



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Fermanagh & Omagh District Council Bus Shelter Provision Policy



Version control:		
Version No.	Date	Comments
1.0	1 February 2016	Draft Bus Shelter Provision Policy
1.1	March 2016	Amended after the Environmental Service Committee meeting on 2 March 2016 in line with Member's feedback and ratified at the Council Meeting in April 2016.
1.2	December 2017	Amended after the Environmental Services Committee meeting on 6 December 2017 in line with Members' feedback and ratified at the Council Meeting in January 2017.
1.3	October 2023	Reference to Parks and Open Spaces changed to Parks Estates and Property. TransportNI changed to DFI
Any corrections or suggestions for amendments to this plan, contact Stephen Forrest, Head of Parks Estates and Property – Ext 21506 Stephen.forrest@fermanaghomagh.com		

Contents

- 1.0 Introduction**
- 2.0 Criteria**
- 2.1 Surrender, Removal or relocation of Existing Bus Shelters**
- 2.2 Alternative Free Provision and Maintenance of Bus Shelters**

Appendix A

Application Form Requesting provision of a Bus Shelter



Bus Shelter painted as part of Sliabh Beagh Arts Project

1.0 Introduction

The Council encourages the use of public transport to reduce the number of cars and to assist in reduction of congestion in or around town centres and urban locations.

Shelters are currently provided on the basis of requests and a need being established. 'Need criteria' is currently assessed on the general principle of the following pre-conditions:

- Number of children requiring use of the shelter as part of a bus journey to their place of education.
- Approval from the landowner, normally the Council, Department for Infrastructure (Roads), Housing Executive or other public body.
- There are no existing bus shelter facilities close by.
- Shelters are to be located in rural areas, that would not normally have a shelter provided by Translink or the Education Authority.

There are a variety of types of shelter currently in operation by the Council, ranging from Green Painted Steel shelters, mainly in rural areas, purpose built masonry shelters, prefabricated shelters and bespoke fabricated perspex shelters. There are also former 'Adshel type' shelters, which previously were managed by Translink and Adshel are now transferring to Translink to maintain as part of the overall public transport network.

The condition of the existing shelters varies with some of the shelters in a poor state of repair.

Some shelters have become dilapidated through lack of use. This can be for a variety of reasons, for example families growing up, families leaving the area, or by choosing different modes of travel to school.

2.0 Criteria

Fermanagh and Omagh District Council will continue to provide bus shelters on the basis of a demonstrable need, specifically continuing the policy around school children attending being collected to and from their place of education.

The policy will continue to operate the guiding principles for establishing need of a shelter, all of which must be met:

- **Submission of a completed application form (Appendix A attached) is completed and signed by all parties wishing to avail of the installation.**
- **At least 5 children requiring use of the shelter as part of a bus journey to their place of education.**
- **Approval from the landowner, normally the Council, Department for Infrastructure (Roads), Housing Executive or other public body.**
- **There are no existing bus shelter facilities close by.**

As resources are finite and location of shelters is reaching saturation point, the Council will also extend the following criteria for assessing bus shelter provision:

2.1 Surrender, Removal or Relocation

Surrender, removal or relocation of existing bus shelters will be assessed on current use levels over a 14 day period within a school term.

Upon evidence of no usage over a 14 day period, the Council will:-

- (i) write to householders in the vicinity of existing bus shelters regarding the 14 day notice period in relation to any proposed surrender, removal and relocation of such bus shelters;
- (ii) and a notice of removal will be placed on the shelter citing 7 days for surrender, removal and relocation, unless otherwise challenged and reported back to Council.
- (iii) All Councillors in the relevant District Electoral Area (DEA) as well as householders in the local vicinity will be notified prior to the removal of any bus shelter.

2.2 Alternative Free Provision and Maintenance of Bus Shelters

The Council will also avail of any free provision and maintenance bus shelters such as 'Adshel' or similar type providers like 'Clearchannel' in the future, should these be offered. These will only be possible to locate within 30mph zones such as town centres and urban areas.

- Full statutory approval will be in place and permission granted in writing, prior to any works commencing on site.

Appendix A
APPLICATION FORM –
FOR PLACEMENT OF A NEW
BUS SHELTER



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Detailed information in support of this application will assist with the evaluation process.

All sections with approvals to be completed by the applicant.

(This does not guarantee the placement of a new Bus Shelter. It is subject to statutory approvals and funding availability)

Section 1 – APPLICANTS DETAILS

1.1 Name of Applicant: _____

Councillor ☐

Community Association ☐

Parent ☐

1.2 Applicant Address: _____

Postcode: _____

1.3 Telephone Number: _____

1.4 Email Contact: _____

Section 2 – PROPOSED LOCATION

2.1 Details of location/area for proposed bus shelter (attach map of location):

2.2 Is the proposed Bus Shelter an approved stop for:-

Ulster Bus/Translink ☐

Education Board ☐

Both ☐

2.2 Details of the nearest existing bus shelter to proposed location:

Distance: _____

Location: _____

Type: _____

Section 3 – LAND OWNER APPROVAL

3.1 Public Authority Landowner

Council: ☐ DFI Roads Service: ☐ Housing Executive: ☐ Other Public Body: ☐

Name of Authority: _____

3.2 Private Landowner

Land Owner's Name: _____ Tele No: _____

Address: _____

3.3 Attached evidence of land owner approval e.g. Letter /Email ☐

Section 4

4.1 Please provide details of the families who will avail of the proposed bus shelter, enter the total number of children from each family who will use it and ensure all parties sign below:

Parents Name: _____

Address _____

No Of Primary Age Children _____ Name of school(s) _____

☐ ☐ ☐ ☐ ☐ ☐ ☐

No Of Secondary Age Children _____ Name of School(s) _____

☐ ☐ ☐ ☐ ☐ ☐ ☐

I confirm that my children are collected at this stop as part of their journey to their place of education.

Signature: _____ Dated: _____

Parents Name: _____

Address _____

No Of Primary Age Children _____ Name of school(s) _____

☐ ☐ ☐ ☐ ☐ ☐ ☐

No Of Secondary Age Children _____ Name of School(s) _____

☐ ☐ ☐ ☐ ☐ ☐ ☐

I confirm that my children are collected at this stop as part of their journey to their place of education.

Signature: _____ Dated: _____

Parents Name: _____

Address _____

No Of Primary Age Children _____ Name of school(s) _____

--	--	--	--	--	--	--

No Of Secondary Age Children _____ Name of School(s) _____

--	--	--	--	--	--	--

I confirm that my children are collected at this stop as part of their journey to their place of education.

Signature: _____ Dated: _____

Parents Name: _____

Address _____

No Of Primary Age Children _____ Name of school(s) _____

--	--	--	--	--	--	--

No Of Secondary Age Children _____ Name of School(s) _____

--	--	--	--	--	--	--

I confirm that my children are collected at this stop as part of their journey to their place of education.

Signature: _____ Dated: _____

Parents Name: _____

Address _____

No Of Primary Age Children _____ Name of school(s) _____

--	--	--	--	--	--	--

No Of Secondary Age Children _____ Name of School(s) _____

--	--	--	--	--	--	--

I confirm that my children are collected at this stop as part of their journey to their place of education.

Signature: _____ Dated: _____

Note: There must be a minimum of 5 school children requiring to use the shelter as part of their journey to their place of education.

Section 5

5.1 Additional information, relevant to this application:

I confirm that all the information I have given on this form is true, and agree that Fermanagh & Omagh District Council has the right to check all information disclosed.

Signed: _____

Dated: _____

Name to be printed: _____

FOR OFFICIAL USE ONLY

Application Number: _____

Date Received: _____

Date proposed location visited: _____

Photographs Taken:

☐

Site assessment report: _____

Location/Distance to nearest bus shelter: _____

Landowner Approval Confirmed: ☐ _____ years of usage based on information provided.

Date DFI Approval Requested: _____ Date DFI Approval Received: _____

5+ Usage confirmed by Translink/Education Board

☐

Funding Availability Checked:

☐

Approved by Head of Parks Estates and Property _____

Date Notification issued to the Applicant: _____

Date of Installation: _____

Bus Shelter added to GIS/Property Database

☐

Added to Maintenance Schedule

☐

Notes/Comments _____
