

# Causeway Coast and Glens Borough Council

**Environmental Services  
Estates Department**

**Guidelines & Procedure  
Installation of Council Proposed Bus Shelters**

**July 2015**

<b>DOCUMENT PROFILE</b>	
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<b>Guide Line No.</b>	<b>1.0 –May 2015</b>
<b>Document Purpose</b>	<b>Policy and Procedure</b>
<b>Short Title</b>	<b>Funding and Installation of Council Owned Bus Shelters</b>
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<b>Target Audience</b>	<b>Estates Team</b>
<b>Circulation List</b>	<b>Estates Team</b>
<b>Description</b>	<b>A departmental policy and procedures document for the procurement of bus shelters</b>
<b>Linked Policies</b>	
<b>Action Required</b>	
<b>Review Date</b>	<b>No more than 2 years</b>
<b>Contact Details</b>	<b>Head of Estates Environmental Services Riada House 14 Charles Street Ballymoney BT53 6DZ</b>

## **Council Bus Shelter Application Guidelines**

1. Proposals for the funding and installation of new bus shelters will only be accepted if made in writing on the attached form and has been fully completed and signed by the proposer.
2. Accompanying the application form must be confirmation in writing of information from Translink on the peak morning usage and general daytime usage figures for the stop and confirmation from the company that the new shelter is to be placed at a formalised stop.
3. Accompanying the application form must be a 1:1250 or similar plan showing the exact position of the shelter and its relationship to its surroundings.
4. There will be a requirement for a minimum number of passenger footfall through the stop either at peak times or during the day 8 people between 0700 and 0830 hrs, and/or 15 people during the day.
5. Where the proposal application is to provide specific facilities to support persons with disabilities in accessing public transport, the applicant will need to provide written confirmation from Translink that buses on the route are able to meet the persons requirements for access. A comprehensive assessment by a specialist of the individuals disability needs for access to public transport must also be enclosed.
6. The funding for the provision of new shelters will only be considered if associated with designated Translink stops, this is to avoid “formalising” stops which have not been designated by the company.
7. Council Officers will progress the new shelter application, which will only progress when formal written consent of the partner organisations of Translink, DRD Road Service , PSNI & planning consent (where necessary) has been obtained. (ensuring legislative criteria compliance and third party approval (where necessary))
8. The maximum number of new shelters that can be considered will be commensurate with the total sum allocated to bus shelters for capital expenditure per annum. This sum is set aside to include for the maintenance and repair of the 48 existing shelters (as at Jan 2013). The priority for the monies will be for repair and maintenance to safeguard the Councils existing stock and to avoid health, safety and wellbeing issues affecting third parties. An annual budget shall be made available for both maintenance of existing stock and providing new provisions.
9. Allocation of monies from the budget for new shelters will be on a first come first served basis and a queuing system will be operated for applications. However, maintenance of existing shelters will take priority over all applications for new shelters.

## Causeway Coast and Glens Borough Council

### APPLICATION FOR FUNDING AND INSTALLATION OF A NEW BUS SHELTER

1. **Proposer:** (in Block Capitals)

**Name:** .....

**Address:**.....

**Tel. No.:** .....**email address:**.....

2. **Address of the Bus Stop for which a shelter is requested:**

.....

3. **Proposal:** **New Bus Shelter Existing Route/ New Bus Shelter New Route**  
(delete not applicable)

4. **Reason for Proposal:** .....

.....

**I enclose the following support documentation for a new bus shelter.**

1. Written details from Translink of the daily usage of the bus stop, both 0730 – 0900 hrs usage in the morning and general day time usage. A minimum of 8 persons required between 07:30 – 09:00 and 15 persons during working hours.
2. Written Confirmation from Translink that this is a formal bus stop.
3. A 1:1250 map **or similar** of the proposed site showing the position of the new bus shelter.

Signed:.....

Date:.....

When completed this form and the required additional information should be returned to:

**Head of Estates, Causeway Coast & Glens Borough Council, Riada House, 14 Charles Street, Ballymoney, BT53 6DZ**

Note Upon successful submission above, Council will investigate compliances with PSNI, DRD Road Service, Translink, Planning & consult with third parties affected with the proposed new development.

The shelter will be placed in a queue, based on a “first come first served” basis and will also be subject to a set annual budget availability.

<b>Causeway Coast &amp; Glens Borough Council</b>
<b>For Official Use</b>
<b>CC&amp;G BC reference:</b>
<b>Date Funding Proposal Received:</b>
<b>Date of Response:</b>
<b>Estimated date of provision:</b>
<b>Date Shelter Erected:</b>