

# Procedural Guide on the Provision of Bus Shelters



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

## 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 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 a new/existing shelter experiences any reported anti-social behaviour over a 12 month period shall have it 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 addresses 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.)
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 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.



Date

Our Ref: MUDC/TS/BS/

The Occupier

Address 1

Address 2

Postcode

Dear Sir/Madam

**Re: Application for Provision of Bus Shelter**

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

Council is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the department 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.

The Council's Procedural Guide (**see attached Appendix 1**) on the Provision of Bus Shelters outlines that applications that meet the criteria are then subject to neighbour notification. If approved Council would install Shelter type noted in **Option A or B** (*delete as appropriate*) as detailed in this Appendix.

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

In accordance with these arrangements I would be grateful if all completed survey form(s) as attached be completed. The completed survey form(s) should be returned to this office by either

- in addressed envelope provided by **day and date**, or
  - by email to [Raymond.lowry@midulstercouncil.org](mailto:Raymond.lowry@midulstercouncil.org) or
  - scanning or photo image of your completed form and sending it by txt to 07887827106
  - telephone 03000 132 132 and contact Technical Services Department
- Survey forms received after this date will not be considered.

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) respondents must be in favour of the proposal.

If you have any queries on the above, please contact Raymond Lowry in the Cookstown Office by email at [Raymond.Lowry@midulstercouncil.org](mailto:Raymond.Lowry@midulstercouncil.org) or by telephone on 03000 132 132 Ext: 24400.

Yours faithfully

**Cc DEA Councillors**

Raymond Lowry  
Head of Technical Services  
Enc

Date

Our Ref: MUDC/



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

The Occupier

Address 1

Address 2

Postcode

Dear Sir/Madam

**Re: Application for Provision of Bus Shelter**

Please read the following statements below carefully. Tick your preferred option in the appropriate box, print your name and address and sign the document. This letter should then be returned in the addressed envelope provided by **day and date**.

Thank you for your time completing this survey.

Yours faithfully

Raymond Lowry  
**Head of Technical Services**

**Options**

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1. **I have no objections** to have a Bus Shelter erected at    *address*

☐

2. **I DO NOT WISH** to have a Bus Shelter erected at    *address*

☐

If you have ticked this box please give reason for objection

Reason for Objection \_\_\_\_\_

I

Name:

(CAPITALS)

\_\_\_\_\_

Address:

\_\_\_\_\_

Signature:

\_\_\_\_\_

The Results of this survey will be available to view on [presented on 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.

## **MID ULSTER DISTRICT COUNCIL PROCEDURE FOR ERECTION OF BUS SHELTERS**



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- Stage 1** Send application form to person requesting Erection of Shelter (Application Form)
- 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.

<b>Organisational Name</b>	<b>Contact Name</b>	<b>Contact Number</b>	

- 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 the following: - 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 - Option A or Option B
- 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