

Guidance for Standard Section 10B Permit Applications

This guidance will be useful for: organisations applying for a Small Bus Section 10B Permit from the Community Transport Association.

This guidance will help you to fill out the application form for a Small Bus permit. You can download the application form from our website at ctauk.org/members-area/apply-for-permits/. If you have any questions that are not covered in this document, you can contact the CTA advice service via advice@ctauk.org.

Section 1: Contact Information

Your details

Here we want your contact details. Your application will be easier to process if these match the name, address and contact information that you already have registered with CTA. Please note that we can only issue permits to CTA members. Permits are only valid with a current CTA membership.

The contact person will be the main person we correspond with concerning the permits issued.

Do you have 3 non-related Trustees/Directors/Committee members?

For not-for-profit members, CTA requires that the governance structure of not-for-profit organisations follow the VCFSE sector good practice in ensuring that there is a minimum of 3 non-related directors/trustees/committee members. We do recognise there are some situations where this isn't possible, make sure to tell us on the application form.

What is your body concerned with?

This question is asked to ensure you satisfy at least one of the criteria established in the Transport Act (NI) 1967 for eligibility to apply for and use a Section 10B Permit. Those groups involved in providing transport to other community organisations should think carefully about all the purposes for which the vehicle may be used in the future.

Reason for this Application

This question enables us to understand the reason for your application and understand the reasons for increases or decreases in permits held by the sector.

Do you already hold any small/large/standard bus permits?

As a designated body, CTA can issue permits to its members. However, permits are also available from other designated bodies. You can apply for permits from multiple bodies, however the exemption that you apply under must be the same.

Has the body ever had an application for a permit refused or a permit revoked?

If you have had a permit application refused, or a permit revoked, we need to understand the circumstances before issuing you a permit. Please note that a false statement to obtain a permit is a criminal offence.

Section 2: Exemptions and Passenger Class

Understanding your exemption

This section relates to the EU Regulation Exemptions. To operate a vehicle under a Section 10B permit, you must be able to satisfy one of the 3 exemptions set out in the EU Regulation 1071/2009. The exemption that you are applying under will determine which questions you need to answer. You can find a useful video to help you understand the exemptions in the [members' area of our website](#). The full guidance regarding them can also be found in the [DVA Applicants guide for Section 10B Bus Permits](#)

Is the main occupation of your organisation something other than the provision of passenger transport?

This relates to the 'main occupation' exemption. You should only answer yes to this question if your main occupation (i.e. what you spent the majority of your time and resources doing) is something other than the provision of passenger transport. This exemption can usually be used by educational establishments and community centres. If you answered yes to this question you should select Main Occupation as your exemption in the next question.

Which of the following exemptions are you applying for this permit(s) under?

If the provision of passenger transport is your main occupation, then you need to consider if you meet the criteria for the Exclusively Non-Commercial Purposes Exemption.

Option B – Exclusively Non-Commercial Purposes Exemption

Guidance relating to this exemption can be found under [section 3.2 of the Guidance on EU Regulation 1071/2009 for permit users in GB](#). If you are going to choose this option, you need to be satisfied that all the services you operate are for exclusively non-commercial purposes. You must retain evidence to show you have considered the guidance. Evidence could be recorded in your accounts, board minutes or annual report. If you are unsure whether you can rely on this exemption, then you can check out the resources in the [members' area of our website](#) or contact advice@ctauk.org.

What classes of passengers will you carry?

A Section 10B permit requires you to indicate the classes of passengers which you intend to carry as it cannot be used to carry members of the general public. You can choose more than one class; however, you should only select the categories which most closely describe the groups of people your organisation is established to serve. Your governing document should guide you on this. CTA recommend that community transport providers establish a registered user or membership scheme

to enable them to demonstrate that they are only carrying eligible passengers. Once a permit is issued, then it can only be used to carry the selected classes of passengers and cannot be changed.

Passenger Classes

Class A Members of the body holding the permit.

Class B Persons whom the body exists to benefit and persons assisting them.

Class C Disabled persons or persons who are seriously ill, and persons assisting them.

Class D Pupils or students of any school, college, university or other educational establishment and staff or helpers accompanying them

Class E Persons living within a geographically defined local community, or group of such communities, whose public transport needs are not met other than by virtue of services provided by the body holding the permit

Class F Any other class of persons specified in the permit

CTA as standard does not issue permits under Passenger Class E or F so they are not on our application form. If you believe your passengers do not fall within Class A-D please contact us for advice at advice@ctauk.org

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?

CTA expects all permit holders to provide training, The Minibus Driver Awareness Scheme (MiDAS) is commonly used to meet the requirement for drivers to have basic vehicle and safety training. You will be asked to explain the type of training that is provided to drivers.

Section 3: Vehicle details

How often will safety inspections be carried out on the vehicle(s) being operated?

As the permit holder, it will be your responsibility to ensure that any vehicle used under your permit is in a safe and roadworthy condition. You can find the guidance relating to maintenance requirements and safety inspections in the [DVA Applicants guide for Section 10B Bus Permits](#)

Safety inspections are not the same as the daily walk-around checks carried out by drivers. They are also in addition to regular servicing and MOTs. We would usually expect the frequency of safety inspections to be between every 6 and 10 weeks as set out by the DVA in their '[Guide to Maintaining Roadworthiness](#).'

You must keep all maintenance records for at least 15 months.

Section 4: Questionnaire

Is the body one which undertakes non-profit activities only?

A vehicle being used under a section 10B permit cannot be used with a view to profit nor incidentally to an activity which is itself carried on for profit.

Does the body certify that it does not hold a Public Service Vehicle Operator's Licence?

Under the Transport Act (NI) 1967, the same legal entity cannot hold both an 'O' licence and a section 10B permit. If you do hold both an O Licence and a permit, please contact advice@ctauk.org.

Section 5: Declarations

Declaration

At the end of the form, you must make several declarations about your planned operations and management routines. The DVA or PTLTD may take these into account in any subsequent inspection or investigation. You will be sent an electronic copy of this application once completed, you should retain a copy of this application. This should then be kept securely with the permit itself once you have received it.

If you are in any doubt over any aspect of the application form or questionnaire, permits or anything else, please e-mail the CTA Advice Service at advice@ctauk.org in the first instance or ring **0345 130 6195**. **Please quote your CTA membership number.**