

<b>Report on</b>	Bus Shelters Procedural Guide
<b>Date of Meeting</b>	9th March 2021
<b>Reporting Officer</b>	Raymond Lowry

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To agree the Councils Procedural guide for installations of Bus Shelters within the District.
<b>2.0</b>	<b>Background</b>
2.1	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, shelters for protection from the weather for persons waiting to enter public service vehicles. Bus shelters are erected following local representations.
2.2.	Members will note that the original Procedural Guide was approved at the Environment Committee in May 2015 and Members have since sought that the Procedural Guide be reviewed and the necessary revisions made that will improve the delivery of Bus Shelter applications in the District. To progress this review a series of Members workshops were held to discuss all aspects of the process.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The review of the Bus Shelter Procedural Guide covered the following headings:</p> <ol style="list-style-type: none"> <li>1. Essential criteria for acceptance of shelter</li> <li>2. Stakeholder engagement response times</li> <li>3. Consultation process with adjoining properties</li> <li>4. Anti-social Activities</li> <li>5. Bus Shelter Design</li> <li>6. Removal of Shelters</li> </ol>
3.2	The Members workshops provided a platform for all Members to express their views and make appropriate suggestions that were considered in the review process.

3.3	Following the Members workshops the Procedural Guide documents have been revised and are included in the Appendices of this report.
3.4	The Bus Shelter Procedural Guide going forward will be reviewed every 2 years.
3.5	Members to note that this report covers the installation of shelters and does not cover the ongoing maintenance of the existing shelter stock already installed throughout the District.
<b>4.0</b>	<b>Other Considerations</b>
4.1	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Within budget for Technical Services and Property services to action provision / installation costs within their budget.
	Risk Management: Non-delivery will have adverse impact of users of public transport.
4.2	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members to note the content of the report and approve the Bus Shelter Procedural Guide and survey documentation as detailed in Appendices 1 and 2.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Bus Shelter Procedural Guide
6.2	Appendix 2 – Neighbour Survey correspondence