

## 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", which will have been issued to you when you joined the Association. If you cannot find your copy, this is available from CTA at a price of £4.00. Cheques for publications should be made payable to "CTA Trading Ltd".

### 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 5<sup>th</sup> 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 or from the Traffic Area Network 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 £7.00 per permit (payable to "CTA UK") with the completed form.** 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, permits or anything else, please feel free to ring the CTA Advice Service on 02890 941661 or e-mail us: [gerard@ctauk.org](mailto:gerard@ctauk.org)