

# 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**



## 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 (2 NR)**

No	Location	Stage	Status / Comment	Progress status
1	Royal School, Dungannon 2024-001	1	Awaiting completed application form	Private applicant - to be discussed with the Board of Governors.
2	Annaghmore Road, Clonoe 2021-001	1	Awaiting completed application form	Application form to be submitted.

**Table 2 – New applications received since last Committee (0 NR)****Table 3 – STAGES 2-4 (2 NR)**

1	The Mills, Coalisland 2021-007	4	Signed Application received	DFI Roads visit 29/08/23, issue with current housing development entrance. Sightlines to be adjusted before shelter could be considered. Within DFI Roads budget for 24/25. 30.05.24 - No further progress.
2	Cloverhill, Moy 2021-004	3	Signed Application received	17.11.23 - applicant contacted for decision on progressing application or withdrawing. Translink not servicing route as students picked up in The Square or at the Co-Op. Application for rejection.

**Table 4 – STAGES 5-8 (12 NR)**

No	Location	Stage	Status / Comment	Progress status
1	Magheracastle Road / Mountjoy Road, Brocagh 2016-003	7	Pending withdrawal notification from applicant as proposed site on wrong side of the road for pick-up	08.12.23 - Application to be progressed. Translink confirmed 8nr passengers. Site visit took place 12.03.24, possibility of bus shelter directly opposite entrance to Magheracastle Avenue but would require permission of landowner. Applicant engaging with landowner.
2	Moore Street, Aughnacloy 2023-004	6	Signed Application received	Site visit 09/06/2023, user numbers requested, response, EA confirmed 20nr users. Re location following Sept Env committee meeting. Objection received to new location outside No.91. Alternative location identified, applicant engaging with landowners.
3	Pomeroy Road, Donaghmore 2023-011	6	Signed Application received	Site meeting arranged with applicant for 29/09/2023. Translink do not use this stop, EA confirmed 27nr passengers. Gone out for nearest neighbour notifications. Objection received. Applicants engaging with objector. New locations identified.
4	Findermore Road, Clogher 2023-014	6	Signed Application received	Site meeting arranged with applicant for 02/10/2023. Translink confirmed 12nr passengers. 07/11/23 met with DFI onsite and Councillors (14/11/23) to discuss layby and widening. Topographical survey carried out and sketch of widening of layby sent to Translink and DFI for discussion / approval. Separate paper to be taken to Env. Committee for approval following DFI / Translink approval.
5	Crew Road, Maghera 2023-018	7	Signed Application received	EA confirmed 25nr passengers. Approval at January's Committee to move from Stage 5. Nearest Neighbour returned 16th Feb. Objection received owing to planning permission so new location identified following site visit with applicant and DFI Roads. Applicant engaging with residents.
6	Hillhead Road, Castledawson 2023-017	6	Application received	07.11.23 - site meeting took place to look at location. Translink confirmed 12nr passengers. To be discussed with DFI and Translink. Further site visit 11th January. All possibilities discussed. Current pick-up location would require footpath linkage to bus shelter. Discussions underway with DFI Roads. Nearest neighbour not impacted. Separate paper to be brought to Env. Committee.
7	Reenaderry Road, Clonoe 2021-003	6	Final Landowner agreement	Landowner objected to first location so new location identified on opposite side of the road. Parents currently use car park of shop / bar to wait with children until bus arrives. Translink confirmed 20nr passengers. Applicant engaging with landowner.
8	Innishrush Village 2016-017	6	Awaiting landowner Consent - NIHE	Translink confirmed 15nr passengers. Applicant to find out who owns The Coach housing development and follow up with owner.
9	Derryfubble Road, Benburb 2022-004	6	NIHE Site. Requires Legal agreement	Site visit held with DFI Roads. Valuation from NIHE received for MUDC approval. Translink confirmed 40nr passengers. Applicant engaging with residents.
10	Millview Manor, Coalisland Road 2024-002	8	Signed Application received	Site visit carried out. Translink confirmed 10+nr passengers. Approval to move from Stage 5 - May's Committee. Site visit - DFI Roads approved location of existing bus stop but stipulated a glazed full-sized bus shelter would be necessary to ensure sightlines maintained. Nearest Neighbour returned. Report as recommended to install in July's Committee paper.
11	McErleans Villas, Ballynease Road, Bellaghy 2024-006	8	Signed Application received	Site visit 15.04.24. Translink confirmed 10nr passengers. Approval to move from Stage 5 - May's Committee. Go out to Nearest Neighbour and consult with DFI Roads. DFI Roads meeting onsite 30.05.24 - glazed Cantilever stipulated. Nearest Neighbour returned. Report as recommended to install in July's Committee paper.
12	Ardboe Parish Hall 2024-004	6	Signed Application received.	Site visit carried out 22.03.24. Translink confirmed 25nr passengers. Approval to move from stage 5 approved at June's Env. Committee.

**Table 5 - STAGE 9 (6 NR)**

No	Location	Stage	Status / Comment	Progress status
1	Eglish View, Ballinderry 2019-008	9	Application pending identification to suitable new location.	New footway installed. Applicant prospecting new location.
2	Lavey Chapel Car Park, Gulladuff 2024-003	9	All confirmed	Removal of 2 old bus shelters and replaced with a new bus shelter. Site visit carried out 26.03.24. Translink confirmed 10+ passengers picked up at this stop. Approved to move stage 5 at April Committee. No Nearest Neighbour impacted, approved at May's Env. Committee to install. Passed to Property Services for installation.
3	Churchtown Road, Lissan 2022-005	9	Replacement of existing shelter	08.12.23 - application to be progressed. Confirmed 10nr passengers. Residents living in house No.5 confirmed verbally 20/02/24 they approve of bus shelter going along fence but expressed concern about blocking of light entering their kitchen. Bus shelter on order with Property Services for installation.
4	Fintona Road, Clogher 2024-005	9	Replacement of existing shelter	Site visit carried out 12.04.24. Translink confirmed 5nr and EA 12nr passengers. Approval to move from Stage 5 - May's Committee - replacing existing bus shelter with new bus shelter. Not a new application as replacing existing bus shelter - maintenance upgrade so sent onto Property Services to order and install.
5	Farlough Road, Derryvale 2019-002	9	All confirmed	Site visit on 27.03.24 with DFI Roads and a glazed cantilever bus shelter has been approved at Designated Bus Stop. Nearest Neighbour returned. Received approval for installation at June's Env. Committee. Sent onto Property Services for installation.
6	Coagh Road, Stewartstown 2021-002	9	Landowner has declined to offer land for Bus shelter. Final confirmation required.	Awaiting confirmation from landowner. User numbers requested for refresh. EA confirmed 3Nr passengers. Reject application on user numbers.

**Table 6 – Stage 10-11 - Bus Shelters Installed (12 NR)**

1	William Street / Beatrice Villas, Bellaghy 2022-001	10	All confirmed	Installed January 2024.
2	Ballyronan Road, Magherafelt 2022-006	10	All confirmed	Installed February 2024.
3	Dungannon Road, Cabragh 2023-005	10	All confirmed	Installed February 2024.
4	Moydamlaght Road, Draperstown 2023-001	10	All confirmed	Installed February 2024.
5	Moygashel Park, Dungannon 2023-013	10	All confirmed	Installed March 2024.
6	Church Street, Cookstown 2020-002	10	All confirmed	Installed March 2024.
7	Knockmany Road, Augher 2023-015	10	All confirmed	Installed April 2024.
8	Primrose Hill, Clogher 2022-009	10	All confirmed	Installed April 2024.
9	Annagher Road, Coalisland 2023-012	9	All confirmed	Installed May 2024.
10	Lineside, Coalisland 2023-006	9	All confirmed	Installed May 2024.
11	St Colmans Park, Moortown 2020-006	8	All confirmed	Installed May 2024.
12	Kingsisland Primary School 2016-009	9	All confirmed	Installed May 2024.

Table 7 – Applications to be Withdrawn/ Reviewed (14 NR)

1	Cloane Road, Draperstown 2023-003	4	Withdraw Application	Site visit held with applicant, 15/05/2023, user numbers 1 number passenger collected Translink, Not an EA stop - not viable.
2	Mourne Avenue, Coalisland 2023-010	6	Signed Application received	Site meeting held with applicant on site 13/09/2023. 2nr confirmed from Translink. DFI approved location. Gone out for nearest neighbour notifications - 8 objections received.
3	Platers Hill, Church View, Coalisland 2023-007	6	Application received	Meeting held on site with applicant 13/09/2023. 6nr passengers confirmed from Translink. DFI have approved location 03/10/2023. Gone out for nearest neighbour notifications, 2 replies / 2 objections received. Withdraw.
4	Brough Road, Castledawson 2018-001	4	Signed Application received	Translink 20 nr passengers, EA do not use this route. Bus route has changed since first proposal. Request to withdraw this application as new location identified.
5	Mourne Crescent, Coalisland 2023-008	7	Application received	Meeting held on site with applicant on site 13/09/2023. 6nr passengers confirmed from Translink. DFI approved location 03/10/2023. Gone out for nearest neighbour notifications, 1 objection / 1 no objection received. Reject - no nearest neighbour in favour.
6	Newtownkelly, Coalisland 2023-016	5	Signed Application received	Site meeting took place 03/11/2023. Translink confirmed 20+nr passengers, EA do not use route. Request to progress to Stage 5. DFI did not approve owing to lack of footpath and room for bus shelter and objections raised from NNN.
7	Glendavagh Road, Crilly, Aughnacloy - 2016-013	6	Completed Application form received	Awaiting confirmation from applicant to see if proposed shelter is still required in this location. Reminder to be sent. 07.12.23 - Upon follow-up Cllr Burton approved to withdraw application.
8	Tirkane Road, Maghera 2016-019	3	Signed Application received	Site visit held, site identified for shelter. Translink do not use this stop. Awaiting EA response - tbc if bus shelter still required. Ring original applicant to see if still required. 07.12.23 - Anne spoke with Gabhan (original applicant) and he is speaking with Cllr McGuigan - to confirm. 13.12.23 - Cllr McGuigan confirmed to withdraw application.
9	Kinrush Road/Battery Road Junction, Moortown 2016-008	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. 07.12.23 - Anne followed up with Ronan McGinley. 13.12.23 - Cllr McAleer confirmed to withdraw application.
10	Cullion Road, Desertmartin 2022-011	6	Signed Application received	User numbers requested from Translink and EA. Confirmed 6nr passengers from Translink. 07.12.23 - Anne rang Fiona - applicant to see if shelter still required. 13.12.23 - site visit required. Passed Dec.22 to move from stage 5. Anne did a further check on passenger numbers and only 4 currently picking up - move application for rejection.
11	Altaglushan / Reclaim Road, Galbally 2023-009	6	Signed Application received	Site meeting arranged with applicant 30/09/2023. Translink do not use this stop, EA confirmed 8nr passengers. Gone out for nearest neighbour notifications. No response. Further site visit from DFI - not viable - recommended for rejection.
12	Annaghmore Road, Cookstown 2022-008	8	Signed Application Form	Site meeting held 21/09/2022. Confirmed 12 nr passenger numbers. 08.12.23 - Bus shelter proposed is on opposite side of road from direction of travel. Site visit took place 12.03.24 - DFI approved bus shelter at foot of lane way - to be 3m from roadside edge. Shared laneway has one objector. Applicant happy to withdraw application.
13	Goland Road/ Armaghlughey Road, Ballygawley - 2016-015	6	Site and user numbers confirmed	Anne messaged applicant in January to determine progress of the application - awaiting direction. EA pick up at laneways and not enough applicants to warrant a bus shelter. Translink don't pick up in the area. Applicant happy to withdraw application - reported in May's Committee.
14	Tullyhogue Village 2016-021	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 - 07.12.23 - Anne messaged applicant. Application to be revisited. 09.02.24 - site visit carried out, few possible locations identified. Carry out NNN. Objection received. Engaging external stakeholders. DFI Roads and Translink do not approve bus stop at location. Recommended for withdrawal, applicant in agreement and can be revised after 12months.

### Appendix 3 – Progress Table Summary, July 2024

TABLE	DESCRIPTION	NUMBERS
Table 1.	Applications awaiting formal application to be submitted	2Nr
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>	2Nr
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>	12Nr
Table 5.	<b>Stage 9,</b> <ul style="list-style-type: none"> <li>• Awaiting Installation of Bus Shelter</li> </ul>	6Nr
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>	12Nr