



UNMIK



Institucionet e Përkohshme Vetëqeverisëse
Privremene institucije samoupravljanja
Provisional Institutions of Self - Government
Ministria e Transportit dhe Postë – Telekomunikacionit
Ministarstvo za saobraćaj, poštu i telekomunikacije
Ministry of Transport and Communications

ADMINISTRATIVE INSTRUCTION No. 2006/6

FOR LICENSING OF THE BUS STATIONS

Minister,

Pursuant to article 1.3 (ç) of UNMIK-s Rule Nr. 2001/19 onto the Execution Branch of Provisional Institutions of Self Government in Kosovo and the article 4.2 (b), 11.4, 12, 14.2 (d), 14.4, 48.1.2.3 and 52 of Law No. 2004/1 for the road transport.

With purpose of procedure determination and criteria's for licensing of bus stations.

Draws the Administrative Instruction as follows:

Article 1 Purpose

By this Administrative Instruction are determined the criteria, procedures for releasing, laying off, revoking of the permits for bus stations, categorization and tariffs for bus station plat forming it also purposes the development of safe and regular transport for passengers.

Article 2 Conditions for categorization of Bus Stations

Category "A"

For category "A" Bus Stations must fulfill these criteria's:

1. Sign that notes "Bus Stations... (Locations name);
2. Cadastral plot of Bus Stations land must be girded;

3. Two barriers for emersion and exit;
4. At least 15 platforms for interurban transport and 7 for International transport (initiation points);
5. Parking area for buses which are in waiting;
6. Electrical lighting inside and outside the Bus Station building;
7. Duly area for bus movements by vertical and horizontal signalization;
8. Electronic readable signboard for the timetables initiations for the entire relations in some Bus Station points;
9. An information point equipped with a loudspeaker which informs the passengers about initiations and relations;
10. Information point with public addresses, for the passenger's information;
11. At least 6 ticket offices for ticket closeout;
12. Waiting room with air conditioning for passengers;
13. At least 4 WC for males and females and washbasin with cold and hot water;
14. A separated room "for Mothers with children" with bathroom, washbasin with necessary furniture;
15. Safe rooms for baggage admission;
16. Good hygienic conditions;
17. At least 2 public Phone booths;
18. Joint for handicapped persons;
19. Time measuring clock.

Category "B"

For category "B" the Bus Station must fulfill these criteria:

1. Sign that marks "Bus Station"... (Locations name);
2. Location of Bus Station must be girded;
3. Two barriers for entrance and exit;
4. At least 10 platforms for interurban transport and 5 platforms for international transport (initiations points);
5. Duly area of parking;
6. Electric lighting inside and outside the Bus Station building;
7. Duly area for bus movements by vertical and horizontal signalization;
8. Electronic readable signboard for the timetables initiations for the entire relations in some Bus Station points;
9. An information point equipped with a loudspeaker which informs the passengers about initiations and relations;
10. At least 4 ticket offices for ticket closeout;
11. Waiting room with air conditioning for passengers;
12. At least 2 WC for males and females and washbasin with cold and hot water;
13. Safe rooms for baggage admission;
14. Good hygienic conditions;
15. At least 1 public phone booth;
16. Joint for handicapped persons;
17. Time measuring clock.

Category “C”

For “C” category the Bus Station must fulfill these criteria:

1. Sign that marks “Bus Station”... (Locations name);
2. Location of Bus Station must be girded;
3. Barriers for entrance and exit;
4. At least 7 platforms for interurban transport and 2 platforms for international transport (initiations points);
5. Duly electric lighting inside and outside the Bus Station building;
6. Duly area for bus movements by vertical and horizontal signalization;
7. Readable signboard for the timetables initiations for the entire relations in 2 Bus Station points;
8. At least 2 ticket offices for ticket closeout;
9. Waiting room for passengers;
10. At 1 WC for male and female passengers and washbasin with cold and hot water;
11. Good hygienic conditions;
12. At least 1 public phone booth;
13. Time measuring clock.

Category “D”

For “D” category the Bus Station must fulfill these criteria:

1. Sign that marks “Bus Station”... (Locations name);
2. Location of Bus Station must be girded;
3. Barriers for entrance and exit;
4. At least 4 platforms for interurban transport and 1 platform for international transport (initiations points);
5. Duly area for bus movements;
6. Readable signboard for the timetables initiations for the entire relations in 2 Bus Station points;
7. One ticket office for ticket closeout;
8. Waiting room for passengers;
9. At 1 WC for male and female passengers and washbasin with cold and hot water;
10. Good hygienic conditions
11. At least 1 public phone booth;
12. Time measuring clock.

Article 3 Licensing of Bus Stations

The activity of road transport service for the operators and passengers exercise the Bus Stations licensed by the Ministry of Transport and Communications.

Article 4
Conditions for issuing the license of Bus Stations

Bus station who applies for license must fulfill the conditions as follows:

1. Proof that he has in proprietorship the due object which must have special permit released from the Municipal Assembly;
2. Proof released from the Municipal Court that the legal person (Bus Station) does not have legal interruptions to offer services for passengers transport and transporting operators (in original).

Article 5
Licensing procedures

Application must contain name, residence, address, telephone number and the charge sheet in an amount from 50 €, which draws on the Ministry of Transport and Communications.

The documentation turns over in original or confirmed copies.

The nominated commission from the Ministry of Transport and Communications makes the verification and evaluation of the featured documentation from the applier.

The inspection performs within 30 days from the application date.

If the commission ascertains that the bus station did not fulfill the conditions for licensing and did not fulfill the necessary documentation, then it can be allowed in a term from 15 days to fulfill the documentation.

Ministry of Transport and Communications within a term not longer than 30 days from the day for license application, must give responsibility to the subject whether if its request approves or refuses.

Article 6
License issue

The license issues the Minister of Transport and Communications, for bus station which has fulfilled the foreseen conditions.

On the case of license assumption the bus station shall pay the amount of:

1. for category "A" 1000 €
2. for category "B" 700 €
3. for category "C" 500 €
4. for category "D" 300 €

The license issues in continuance from 5 years.

Licenses can not conveyance from its official to some other subject.

In case if the bus station, within 30 days from the issue date does not draw the license, than it shall be its cancellation.

Ministry of Transport and Communications shall retain the register and a copy of license.

Article 7

The license continuation

The bus station is obliged 60 days before the license validity expires to commit a request for its continuation.

Article 8

Request refusal for licensing

Request for license assumption refuses if:

1. does not fulfill determined conditions by this Administrative Instruction;
2. has introduced false evidence regarding with the required data for taking the license;
3. Does not fulfill conditions for license renovation.

Article 9

The license revocation

The competent authority which has released the license can suspend that, while interrupting for a due period of time the activity for which the license is released in cases when:

1. this requires by temporary competent courts decision, till on the decision of final acquirement;
2. if the activity continuation can endanger the peoples safety, the property and the environment;

On the license suspension case, the Bus Station does not have the right to cash the tariff incomes for plat forming. And it is obliged to allow the transport operators to enshrine the traveling collocation.

Article 10

Invalidity and exchange of the license

The license is invalid when:

1. the legal person, bankrupts or liquidates;
2. its validity term expires;

3. if were made un-readable or there are missing;
 - a. bus stations name and the residence address;
 - b. the signature of the competent authority and the respective stamp;
 - c. the beginning and finish date of validity period;

4. License replacement performs by the bus stations request for cases when it declares lost, stolen, destroyed or it lost its validity according to the point 3 of this article;

5. Bus station which demands the license replacement according to the point 3 of this article, it will be given a temporary replacement of license in term from 1 month from the competent authority for activity continuation till the necessary verification performance;

6. After performing the verifications, it will be issued the replacing license with the same deterrence but with other identification number.

Article 11 **License revoking**

The license revokes from the competent authority which released it when:

1. The licensed bus station does not fulfill anymore the criteria and conditions based on which the license is released;
2. With request from its holder (Bus Station);
3. The license holder breaks the determined obligations by this Administrative Instruction or with Law No. 2004/1 for road transport;
4. Bus station transfers the license, to other legal person;
5. It is ascertained that the bus station has introduced indefinable information or fake regarding with the requested data towards taking the license.

Article 12 **The duties of licensed Bus Station**

During the activity exercise of services for operators and passengers, the bus station must deter to the legislation disposition in power.

To offer data to the authorized persons of Ministry of Transport and Communications.

To make reports to the Ministry of Transport and Communications onto the activity exercise on every 3 months onto the number of entry and emersion of buses.

To provide conditions for reception and suite of buses, according to the time tables issued from the Ministry of Transport ad Communications.

In clear and evident manner to place the timetable of journey and the name of the transporting operator.

Article 13

Plat forming tariff

Tariffs onto plat forming allocate on common agreement basis in between of bus stations and transport operators, approved from the commission established from the Ministry of Transport and Communications in term from 30 days after this Administrative Instruction enters the power.

In case of non-achievement of common agreement between the bus stations and the transport operators, both pares must introduce to the Ministry of Transport and Communications their proposals about their plat forming tariff within 40 days by which case the established commission shall allocate the tariff for plat forming.

Article 14

Claims

In case if the request does not approve for issuing the license, it can pose a complaint on the Ministry of Transport and Communications in term from 8 days from the reception day.

The complaint investigates the commission, which nominates the Minister.

The commission according to the complaint concludes in term from 60 days.

Against the commission's decision according to the complaint, it can start the judicial procedure on the competent court.

Article 15

Transitory disposition

The request for bus station licensing must be performed not longer than 30 days after this Administrative Instruction enters the power.

Bus stations which are not licensed can not make the tariff cashing for plat forming and the same obliges not to disturb the activity of the transporting operators for traveling retention and utilization of plat forming.

Article 15 paragraph 2 enters in power 60 days after the signature of this Administrative Instruction by the Minister.

Article 16

The entire incomes from licensing of bus stations of this Administrative Instruction will be dedicated to the Kosovo's Consolidated Budget.

Article 17
Entry in power

This Administrative Instruction enters the power on its day of signature.

Prishtinë
On the date of 22.02.2006

Qemajl Ahmeti, Minister