

MINIBUS PERMIT (10B)

THE NORTHERN IRELAND BOYS' BRIGADE



BBNI is a registered body authorised to issue 10B bus permits to BBNI Companies in Northern Ireland. There is no charge for the permit.

The information below is stated in the Department of Infrastructure Section 10B small bus permits guidance: (<https://www.infrastructure-ni.gov.uk/publications/guidance-10b-bus-permits>)

● 10B Bus Permit Scheme

It was recognised that some bodies or organisations are engaged in the transport of passengers on a non-profit-making basis and provision was therefore made in legislation to exempt organisations engaged in certain activities from the bus operator licensing regime. An organisation may only use a bus under the permit scheme to transport its own members or those people it was set up to help. It cannot be used to carry members of the public and cannot be used on a profit-making basis.

10B Bus permits are only issued for use in Northern Ireland & UK.

● Requirement for a Permit

Who requires a permit? A voluntary group or other organisation wishing to operate a bus service and make a charge to recover their costs can apply to the Department to operate under a bus permit instead of a bus operator's licence.

Advantages of the permit scheme. There are certain advantages to operating under a permit as opposed to a licence, particularly in relation to the use of minibuses. Applicants for a licence have to meet a number of strict requirements in relation to an operating centre, vehicle maintenance facilities, operator repute, access to specified amounts of funding etc.

What size of bus can be operated under a permit? Both large and small buses (i.e. minibuses) can be operated under a permit:

- a large bus is capable of carrying 17 or more passengers (not counting the driver);
- a small bus can carry 9 to 16 passengers (not counting the driver). However, the maximum permissible weight of the bus must not exceed 3,500kgs, excluding any specialist equipment for the carriage of disabled passengers and not more than 4,259kgs with specialist equipment.

● About your Permit

How long is a permit valid for? There is no expiry date on a permit. If you sell the minibus, the permit must be returned to BBNI.

What happens if my permit is lost, damaged, or destroyed? If a permit or disc is lost or destroyed or becomes defaced or faded, you should request a duplicate from BBNI. If a lost original is subsequently found, it must be returned to BBNI.

Is a permit transferrable? Permits cannot be transferred from one organisation to another.

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Can a bus be used outside Northern Ireland under a permit? The Section 10B permit scheme has no validity outside the United Kingdom (UK).

If you are travelling to Ireland, it is the responsibility of the individual BBNI company to comply with the following:

Occasional journeys between Ireland and the United Kingdom are governed by the Interbus Agreement. An Interbus Waybill is required to undertake such a journey. Books of Interbus Waybills are issued by the competent authority of your jurisdiction.

In the UK Journey Forms (Waybills) are obtained from the Confederation of Passenger Transport UK (CPT) who act as the agent for the Department for Transport.

CPT maintains a record of all Journey Forms issued and reports this to the Department for Transport and therefore each Waybill is traceable.

Each book has an identification number and Waybills once issued to an individual operator are not transferable.

Waybills come in books of 25 duplicates numbered 1 to 25 consecutively.

Books cost £19.20 inclusive of VAT and postage.

The Waybill must be completed legibly in indelible block letters in duplicate BEFORE the start of the journey.

The Waybill must detail all movements undertaken both with passengers and empty minibuses associated with the international journey.

The top copy of the fully completed Waybill must be carried on the vehicle at all times. The duplicate copy should be left in the book and retained at the carriers operating base for the period of validity.

It is the responsibility of the operator to ensure that the Waybill is complete and correct.

More information for UK operators is available here: <https://www.cpt-uk.org/news/waybills/>

Waybills can be purchased here: <https://www.cpt-uk.org/shop/>

● Driving a Minibus

You can drive a minibus used under the permit scheme on a voluntary basis within the United Kingdom without holding a category D1 driving licence, providing you meet the following criteria: 9

- you are aged 21 or over
- you have held a full category B (car licence) for at least 2 years on aggregate
- you receive no payment or consideration other than out of pocket expenses.

The minibus you are allowed to drive in these circumstances must not weigh more than 3,500 kg, excluding any specialist equipment for the carriage of disabled passengers and not more than 4,250 kg with specialist equipment. You are not permitted to tow a trailer. Paid minibus drivers must hold a category D1 driving licence.

● Retaining your permit

A permit is granted either by PTLD or a designated body (BBNI) on the basis that the necessary eligibility criteria have been met. As a permit holder, you will need to take appropriate action to ensure you continue to meet these criteria and don't do anything which may put your permit at risk.

In general terms you must:

- comply at all times with the conditions and legal provisions under which your permit has been granted;
- comply with EU and national legislation, as appropriate, in relation to the following: health and safety; road traffic and road transport legislation; and disability discrimination.
- maintain your vehicles in a roadworthy condition at all times; and
- use appropriately licensed and trained drivers.

● Maintenance and safe operation of vehicles

Vehicle roadworthiness. A bus used under a permit must be maintained in a roadworthy condition at all times. DVA has produced a Guide to Maintaining Roadworthiness which explains the responsibilities and systems involved in maintaining vehicles in a roadworthy condition. The procedures and systems explained in the Guide are useful for permit holders and drivers and all those who are responsible for maintaining or providing passenger carrying vehicles. In particular, the guide provides information on the following types of vehicles safety checks and inspections that should be carried out:

- daily walk round checks;
- vehicle safety inspections and routine maintenance checks, carried out at specific intervals.

● How to apply for a 10B Bus Permit

You can apply for a permit from BBNI using the following link: <https://bit.ly/BBNI10B> or contact our office on 02892688444 for more information.