

# Section 19 Permit

## Standard 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)

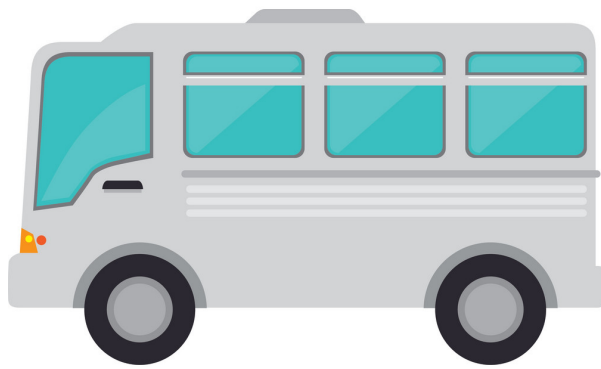
### What can I do with it?

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 19 PERMIT LAST? 5 YEARS

**Remember:** Section 19 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. However, a permit can only be used on one vehicle at a time. An organisation can hold more than one permit. An organisation may also hold both section 19 and section 22 permits (see Section 22 Permit info sheet), but a vehicle must only be used under one type of permit at a time. 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 Traffic Commissioner's website - [gov.uk/government/publications/application-for-a-standard-or-large-bus-permit-psv372](http://gov.uk/government/publications/application-for-a-standard-or-large-bus-permit-psv372)
- the DVSA Customer Service Centre – 0300 123 9000
- the central licensing office in Leeds - [permits@otc.gov.uk](mailto:permits@otc.gov.uk)
- local authorities

### Application for a Section 19 Standard Permit

Please complete all pages of this form and return a copy to the Community Transport Association either via post to CTA, 12 Wilson Street, Manchester, M1 1JF or via email to [info@cta.org.uk](mailto:info@cta.org.uk). Please note that CTA can only issue permits to members of the association. The cost of each permit is £11.00.

**Please 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 Question 8. You may tick more than one box in Question 2 and Question 8. If you intend on 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, you can email the CTA advice service at [info@cta.org.uk](mailto:info@cta.org.uk). Changes to driving entitlement took effect in 1997. People passing their first car driving test from 01 January 1997 may require a second test to drive minibuses. Permit holders must ensure that drivers are suitably qualified.



### Section 19 Standard Permits Guidance for Applicants

This guidance relates to the application form for Section 19 Standard Permits available on the CTA website at [cta.org/members/area/apply-for-permits/](http://cta.org/members/area/apply-for-permits/). The first part corresponds with specific questions contained in the application form and associated questionnaire, followed by other guidance that may be useful when applying for permits. If you have any questions that are not covered in this document you can contact the CTA advice service via [info@cta.org.uk](mailto:info@cta.org.uk).

**Please note that CTA can only issue permits to members of the association. 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 Guidance

**Q1: 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.

**Q2: What is your body concerned with?**  
This question is asked to ensure you satisfy at least one of the criteria established in the 1985 Transport Act for eligibility to apply for and use a Section 19 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.

**Q3, 6 and 7: Which are the following exemptions are you applying for this permit(s) under?**  
There is further guidance on why these questions are required and how to answer them on page 3.

**Q8: What classes of passenger will you carry?**  
You should select the category that most closely describes 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.

Using vehicles 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.

As a designated body, the CTA can issue section 19 Standard permits to its members. The application form and guidance document can be downloaded from the Members' Area of our website: [cta.org/members-area/apply-for-permits/](http://cta.org/members-area/apply-for-permits/). CTA membership needs to run concurrently for the life of the permit.

## Who can use a section 19 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

# Section 19 Permit

## What exemption should I apply under?

Do you have a main occupation other than that of road passenger transport operator?

Yes

You can apply for a section 19 permit under the '**main occupation**' exemption.

No

Do you operate exclusively for non-commercial purposes?

Yes

You can apply for a section 19 permit under the '**exclusively non-commercial purposes**' exemption.

No

Are you a not-for-profit organisation that has a minor impact on the transport market due to the short distances involved?

Yes

You can apply for a section 19 permit under the '**short distance**' exemption.

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## 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