

# Section 10B Permit

## Small Bus Permit (9-16 passenger seats)

### What can I do with it?

Allows not-for-profit organisations to operate a vehicle such as an MPV or a minibus - a vehicle with up to 16 passenger seats.

**How much does it cost?** £11.00

## Large Bus Permit (16+ passenger seats)

### What can I do with it?

Allows not-for-profit organisations to operate a vehicle with more than 16 passenger seats.

**How much does it cost?** £20.00

### HOW LONG DOES A SECTION 10B PERMIT LAST? NO EXPIRY DATE

Permits should still be legible and overwriting any information on them is forbidden.

**Remember:** Section 10B permit vehicles can't be used to carry members of the general public. A permit isn't specific to one vehicle, so the holder of the permit can transfer it between different vehicles. But a permit can only be used on one vehicle at a time. An organisation can hold more than one permit. The correct disc must be displayed in the vehicle to show how it's being used at the time.



## Application forms are available from:

A designated body, such as the **Community Transport Association**

The Department for Infrastructure - call 028 9054 0540

As a designated body, the CTA can issue section 10B Small Bus permits to its members. The application form can be downloaded from the Members' Area of our website: [ctauk.org/members-area/apply-for-permits/](http://ctauk.org/members-area/apply-for-permits/). CTA membership needs to run concurrently for the life of the permit.

## How much can I charge for my service?

Operators must ensure that they keep a statement of their price formula. When working out how much you should charge for a service, you should use the full cost recovery, which can include:

- Employee costs – salaries, NI, pensions, recruitment, training, uniforms
- Volunteer costs – recruitment, training, uniforms
- Premise costs – utilities, rates, insurance, office and administration costs
- Vehicle costs – maintenance, insurance, fuel, depreciation

## Who can use a section 10B permit?

Any organisation operating on a not-for-profit basis, concerned with:

- Education
- Religion
- Social welfare
- Recreation
- Other activities of benefit to the community

and the following CLASSES OF PASSENGERS:

- A - Members of the body holding the permit
- B - Persons whom the body exists to benefit and persons assisting them
- C - Disabled persons or persons who are seriously ill, and persons assisting them
- D - Pupils or students of any school, college, university or other educational establishment and staff or other helpers accompanying them
- 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 service provided by the body holding this permit
- F - Any other class of persons specified in the permit