



Application guidance

Eligibility criteria

Check if your organisation is eligible

To apply, your organisation must be a:

- Charity
- School (excluding private schools)
- Further education institution receiving funding from the Education and Skills Funding Agency (excluding higher education institutions who receive this funding)
- Local authority
- Other not-for-profit organisation

Check if your vehicle is eligible

The vehicle must meet these conditions:

- Able to carry more than 8 but no more than 16 passengers, and weigh 5 tonnes or less (gross vehicle weight)
- Does not already meet the ULEZ standards
- Owned, leased or hired by a not-for-profit organisation, and used mainly for community transport
- Owned, leased or hired on or before 8 June 2018, and continually since then

Documents you need to provide

All applicants need to provide:

- Completed and signed application form
- Vehicle registration document – a copy of all four pages of the minibus V5C document
OR
- The lease or hire agreement for the vehicle

If the vehicle is registered in the name of an employee, director or trustee, you also need to upload a declaration on letter-headed paper that confirms they are employed by the organisation.

In addition, the following organisations will need to provide:

Registered Charities:

- Your Charity Commission registration number on the application form. No further evidence to support your application is required

Schools, 16 to 19 Academies and Further Education Institutions:

- Your Department for Education Unique Reference Number (URN) on the application form. No further evidence to support your application is required

Local authorities and all other not-for-profit organisations*:

If you are a not-for-profit organisation and do not have a Charity Commission registration number or a Department for Education Unique Reference Number (URN) you will need to provide one of the following proofs:

- Upload a letter on your organisations headed paper that explains the community transport activity that you do and confirms you are a not-for-profit organisation
OR
- Upload a copy of your Section 19 or 22 permit if your organisation holds one

Submitting your application

Once you have completed your application form and, if you need further proofs, have images of them, you can submit your application online at tfl.gov.uk/ULEZ under the discounts and exemptions section. To submit your application you will need to either create a Road User Charging account or sign in, if you already have one. TfL will send all correspondence regarding your application to the email address on your account.



Community minibus Grace period application

1.1 Applicant details

Complete all fields in CAPITAL letters to speed up your application

| | | |
|--------------------------|----------------------|----------------------|
| Title | First name | Last name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Position in organisation | <input type="text"/> | |

1.2 Organisation details

Organisation type (✓ applicable option)

Charity School Further education institution Local authority Other

Organisation name

Charity Commission registration number or Education reference (URN, UKPRN or LAESTAB) or (✓ if applicable) Other evidence*

Building name or number Phone number

Street

City or town Email address

Postcode

2. Details of the minibus you are applying to register

| | | |
|----------------------|----------------------|----------------------|
| Number plate (VRM) | Vehicle make | Vehicle model |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

3. Declaration

By signing below, I confirm:

- to the best of my knowledge that the information provided as part of this application form is accurate at the time of submitting this application form and will inform TfL immediately if such information changes;
- TfL at its sole discretion may make changes to or withdraw the ULEZ not for profit minibus grace period without notice;
- By signing this form, you confirm that your organisation is an eligible not for profit organisation (as set out in the application guidance section on page one) and operates minibuses for community transport purposes.

Signed

Date (DDMMYYYY)