

# Application for a Section 19 Standard Permit



**Please Note - CTA is only legally authorised to issue permits to its own current members.**

**Any permit application incomplete or incorrect will automatically be returned.**

**THIS FORM WILL NEED TO BE PRINTED, ALL 3 PAGES COMPLETED AND THE ORIGINAL COPY RETURNED**  
**Please refer to CTA Section 19 Standard Permits guidance for applicants at the end of this application form when completing this form**  
**Please fill in all relevant boxes. If writing use capitals. Remember to  or  the boxes**

**NOTE** A Standard Permit will entitle you to operate a vehicle constructed or adapted to carry a maximum capacity up to 16 passengers (excluding the driver). If you intend to operate a vehicle larger than this, you require a Large Bus Permit which is only obtainable from your Local Traffic Commissioner - 0300 123 9000.

A Standard Permit **does not allow you to carry the general public**, you are only authorised to carry those groups of passengers ticked in Q.4. You may tick more than one box in Q.2 and Q.4. If you intend carrying the general public it may be possible to do this under a Section 22 Community Bus Permit, obtainable from your Local Traffic Commissioner. The same vehicle can be operated, at different times, under a Standard Permit or a Community Bus Permit. If you are in any doubt as to what is right for you, ring the CTA Advice services on **0345 130 6195**.

Changes to driving entitlement took effect in 1997. People passing their first car-driving test from January 1<sup>st</sup> 1997 may require a second test to drive minibuses. Permit holders must ensure that drivers are suitably qualified.

## Your Details

**1** Name of body applying (*this must be the same membership name held by the CTA*)

Contact Name:   
 Official Address for correspondence:   
  
  
  
 Postcode:   
 Daytime telephone number   
 Email address   
 CTA Membership No.

**This field must be completed**

**2** What is your body concerned with?

- Education
- Religion
- Social Welfare
- Recreation
- Other Activities of benefit to the community, please give details:

**3** Do you already hold any small/large/standard bus permits? Yes  No

- If **Yes**, please give Permit No. (s) and
- the issuing body/bodies

**Using a vehicle to carry passengers for hire or reward other than as authorised by your permit, or operating the vehicle with the intention of making a profit, either directly or indirectly, is against the law. A false statement made in order to get a permit is also a criminal offence.**

**4** What classes of passengers will you carry?

**You should reflect the groups of people your organisation is established to serve; this can be done by looking at the governing document or rules of your organisation. If you are not sure please call the Advice Team on 0345 130 6195.**

- A** Members of the body holding the permit.  **C** Disabled persons or persons who are seriously ill, and persons assisting them.   
**B** Persons whom the body exists to benefit, and persons assisting them.  **D** Pupils or students of any school, college, university or other educational establishment and staff or other helpers accompanying them.

**5** Will every driver of a 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  If **No**, please say how drivers are approved and by whom

**Vehicle Details**

**6** Does the insurer of your vehicles(s) know that you are operating under a Standard Permit?

Yes  No  If **No**, please say when the insurer will be informed or give the reason why it is not necessary

What type of vehicles will you be using your Permits on?  
Minibuses  Smaller vehicles  Both

**7** How many Permits are you applying for?

(N.B. The above details must apply to each permit applied for. You may transfer discs between vehicles, but may not operate a vehicle without a disc in it if hire or reward exists)

Permits

**8** How often will safety inspections be carried out on the vehicle?  
Please give a figure in both boxes \* refer to our guidance notes

Weeks  Miles

**Declaration**

- 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
- I understand that if the CTA has any concerns that our vehicles are being used outside of these regulations it reserves the right to 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 permit(s):**

- 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
- 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 and my/our organisation will get them put right promptly
- be any person of 21 years or over who has appropriate entitlement to drive
- be informed of their legal responsibilities as a driver of a permit vehicle

I enclose a fee of  £  (The cost of each permit is £11.00; please make cheques payable to CTA UK)

Signed  Please note a typed signature will not be accepted. Date

Name (capitals)  Position held

**Please post completed application form and questionnaire with payment to:  
Community Transport Association, Aeroworks, 5 Adair Street, Manchester, M1 2NQ  
Advice Service: 0345 130 6195 or email: [advice@ctauk.org](mailto:advice@ctauk.org)**

# Application for a Section 19 Standard Permit - Questionnaire



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**Please refer to CTA Section 19 Standard Permits guidance for applicants at the end of this application form when completing this form. Please fill in all relevant boxes. If writing use capitals.**

<b>1</b>	Full name of body applying:	
<b>2</b>	Does the body make a charge for transport services - this does not have to be a direct charge but can be part of a larger payment - school fees, club subscription, nursing home fees, retirement home etc?	<b>YES / NO</b>
<b>3</b>	Is the body one entity capable of entering as such into legal commitments and acting collectively? <b>* refer to our guidance notes</b>	<b>YES / NO</b>
	If <b>YES</b> please give the registered Company number? <b>* Please send a copy of your Mem &amp; Arts / Governing documents.</b>	
<b>4</b>	Is the body going to be the user of the permit?	<b>YES / NO</b>
<b>5</b>	Is the body a registered charity or does it have charitable status?	<b>YES / NO</b>
	If <b>YES</b> please give the registered Charity number?	
<b>6</b>	Is the body one which undertakes non-profit activities only?	<b>YES / NO</b>
<b>7</b>	When the vehicle is being used under section 19 permits is it going to be used solely in connection with activities carried out by the body which are neither profit making in themselves not incidental to profit making activities?	<b>YES / NO</b>
<b>8</b>	Does the body certify that, whilst operating under a Section 19 Permit, the vehicle will never be used in profit making activities?	<b>YES / NO</b>

**Additional information may be requested when this form is received by the CTA**

## Declaration

I am authorised by the body applying for the permit to make this declaration on behalf of its members (or the members of the local branch or group named in the application).

Signed\*: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please note a typed signature will not be accepted.

Print name: \_\_\_\_\_

Position held: \_\_\_\_\_

## Section 19 Standard Permits Guidance for Applicants

### CTA can only issue permits to fully paid up Members of the Association - make sure your membership fee has been paid before submitting the form.

Permits will form the legal basis for your operations. You should make sure that you are aware of all your organisation's legal responsibilities.

#### Application Form

Most of the questions are self-explanatory. However, please bear in mind the following points:

#### **Q2: What is your body concerned with?**

Those groups involved in providing transport to other community organisations should think carefully about all the purposes for which the bus may be used in the future. There are virtually no circumstances where the 5<sup>th</sup> box should be ticked.

#### **Q4: What classes of passenger will you carry?**

You should reflect the groups of people your organisation is established to serve; this can be done by looking at the governing document or rules of your organisation. CTA recommend that community transport providers establish a membership application process to enable them to demonstrate that they are only carrying eligible passengers.

#### **Q8: How often will safety inspections be carried out on the vehicle?**

For what is meant by safety inspections please see Annex 2 of [Passenger transport provided under Section 19 or 22 permits](#), produced by Driver and Vehicle Standards Agency (DVSA) and the CTA's Advice Leaflet on Maintenance Schedules. Note that safety inspections are not the same as daily checks which should be carried out by drivers. **The maximum time between inspections should be no more than 10 weeks.** CTA requires that both a mileage and weekly figure be given. These will be estimates, and you may need to increase the frequency of inspections if your mileage is high. You are advised to keep all relevant paperwork for at least 15 months.

**Declaration:** At the end of the form you must make a number of declarations about your planned operations and management routines. DVSA or Traffic Commissioner may take these into account in any subsequent inspection or investigation.

#### Questionnaire

**Q3.** What is a 'body'? Those applying for a Section 19 permit must satisfy CTA that the services are not run with a view to profit nor incidentally to an activity which is itself carried on for profit. Organisations that are registered as charities usually qualify. Any business that is able to make a profit would not usually qualify regardless of how it applies its profits or income surpluses. A body can have a legal structure in following ways:

- Unincorporated body with no constitution but a committee consisting of, at least, a Chair, a Secretary and a Treasurer
- Unincorporated body with a constitution
- Incorporated body with a constitution **i.e. A Company Limited by Guarantee.** (CTA would expect a body that pays wages to staff to be incorporated.)

**Please send cheques for £11.00 per permit (payable to "CTA UK") with the completed forms to Community Transport Association, Aeroworks, 5 Adair Street, Manchester, M1 2NQ.** Make sure that you keep a copy of the application form before sending it off to us. This should then be kept securely with the permit itself once you have received it. Note that the permit is the purple A4 paper form, not the disc to be displayed on the windscreen of the vehicle. Also note that you must not display photocopied discs.

If you are in any doubt over any aspect of the application form, permits or anything else, please ring the CTA Advice Service on **0345 130 6195** or e-mail us at: [advice@ctauk.org](mailto:advice@ctauk.org), please quote your CTA membership number.