



Department
for Transport

Please enter your operator name & BSOG file ref

Operator

HIGH SUFFOLK COMMUNITY BUS

File

1/4057

Bus Service Operators Grant (England)

Please read the annexes to this form, before completing it online.

The completed form must be returned within 3 months of the end of the claim period.

The grant will not be paid if it is received after this deadline (except where an estimated claim has previously been submitted).

- Sections 1, 2, 3, 4, 5, 6a), 7a)i) and 8 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.
- The rest of Section 7 should only be filled out if you are claiming one or more of the BSOG incentives (smartcard, automatic vehicle location and low-carbon emission buses).

Section 1 Claim period and fuel type

To be completed by all operators (see paragraph 4 of Annex A)

a) Actual claim for the period from: 1/7/2019 to 30/6/2020

b) Type of fuel used Please use separate claim form for each fuel type.

PSV311E (Rev 04/16)

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:

i) Fuel Consumption

I have calculated accurately the fuel consumption figure as stated in Section 3 of this claim form, and I hold records to support those figures. Specifically:

I hold a detailed fleet list of the vehicles used for claiming BSOG during this claim period;

Yes No

I hold detailed records in support of all kms travelled by each of the above vehicles during this claim period;

Yes No

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

Yes No

I have checked that the fuel consumption of each vehicle is within tolerance for the make and type of vehicle;

Yes No

ii) Service Kilometres

I have measured accurately the local service kms and dead kms for each route entered in sections 5a to 5c of this claim form;

Yes No

I hold detailed records of how the above figures have been used to compile annual data for each route, taking into account weekday, Saturday, Sunday and bank holiday variations;

Yes No

I hold detailed records of lost service kilometres (eg due to breakdowns, bad weather, road closures) and/or additional/gained mileage (eg through the operation of duplicates due to high demand etc);

Yes No

I have only entered eligible services run on a commercial basis (if applicable) in section 5a of this claim form (see paragraph 19 of Annex A for the definition of a commercial service);

Yes No

I have only entered tendered services (if applicable) in section 5b of this claim form (see paragraph 18 of Annex A for the definition of a tendered service);

N/A Yes No

I have only entered Better Bus Area services (if applicable) in section 5c of this claim form.

N/A Yes No

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

iii) Other Matters

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 iv) below.

Yes No

I confirm that any ITSO smartcard readers on buses for which the BSOG smart ticketing uplift is claimed are eligible to receive the uplift according to the terms set out in Annex A and at <https://www.gov.uk/government/collections/background-to-the-bus-service-operators-grant-bsog>.

Yes No

We do not claim the BSOG smart ticketing incentive.



iv) 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 Section 5. 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

Signed	<i>G. J. Garwood</i>	Name (capitals)	G. J. GARWOOD
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)	01724 685415	Email address
Telephone number (mobile)		Date	20/8/2020
PSV operator's licence number(s)	PF 1890 CB	Section 22 permit expiry date	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, e.g. 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:

- 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) & b) or c) & d), but not both

a) Total kms during this claim period of all vehicles used for at least 50% of their kms on BSOG commercial eligible local services

22267.91 kilometres

b) Total fuel issued during this claim period to all vehicles used for at least 50% of their kms on BSOG commercial eligible local services

2351.65 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 Eligible kilometres by period

Please record details of eligible kms you wish to claim, split by the periods detailed below.

a) Commercial kilometres

Record the eligible commercial kms you wish to claim for.

Note: If you are part of a Better Bus Area (BBA) do not include any commercial kilometres in this section operated within the BBA (see section 4c).

1. From	2. To	3. Commercial local service kms	4. Commercial dead kms	5. Total commercial kms (columns 3+4)
01/07/19	30/06/20	18434.50	2935.03	21369.53
dd/mm/yyyy	dd/mm/yyyy			
dd/mm/yyyy	dd/mm/yyyy			
Totals		18434.50	2935.03	21369.53

These totals must be the same as those entered in section 5a

b) Tendered kilometres

Record the eligible tendered kms you wish to claim for (including any tendered operations within BBAs).

Note: payment of BSOG for tendered services ceased on 31 December 2013. Kms recorded in this section will only be used to calculate the smartcard or automatic vehicle location incentives.

1. From	2. To	3. Tendered local service kms	4. Tendered dead kms	5. Total tendered kms (columns 3+4)
dd/mm/yyyy	dd/mm/yyyy			
dd/mm/yyyy	dd/mm/yyyy			
dd/mm/yyyy	dd/mm/yyyy			
Totals				

These totals must be the same as those entered in section 5b

c) Better Bus Area (BBA) kilometres

Record the eligible commercial kilometres operating within a BBA that you wish to claim in this section.

1. From	2. To	3. BBA Commercial local service kms	4. BBA Commercial dead kms	5. Total BBA Commercial kms (columns 3+4)
dd/mm/yyyy	dd/mm/yyyy			
dd/mm/yyyy	dd/mm/yyyy			
dd/mm/yyyy	dd/mm/yyyy			
Totals				

These totals must be the same as those entered in section 5c

Section 6 Better Bus Areas (BBAs)

a) Do all, or part of, the services for which you are claiming run within a Better Bus Area?⁴

Yes

If Yes, complete BBA name(s) in
b) below and fill out section 5c

No

Go to Section 7

b) BBA Name:

BBA Name:

Section 7 Incentives

If you do not claim any of the smartcard, automatic vehicle location or low-carbon emission bus incentives, please complete 7a)i) only then go to section 8.

a) Smartcard and automatic vehicle location (AVL) declaration

This section must be completed by all operators claiming BSOG uplifts for smartcard and/or AVL equipment. You must also complete the questionnaires in section 7b & 7c.

Please note you should not claim smartcard incentives on this form:

- unless your ITSO readers are encoded to recognise all English concessionary travel passes. Remember that ITSO readers must be kept up to date with any new concessionary travel products and be encoded within the notification period required by DfT. They must meet all the eligibility requirements, which can be found at:
<https://www.gov.uk/government/collections/background-to-the-bus-service-operators-grant-bsog>;
- if you have received direct funding via a DfT sponsored initiative (e.g. the Norfolk County Council smart ticketing pilot) for smartcard and/or AVL equipment.

See paragraphs 22–25 of Annex A before completing this section.

- i) How many buses in total were used to operate your commercial, tendered and BBA services (Peak Vehicle Requirement – PVR – plus spares) at the end of the claim period?
- ii) How many of those buses in total were eligible for both the smartcard and AVL incentives at the end of the claim period?
- iii) How many of those buses were eligible for the smartcard incentive only at the end of the claim period?
- iv) How many of those buses were eligible for the AVL incentive only at the end of the claim period?

ONE

⁴ The five BBAs fall within parts of the cities of York, Nottingham and Sheffield, Merseyside and the greater Bristol area. If you are not sure whether your route falls within one of these areas, please contact that local authority to check.


Section 8 Accountant Certificate/Verification

This should be signed by a person who comes under one of the categories listed in paragraphs 31 and 32 of Annex A. Any amendments made must be endorsed by the Certifying Auditor in ink.

I certify that I have examined the entries in this claim and the related records of the claimant, and have carried out such tests and have obtained such explanations as I consider necessary.

I certify that we have examined the documentation listed in section 2 and each of the declarations set out in sections i) to iii) is correct.

(Subject to the observations in the attached report) I am of the opinion that the entries are fairly stated and that Bus Service Operators Grant has been claimed in accordance with the conditions of eligibility for grant included within this form.

Signed		Date	20/08/2020
Name (capitals)	HARRY MOORE		
Name of practice	HARRY MOORE		
Accountancy qualification ¹⁰	F.C.A.		
Full address	<p><i>Harry Moore</i> CHARTERED ACCOUNTANT 2 Lime Kiln Close, Claydon Ipswich IP6 0AW Telephone: (01473) 830991</p>		
Postcode	IP6 0AW.		
Telephone number	01473 830991		
Email address	dillview36@btconnect.com.		
Reference			

¹⁰ see paragraphs 31 and 32 of Annex A.