

Application for a Section 10B Small Bus 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 TO THE ADDRESS AT THE BOTTOM OF PAGE TWO

Please refer to CTA Section 10B Small Bus Permits guidance for applicants when completing this form. Please fill in all relevant boxes. If writing use capitals. Remember to or the boxes

NOTE

A Small Bus Permit will entitle you to operate a vehicle constructed or adapted to carry a maximum capacity of between 9 and 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 the DOE Transport Licensing and Enforcement Branch.

A 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.

Changes to driving entitlement took effect in 1997. People passing their first car-driving test from January 1st 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:

Contact Email address

Daytime telephone number

CTA Membership No.

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 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?

- A** Members of your own organisation
- B** People whom your organisation, and groups formally affiliated to you, exist to help, and their escorts and helpers (NB affiliated groups must also be concerned with one of the activities ticked or crossed in Q2 above)
- C** People with disabilities or serious illnesses, and their helpers
- D** Students, staff or their helpers, of a school, college or other educational establishment
- E** Other, please give details below:
-

5 Will every driver of a minibus 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 Small Bus Permit?

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

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

_____ Permit

8 How often will safety inspections be carried out on the vehicle? Please give a figure in both boxes

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 10B-D of the Transport Act (NI) 1967 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 annually from new in the appropriate MOT/PSV class for its size

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 of 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; please make cheques payable to CTA UK)

Signed

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
If you have any questions please contact our Advice Service: 0345 130 6195 or email: advice@ctauk.org**

Application for a Section 10B Small Bus 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.

| | | |
|----------|---|-----------------|
| 1 | Full name of body applying: | |
| 2 | 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? | |
| 3 | Is the body one entity capable of entering as such into legal commitments and acting collectively? * refer to our guidance notes | YES / NO |
| | If YES please give the registered Company number? * Please send a copy of your Mem & Arts / Governing documents. | |
| 4 | Is the body going to be the user of the permit? | YES / NO |
| 5 | Is the body a registered charity or does it have charitable status? | YES / NO |
| | If YES please give the registered Charity number? | |
| 6 | Is the body one which undertakes non-profit activities only? | YES / NO |
| 7 | When the vehicle is being used under a section 10b permit 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? | YES / NO |
| 8 | Does the body certify that, whilst operating under a Section 10B Permit, the vehicle will never be used in profit making activities? | YES / NO |

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: _____



Community
Transport
Association

Section 10B Small Bus Permits Guidance for applicants

Introduction

This guide is intended for those using CTA's application form for minibus permits. 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 the legal responsibilities laid out in "A Guide to Section 10B Permits in Northern Ireland". Information is available from CTA or the DVA, Corporation Street, Belfast.

Questions on the 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. You must give details if you tick the 5th box, "other activities of benefit to the community".

Q4: What classes of passenger will you carry?

Make sure you tick all the classes of passenger which you might wish to carry either now or at some point in the future. If you are providing a service to isolated communities with residents who do not have access to their own private vehicle, such a service is possible under a Class B or E permit. Note that it is normal practice for CTA not to issue permits with class E, and any request for such will require some supporting evidence.

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

For what is meant by safety inspections please see *Appendix 5B of the Department for Transport's Guide to Maintaining Roadworthiness*, available from CTA website. Note that these are not the same as daily checks carried out by drivers or regular servicing. The frequency of safety inspections is set out in a chart (see Appendix 4, note 7) of the Guide. **The maximum time between inspections should be no more than 10 weeks.** CTA requires that both a mileage and weekly figure are 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.

At the end of the form you must make a number of declarations about your planned operations and management routines. The DOE enforcement officers or the police may take these into account in any subsequent inspection or investigation. Think carefully before filling in the form and take immediate action to ensure that commitments such as regular safety inspections will be carried out as declared on the application form.

Please send cheques for £11.00 per permit (payable to "CTA UK") with the completed form. If you require an invoice please forward a purchase order for the amount (no. of permits x £11) with the application. 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 when received from us. Note that the permit is the A4 paper form, not the disc to be displayed on the windscreen of the vehicle.

If you are in any doubt over any aspect of the application form or permits please contact our Advice Service: 0345 130 6195 or email: advice@ctauk.org and quote your CTA membership number.