

Application for a Section 10 B Small Bus Permit

Please Note - CTA can only issue permits to it's own current members

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:
Daytime telephone number
CTA Membership No.

2 What is your body concerned with? Education Other Activities of benefit to the community, please give details:
 Religion
 Social Welfare
 Recreation

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

_____ Permits

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

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 £7; please make cheques payable to CTA UK)

Signed

Date

Name (capitals)

Position held

Please send completed form with payment to:

Community Transport Association, 109-112 City East Building 68-72 Newtownards Road Belfast BT4 1GW
Telephone: 02890941661 e-mail: gerard@ctauk.org