

CITY OF
WOLVERHAMPTON
COUNCIL

**APPLICATION
FOR A
MINIBUS
PERMIT**

GUIDANCE NOTES – MINIBUS PERMITS

1. City of Wolverhampton Council may issue permits in respect of “small buses”, i.e. vehicles adapted to carry **more than 8 but no more than 16** passengers. If the vehicle is adapted to carry more than 16 passengers you should apply to the Traffic Commissioners, West Midlands Traffic Area, 38 George Road, Edgbaston, Birmingham B15 1PL Tel: 0300 123 9000.
2. City of Wolverhampton Council is able to issue permits to itself and to the following bodies:-
 - (a) Those to whom the Council may make grants under Section 65 of the Health Services and Public Health Act 1968. These are broadly voluntary organisations providing, promoting or publicising services for the elderly, disabled, mentally ill or children. For further information please consult the Council’s Social Services Department.
 - (b) Schools or bodies fulfilling the Council’s duty under the Education Act 1944 with respect to the provision of education and bodies connected with such schools or bodies.
 - (c) Bodies which assist and co-ordinate activities of community bodies within Wolverhampton.
3. A permit may be granted to a named individual on behalf of a body if, having regard to the nature of the body, the Council considers it appropriate to do so.
4. If the classes of passengers that you intend to carry conform exactly to one or more of the following standard classes, please indicate in answer to Q.6 only the letters below signifying those classes. If, however you intend to carry some class that cannot be described, please indicate this by the letter ‘F’ and then give full details of that class. Remember that everyone (including attendants) must be accounted for. **Please note also that the Act does not allow permits to authorise the carriage of the public at large.**

The standard classes are:

- A. Members of the Body holding the permit.
 - B. Persons whom the Body exists to benefit, and persons assisting them.
 - C. Disabled person 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 services provided by the body holding this permit.
 - F. Any other classes of persons specified in the permit.
5. In answering Q.7 please remember that the Act provides that vehicles **may not be used with a view to profit** or incidentally to an activity which in itself carried on with a view to profit.

6. The requirements as to the fitness of a minibus first used before 1 April 1988 are either -
 - (a) Those specified in Regulation 5 to 28 of the Minibus (Conditions of Fitness, Equipment and Use) Regulations 1977 as amended, or
 - (b) Those specified in Regulations 41 to 43 of the road vehicles (Construction and Use) Regulations 1986 for a minibus first registered on or after 1 April 1988.

For a vehicle first used on or after 1 April 1988 those mentioned in (b) above apply.

The vehicle must carry at least one fire extinguisher and a first aid box complying with the requirements set out in the above Regulations.

7. The permit is no longer tied to a particular vehicle, so that a body can change its vehicle, hire one from elsewhere or share one with another body without obtaining another permit. However, if a body operates more than one vehicle it must hold sufficient permits to cover the number of vehicles operated.
8. It is essential that proper arrangements be made for preventative maintenance inspections, reporting of defects and any necessary repair work. The manufacturer's recommendations may provide a useful guide in many cases as to how frequently a vehicle should be inspected and what items should be checked. The most important point are wheels, tyres, brakes, steering, suspension and lights. More frequent checks may be necessary the older the vehicle is. Drivers should also be told to report any defects and arrangements should be made so that any necessary repairs can be made promptly.
9. You will find it advisable to choose someone in your organisation who will take on the responsibility of ensuring that these requirements are met and who can make the necessary arrangements with whoever is to do the actual maintenance work for you. He/she should have sufficient authority to be able to ensure that a vehicle is put in for regular inspections and is kept off the road until any defects are rectified. In the same way it should be clear who within your organisation has the responsibility for dealing with insurance, and checking that all the drivers are properly licensed, suitably experienced and aged 21 or over. Passengers may not be carried when the vehicle is being driven by a learner driver.
10. Under Part VI of the Road Traffic Act 1988 insurance against liability for personal injuries to third parties is compulsory. If in doubt as to whether your policy covers use of the minibus in accordance with the permit for which you are applying, you should check with the insurers.
11. All permit vehicles must be M.O.T. tested annually from the end of their first year.

PUBLICATIONS

12. Copies of the regulations referred to in the application form and in these notes are obtainable from Her Majesty's Stationery Office, DPO Box 29, Norwich, NR3 1GN, Tel No: 0870 600 5522 or www.tsobookshops.com

A guide to the operation of minibuses by voluntary organisations (PSV 385) is obtainable from the Traffic Commissioners at the address given in note 1 above.

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**TRANSPORT ACT 1985 SECTIONS 19 TO 21
THE SECTION 19 MINIBUS (DESIGNATED BODIES) ORDER 1987
THE MINIBUS AND OTHER SECTION 19 PERMIT BUSES REGULATIONS 1987**

**APPLICATION FOR A MINIBUS
(a "small bus" with 9 to 16 seats excluding the driver's)
PERMIT**

Please read the guidance notes BEFORE completing the form.		
1. Full name of individual the permit is to be issued to: (See note 3)		
(a) Full address of the above individual:		
(b) Daytime Telephone Number:	Mobile Number:	
2. Full name of the organisation on whose behalf the application is being made:		
(a) Full address of organisation (including postcode):		
(b) Telephone number of organisation:		
3. Please give an explanation as to why the Body or Group is not applying for the permit.		
4. Your relationship to the Body or Group.		
5. State the nature of the Group (i.e. Swimming, Scout Group etc.)		

6. State the classes of the passengers to be carried: (See note 4)	
7. State the purpose of the journey to be made: (See note 5)	
8. How many vehicles does the organisation have that require the use of this permit? (see Note 7)	
9. How many vehicles will be used at any one time? (see Note 7)	
10. Has the organisation you represent ever applied for a permit in respect of any vehicle to this or any other issuing authority? Yes <input type="checkbox"/> No <input type="checkbox"/>	
11. If the answer to Q10 is YES please provide the following details: (a) Name of issuing authority:	
(b) Date application was made:	
(c) Whether the application(s) were granted or refused and, if refused, the grounds for refusal. Granted <input type="checkbox"/> Refused <input type="checkbox"/> Grounds for refusal	
12. Do you require a replacement disc ? Yes <input type="checkbox"/> No <input type="checkbox"/>	
13. If the answer to Q12 is YES , please state the reasons why a replacement disc is required i.e. damaged, lost, etc.	
14. If the answer to Q12 is NO , please provide details of why an additional disc (s) is/are required.	

Declaration

Do you undertake:

- To ensure that any vehicle used under the permit, if granted, will be at all times maintained in a fit and serviceable condition.
- That preventative maintenance inspections for defects will be carried out at regular intervals of time or mileage.
- To arrange for reporting by drivers of any defects that come to their notice.
- To arrange for any defects to be rectified promptly.
- To make sure that the vehicle will at all times be insured in accordance with the requirements of the Road Traffic Act 1988 for the purpose for which you wish to use it under the permit.
- To ensure that all persons driving the vehicle will be suitably experienced and aged 21 years of age or over and hold the appropriate DVLA Driving Licence.
- To ensure that the vehicle(s) are MOT tested annually from the end of the first year.

(See notes 8,9,10 & 11)

I apply to City of Wolverhampton Council for a minibus permit and declare that the information provided on this application is true and that the undertakings in the declaration will be fulfilled.

Signature: Date:

Full name of person signing:
(in BLOCK LETTERS)

Position within organisation:.....

THE INFORMATION GIVEN MAY BE HELD IN MANUAL OR COMPUTERISED FORM AND WILL BE SUBJECT TO THE PROVISIONS OF THE DATA PROTECTION ACT 1998. For more details please visit the City of Wolverhampton Council website and search Privacy Notice.

The City of Wolverhampton Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For more details please visit the City of Wolverhampton Council website and search Fair Processing Notice Data Matching.