

# Procedural Guide on the Provision of Bus Shelters



## 1.0 Bus Shelters – Mid Ulster District Council

Council is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the Department for Infrastructure (DfI) to erect and maintain on any road within the district of the council, shelters for the protection from the weather or persons waiting to enter public service vehicles. Bus shelters are erected following local representations. They are provided, particularly for those who have to use public services who may have to stand out in the inclement weather.

### 1.1 PROCEDURAL STATEMENT

Council will erect a bus shelter where there is shown to be a need, providing the location does not present a safety or nuisance problem and adequate funding is available. Relocation of bus shelters should only take place as a result of either road alignment or the bus companies relocating their bus stops. All other cases of relocation should be resisted as long as there is an identified need for the shelter. Any relocation as a result of retail business / property owner request will only be considered if an alternative suitable location (distance restrictions will be considered) can be accommodated AND the retail business / property owner covers all associated costs for relocated shelter.

If there is any reported anti-social behaviour over a 12 month period at the location of a new/existing shelter the shelter location will be reviewed by Council with an option to remove the shelter and make good the existing surfaces.

### 1.2 CRITERIA FOR THE ERECTION OF A BUS SHELTER

1. Usage must be a minimum of 6 passengers over a period of a day and applications will be considered on a first come, first served basis, with Translink NI / Education Authority confirming this information. Less than 6 passengers will only be considered by a Council/DEA approval process.
2. The location must be at a recognised bus stop.
3. Following validation, the Council will canvass, by post, all property addresses within 50m frontage to the bus stop (25m either side) on the erection of the shelter, including the type of shelter.
4. At least 51% of the addresses surveyed must have no objections to the shelter.

NOTE - for the purposes of assessment where 51% (rounded to the nearest whole number) of property addresses that respond indicate that they are not in favour of the erection of a shelter, then the results of the survey will be forwarded to the Environment Committee for information confirming that the shelter will not be approved or erected.)

## Appendix 1

5. There should be no Department for Infrastructure Roads objections on traffic grounds.
6. There must be sufficient budgetary provision available to provide the bus shelter.
7. All Survey results that do not meet the essential criteria to be reported to Council for consideration.
8. Once refused a request may not be considered for a further 12 month period from the original decision by Council.
9. Form TS/BSRF/01 to be completed and signed off by Head of Service.
10. Bus Shelter request to be approved by Environment Committee.

### 1.3 DESIGN OF BUS SHELTER

The Council endeavour to provide good quality, comfortable bus shelters purchased through the Procurement Department. Where appropriate they will endeavour to have bus shelters erected free of charge, other than services by Adshel.

1. All shelters within 30mph speed limits will have shelter in accordance with **Example A**, (as below).
2. All shelters outside 30mph speed limits will have shelter in accordance with **Example B**, (as below).

Council will consider in conservation areas the erection of shelters above this standard, but the cost of such shelters excluding erection and servicing costs shall not exceed £3000.00.



**Example A**, within  
30mph speed limits,  
Glazed shelter.



**Example B**, outside  
30mph speed limits,  
painted metal shelter.

## 1.4 REPLACEMENT OF BUS SHELTERS

Any defective shelters that require replacement as part of their life span to be replaced using location criteria and shelter design Examples A or B as noted above as part of the maintenance of the Council Estate .

## 1.5 PROVISION OF BUS SHELTERS – PROCESS

**Stage 1:** Send application form to person requesting Erection of Shelter.

**Stage 2:** Acknowledge receipt of request (in writing) – standard letter sent.

**Stage 3:** Carry out preliminary visit to investigate suitability of site.

**Stage 4:** Contact Translink / SELB / Private approved Coach Companies to confirm viability of erecting bus shelter i.e. recognised "Bus Stop", number and age of children, bus routes etc. 1<sup>st</sup> organisation to respond with numbers meeting the criteria i.e. 6 or more then proceed to next stage.

**Note** – shelters only provided at locations where it is confirmed a minimum of six people await / board buses.

Organisational Name	Contact Name	Contact Number	

**Stage 5:** Report to Environment Committee to seek Council approval/instruction.

**Stage 6:** Identify landowner e.g. Housing Executive, local farmer, etc. and obtain their written consent for erection of bus shelter and consult with adjoining properties (contact local Councillor and arrange site meeting if necessary). Elected members to be notified by email when letters are to be issued to neighbours for information purposes.

**Stage 7:** Send letters (with location maps) for approval/comments to DfI (Roads) / Water Service, PSNI, BT and NIE (arrange follow-up site meetings if necessary).

**Stage 8:** Sign and return DfI (Roads), Article 66, Consent/Schedule at least six days prior to erection of bus shelter.

**Stage 9:** Erect bus shelter – Example A or Example B (see 1.3).

**Stage 10:** Send request to GIS officer to have new asset plotted, and add to shelter register which is to be forwarded to Procurement Department, for insurance cover. Information to include erection/ maintenance/ ownership/ risk assessments / inspection regime / legal agreements between Council and the relevant landowners.

**Stage 11:** Report back to Council.

Date

Our Ref: MUDC/TS/BS/

The Occupier

Address 1

Address 2

Postcode

Dear Sir/Madam,

**Re: Application for Provision of Bus Shelter at [Enter Location]**

Mid Ulster District Council have received an application to erect a bus shelter at the above location and as noted in attached map (see Appendix 1).

The Council's Procedural Guide on the Provision of Bus Shelters outlines that validated applications are subject to neighbour notification. Those who meet the following criteria are eligible to register their preference on this matter:

- All property addresses within 50m frontage to the bus stop (25m either side) on the erection of the shelter, including the type of shelter

Our records indicate that this address is within 50m criteria and therefore subject to neighbour notification.

If approved Council would install Bus Shelter type **[Enter Bus Shelter Example A or B]** as detailed in Appendix 2.

On completion of this survey Council will provide a determination on this request on the basis of the majority preference as submitted. For approval to be considered, at least 51% (majority) of respondents must be in favour of the proposal.

Please read carefully the statements on the survey form attached. Tick your preferred option in the appropriate box, print your name and address and sign the document. The completed survey form(s) should be returned to this office by either:

- a. returning in Self Addressed Envelope provided, or
- b. emailing to [Technicalservices@midulstercouncil.org](mailto:Technicalservices@midulstercouncil.org)

Forms received after **[Enter Day and Date]** will not be considered.

Thank you for your time completing this survey.

If you have any queries on the above, please contact ( Officer Name ) in the Cookstown Office by email at ( ,,,,,,, ) or by telephone on 03000 132 132 Ext: 24400.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Raymond Lowry', enclosed in a thin black rectangular border.

Raymond Lowry  
**Head of Technical Services**

Encs.

**Cc DEA Councillors**



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

## **PROVISION OF BUS SHELTER – SURVEY FORM**

1. **I HAVE NO OBJECTIONS** to have a Bus Shelter erected at **[Enter Location]**

☐

2. **I DO NOT WISH** to have a Bus Shelter erected at **[Enter Location]**

☐

If you have ticked this box please give reason for objection

Reason for Objection:

Name: \_\_\_\_\_  
(CAPITALS)

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

The Results of this survey will be available to view on the MUDC website  
[www.midulstercouncil.org](http://www.midulstercouncil.org) under Council Meetings but should you wish to receive written  
correspondence detailing the outcome of the survey please tick this box. ☐

### **Data Protection**

In accordance with Data Protection Legislation, Mid Ulster District Council has a duty to protect any data we hold. The information you provide on this survey form will be used for the purposes of processing your survey and will not be shared to any third party unless law or regulation compels such a disclosure. Information will be retained in accordance with the Council's Retention and Disposal Policy.

## Appendix 1

**[Insert Map of proposed Bus Shelter location]**

## Appendix 2

### BUS SHELTER TYPE

**See below Example A** - within 30mph speed limits, glazed shelter.



**See below Example B** - outside 30mph speed limits, painted metal shelter.





Table 1 – Applications awaiting formal application to be submitted (1nr)				
No	Location	Stage	Status / Comment	Progress status
1	Thatch Inn, Hillhead Road	0	Presented to Translink for comment	DFI roads / Translink to confirm if shelter falls under their remit to install rather than MUDC.
Table 2 – New applications received since last Committee (0nr)				
0			N/A	0nr New Applications from last Committee meeting
Table 3 – STAGES 2-4, (11nr)				
1	Brough Road, Castledawson (Private Application) - 2018/001	3	Application Form returned .	Translink 20nr user numbers, EA do not use this route.
2	Tirkane Road, Maghera	3	Application Form returned .	Site visit held, identified site for shelter. Translink do not use this stop. Awaiting EA response.
3	Annaghnamore Rd, Clonoe	3	New application	DFI Roads to visit site , to assess proposed location
4	Cloverhill, Moy	3	Application received	Site visit with DFI Roads, 09 August 2022. No suitable location identified, applicant advised awaiting decision
5	The Mills, Coalisland	4	Application received	Translink consulted for new proposed location.
6	Annaghmore Rd, Cookstown	4	Signed application form	Site meeting held 21/09/2022, Confirmed 12nr passenger numbers
7	Fardross-Slatmore Rd, Clogher	4	Signed application form	Site meeting held 15/09/2022, Letters sent to Translink and EA for user numbers. EA 4nr users, Translink to confirm user numbers
8	Ballyronan rd, Magherafelt	4	Signed application form	Site meeting held 15/09/2022, Letters sent to Translink and EA for user numbers

**Appendix 2**
**Bus Shelters Status Update**

9	Lisacclare Road, Killeen	2	Application form returned	Additional shelter requested for increased user numbers.
10	Primrose Hill, Clogher	2	Application form returned	New application, User numbers requested from Translink and EA
11	Cullion Road, Desertmartin	4	Application form returned	New application, User numbers requested from Translink and EA

**Table 4 – STAGES 5-8, (14 NR)**

No	Location	Stage	Status / Comment	Progress status
1	Tullyhogue Village	6	Residents declined original location as will promote anti-social behaviour. Limited options for alternative sites that suit bus pick-ups.	No suitable site currently available within the village.
2	St Colmans Park, Moortown	6	Met applicant on site 9 October 2020, site agreed.	Agreed at Council to proceed with lease provided by NIHE. Property Services to action.
3	Glendavagh Road, Crilly, Aughnacloy - 2016/013	6	Application Form filled in during meeting with Cllr Burton	Awaiting confirmation from applicant to see if proposed shelter is still required in this location
4	Church street , Cookstown	6	Site meeting held with applicant, user number requests issued to Translink and EA	Translink 20nr passengers. EA confirmed 10nr users. Site estate agent for adjacent vacant site to be consulted on shelter location. Formal Translink application has been lodged for this site.
5	Kinrush Road/Battery Road Junction, Moortown	6	Original site limited space, alternative site to be confirmed.	Original location deemed not acceptable although alternative location has now been identified and progress to install shelter to programmed.
6	Kingsisland Primary School	6	Final confirmation from primary school required to progress.	A Planning application has been lodged to extend the school. (On hold subject to Planning decision)
7	Magheracastle Road / Mountjoy Road, Brocagh	6	Pending withdrawal notification from applicant as proposed site on wrong side of the road for pick-up.	Site agreed, requests sent to Translink and EA for number confirmation. Reminders sent to both parties awaiting responses
8	Goland Road/ Armaghlughey Road, Ballygawley - 2016/015	6	Site and user numbers confirmed .	Translink users confirmed, 10nr. Location to be agreed with DFI roads./ Translink. Site visit to be arranged

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## Bus Shelters Status Update

9	Old Dungannon Road, Ballygawley	6	Signed Application form	Neighbour notification returned, recommended to approve, subject to final landowner agreement
10	Derryvale, Coalisland	6	Alternative site identified	Neighbour notification returned, recommended to approve, subject to final landowner agreement
11	Innishrush Village	6	New location agreed 23/11/2022 with Translink and DFI Roads	New site agreed, Nearest Neighbour returned, recommended to approve, subject to final landowner agreement
12	Derryfubble road, Benburb	6	NIHE Site	Site visit held with DFI Roads. Awaiting approval and valuation from NIHE. 40nr Passengers
13	Churchtown Road, Lissan	4	Additional shelter request.	Confirmed 10Nr passengers
14	Cullion Road, Desertmartin	4	Application form returned	New application, User numbers requested from Translink and EA

Table 5 – STAGE 9, (8 NR),

No	Location	Stage	Status / Comment	Progress status
1	Reenaderry Rd, Reenaderry	9	New application	User numbers confirmed by Translink, 16nr users. DFI roads confirmed suitability, landowner consultation required, for exact location. Nearest neighbour returned, approved.

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2	Coagh Rd, Stewartstown	9	New application	Translink confirmed they do not pick-up at this location. EA confirmed 8nr passengers. Nearest Neighbour returned, recommended to move to installation stage
3	Hillead, Stewartstown x 2	9	Site visit 24 January 2022, application form completed	Passenger numbers confirmed by Translink, 20 plus children. Nearest Neighbour returned, recommended to move to installation stage
4	William Street/Beatrice Villas, Bellaghy	9	Site visit 20 January 2022, application form completed	Passenger numbers confirmed by Translink, 30nr children. Nearest Neighbour returned, recommended to move to installation stage
5	Garrison Road, Curran	9	Site visit 28 January 2022	Passenger numbers confirmed by Translink and EA, 6nr. Nearest Neighbour returned, recommended to move to installation stage.
6	Eglis View, Ballinderry	9	Application pending Statutory authorities meeting	New location agreed with DFI roads/Translink. DFI roads reviewed footpath provision and confirmed qualifies under Active travel scheme. DFI Roads to confirm Active Travel input. Nearst Neighbour returned with no objections.
7	Killeshill- A29 Ballygawley Road	9	Application received	DFI visited the site 09 August 2022 and approved location. EA user numbers confirmed as 8nr. Neighbour Notification not required as no properties within 50m of the shelter location
8	The Square, Moy Village	9	Application received	Dfi visited the site 09 August 2022, and approved the location for the bus shelter.

**Table 6 – Stage 10-11 - Bus Shelters Installed (18nr)**

No	Location	Stage	Status / Comment	Progress status
1	143 Omagh road, Ballygawley	10	Existing Bus stop/layby, report to committee required	Installed.

**Appendix 2**
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2	Millview/Dunnamore Road, Dunnamore	10	Location agreed, site, DFI Roads compliant for new location.	Installed.
3	Kildrum Estate, Galbally	10	New shelter provision at entrance to housing development.	Installed.
4	Thornhill Road, Pomeroy	10	Location opposite community Hall	Installed.
5	Killeenan Road/Camlough Road/Loughdoo Road	10	Proposal to locate shelter in Kildress GAC.	Installed.
6	Glebe Court, Castlecaulfield	10	Relocation of existing shelter, land ownership to be confirmed for new site.	Installed.
7	Culnady Village	10	Site approved in centre of village, located on DFI Roads lands.	Installed.
8	Stewartstown	10	Translink to provide Clear Channel shelter at this location. Available budget for Translink causing delay.	Installed.
9	Credit Union, Moygashel	10	Location agreed with MUDC, Translink and Cllr Cuthbertson on 28-02-2020	Installed.
10	Cappagh Village	10	Existing shelter in dangerous location, no footpath. Community request to have children lifted in the village. Limited turning space for buses in village.	Installed.
11	Whitebridge, Ballygawley	10	New request for shelter	Installed.
12	Annaghoboe Road/Washingbay Road Junction, Clonoe - 2017/006	10	Siting of new shelter on Washingbay Road.	Installed.

**Appendix 2**
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13	Killeen, Lisaclare Road	10	Translink provided alternative pick-up avoiding dangerous road crossing to Coole Road. New pick-up on Lisaclare Road	Installed.
14	Brackaville, Four Seasons Bar, Coalisland	10	New location agreed with DFI roads and Translink	Installed.
15	Drumullin village	10	Replacement shelter with narrow sides to aid access	Installed.
16	Main Street, Bellaghy	10	New shelter provision at entrance to SHHP.	Installed.
17	Clonoe Crossroads	10	Relocation of existing shelter as too close to junction. Land search in progress to find alternative suitable site.	Installed.
18	119 Millix Road, Ballygawley	10	Application received, site agreed	Installed.

**Table 7 – Applications to be Withdrawn/ Re- visited (7Nr)**

No	Location	Stage	Status / Comment	Progress status
1	Coole Road	Revisit application	Re-open application	Discussion with DfI Roads to be held in light of new agreed process principals. Report at next Council Meeting
2	Main Street, Benburb	6	Review Application	Following recent DEA meeting 06/08/2021, Objection status still evident in current position – recommendation – seek statutory comments on the proposed slightly adjusted position. Discussed at Statutory meeting 13/12/2021, DFI Roads to visit to review proposed location w/c 31st January 2022
3	Innishrush Village	6	Application pending Statutory authorities meeting	Following recent DEA meeting 19/08/2021, Objection status still evident in current position – recommendation – seek statutory comments on the proposed slightly adjusted position. <b>Alternative site to be reviewed by DFI Roads/Translink</b>

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4	Bellaghy, Overends layby	6	Withdraw Application	Following recent DEA meeting 11/08/2021, agreed to withdraw the current application
5	Meenagh Park, Coalisland	6	Withdraw Application	Application withdrawn by applicant
6	Knockloughrim Village	9	Landowner unknown for proposed site. Further investigations underway to determine landowner.	Parks department have agreed location within their site. Nearest neighbour consultation returned, did meet required criteria to proceed. Approved, passed to Property Services 27/08/2021 for installation. Translink confirmed change of bus route with pick-up moved to the centre of village, discussed at statutory agencies meeting 13/12/2021. New shelter is not to be installed.
7	Jordan Engineering, Benburb	4	Meeting organised with Cllr Burton on site to agree location. Not agreed	Shelter application withdrawn by applicant, unable to find suitable location for shelter

### Appendix 3 – Progress Table Summary, January 2023

TABLE	DESCRIPTION	NUMBERS
Table 1.	Applications awaiting formal application to be submitted	1Nr
Table 2.	New applications received from Last Committee Meeting	0Nr
Table 3.	<b>Stages 2-4,</b> <ul style="list-style-type: none"> <li>• <b>Stage 2,</b> Acknowledge receipt of request</li> <li>• <b>Stage 3,</b> Site Visit</li> <li>• <b>Stage 4,</b> Contact Translink/EA for user numbers</li> </ul>	11Nr
Table 4.	<b>Stages 5-8,</b> <ul style="list-style-type: none"> <li>• <b>Stage 5,</b> Report to Committee for approval</li> <li>• <b>Stage 6,</b> Identify landowner and Nearest Neighbour issued</li> <li>• <b>Stage 7,</b> Send letters for approval to DFI etc</li> <li>• <b>Stage 8,</b> Article 66 to be issued to DFI Roads</li> </ul>	14Nr
Table 5.	<b>Stage 9,</b> <ul style="list-style-type: none"> <li>• Install Bus Shelter</li> </ul>	8Nr
Table 6.	<b>Stages 10/11, Installed shelters</b> <ul style="list-style-type: none"> <li>• <b>Stage10,</b> Send to GIS officer</li> <li>• <b>Stage 11,</b> Report to Council</li> </ul>	18Nr



