/6543		55.55	4320	820	5140
Diss	478	F670/6543		45.90	3440	450	3890
Nor	555	F671/6543		73.26	2870	420	3290
Bury	328	F672/6543		75.67	1480	180	1660
Ips	109	F673/6543		62.10	1920	310	2230
Lt	207			82.11	450	30	480
					18000	3000	21000

officer

If you need more records, please use continuation page.

Totals 18000 3000 21000

The totals entered in section 5 must equal the sum of the quarterly totals entered in section 4a

ADD PAGE

Checklist

✓ box as appropriate

I have enclosed timetables for all new services that appear on this claim

N/A

I have enclosed fare tables for all new services that appear on this claim

N/A

I have enclosed route maps for all new services that appear on this claim

N/A

No new services appear on this claim



My banking details remain as previously notified (please contact the BSOG team immediately if your banking details have changed)



Useful information

Links to websites

Further information on the Bus Service Operators Grant can be found at:

<https://www.gov.uk/government/collections/bus-services-grants-and-funding>

Contact us:

If you need more information, you can contact the BSOG team by writing to us at:

Bus Service Operators Grant
Department for Transport
Room D/06, Ashdown House
Sedlescombe Road North
St Leonards on Sea
East Sussex TN37 7GA

You can also telephone us at:

0207 944 8588

Or by email at:

bsog@dft.gsi.gov.uk