

## **PROVISION OF NEW BUS SHELTERS**

### **Information for Town/Parish Councils**

If you are thinking about providing a new bus shelter, then the following information has been designed to help you take your project forward

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#### **Choosing a bus shelter**

Bus shelters can be constructed from wood, brick, brick and flint, glass and metal or polycarbonate and metal, and so there is sure to be a style which is right for your community. When choosing the bus shelter the Parish/Town should consider:

- The ease of maintenance and repair
- Accessibility to the shelter
- Visibility from the shelter to the approaching bus
- Installation requirements
- Provision of seating
- Provision of lighting
- Impact of the shelter on landscape (including nearby properties)
- Resistance to weathering, graffiti
- Provision of a notice board
- How bus information can be displayed
- Consents/safety requirements

There are a number of national bus shelter manufacturers and suppliers some of whom are listed further in this document. Alternatively a local contractor/building company may be able to assist you with a bespoke solution.

#### **Location**

- A bus shelter should be provided on an existing bus route, and at an existing bus stop.
- The space needs to be large enough to accommodate the shelter and a boarding area so that passengers can get on and off the bus with ease.
- The shelter should have a level, self-draining base.
- Shelters which allow passengers to wait in the shelter and see the bus approaching are more popular than those which are set back and fully enclosed.
- The shelter must not obstruct access or affect visibility

- Shelters can only be placed on private land with the landowners permission
- Shelters on the public highway need a street furniture licence (see next section for more details)

### **Consents and Consultation**

You may need to apply for planning permission and/or conservation area consent. Please contact your district/borough council to discuss the relevant requirements. We recommend involving the planning department and conservation officers at an early stage as they can help with choosing an appropriate style of shelter for your community.

You will need to have the proposed location assessed by your local highway office to confirm that it does not affect highway safety.

If the proposed location is on public highway, you will also need a street furniture licence. The application form is available here,

[https://online.norfolk.gov.uk/highwaylicencesandpermits/\(S\(kozhvd20ltvls545fmcz1o45\)\)/streetfurniture/Default.aspx](https://online.norfolk.gov.uk/highwaylicencesandpermits/(S(kozhvd20ltvls545fmcz1o45))/streetfurniture/Default.aspx)

We would also recommend that you discuss your proposals with your local Police Officer as some residents can be concerned about anti-social behaviour. We also suggest that neighbours close to the proposed location are consulted on your proposals. This should be done in addition to any other consultation you may be doing as part of your planning application.

### **Grant funding**

As part of the Parish Partnership scheme Norfolk County Council is offering funding to assist Parish/Town Councils to provide or upgrade existing bus shelters. To be eligible for funding, the project must:-

- be accessible to all bus passengers
- be on a current bus route
- take account of public safety
- have the approval of the Highway Engineer
- have planning permission (if necessary)
- have conservation area consent (if necessary)

Successful applicants can receive up to 50% grant funding dependent on availability

### **How to apply for grant funding**

Your bids should be emailed to the Programme Engineer at [ppschemas@norfolk.gov.uk](mailto:ppschemas@norfolk.gov.uk) or posted for the attention of the Programme Engineer to Environment, Transport, Development, County Hall, Martineau Lane, Norwich, NR1 2SG. If you need further information on the bid process please contact the

Programme Engineer, by email or by phoning 01603 228905. For advice on the scheme practicalities please contact your local Highway Engineer.

### **Bus Shelter Manufacturers**

This is a collective list of suppliers who have made their products available nationally and is not a list of nominated Suppliers to/for Norfolk County Council. Inclusion and position on this list does not represent Norfolk County Council support, promotion or sponsorship of any product supplied.

Any purchase made of products supplied by these companies is purely a contract between the nominated supplier and the purchaser. We would recommend that you ask for several quotes before making your final decision.

Abacus Sutton-in-Ashfield Nottinghamshire NG17 5FT	01623 511111 <a href="http://www.abacuslighting.com/">http://www.abacuslighting.com/</a>
Able Engineering Ltd 1 Hamlin Way Hardwick Narrows Kings Lynn Norfolk PE30 4NG	01553 691870 <a href="http://www.ableengineering.co.uk/index.php">http://www.ableengineering.co.uk/index.php</a>
Bus Shelters Ltd Unit 60Dyffryn Business Park Llantwit Major Road Llandow Vale of Glamorgan South Wales, CF71 7PY	01446 795444 <a href="http://www.shelters.co.uk/">http://www.shelters.co.uk/</a>
Garrick Outdoor Ltd Unit 4 Langley Place Burscough Industrial Estate Burscough Ormskirk L40 8JS	01772 816414 <a href="http://www.garrickoutdoor.org.uk/">http://www.garrickoutdoor.org.uk/</a>
Glasdon Manufacturing Ltd Industrial Estate Poulton-le-Fylde Lancashire FY6 8JW	01253 891131 <a href="http://www.glasdon.com/home.aspx?cid=2">http://www.glasdon.com/home.aspx?cid=2</a>

Littlethorpe Ltd Pingle Farm` Seine Lane Enderby Leicester LE19 4PD	0116 260 3777 <a href="http://www.bus-shelters.co.uk/">http://www.bus-shelters.co.uk/</a>
Macemain + Amstad Boyle Road Willowbrook Industrial Estate Corby Northants NN17 5XU	01536 401331 <a href="http://www.macemainamstad.com/">http://www.macemainamstad.com/</a>
Polydon Polydon Park Radiance Road Doncaster South Yorkshire DN1 2TE	01302 327172 <a href="http://www.polydon.co.uk/index.htm">http://www.polydon.co.uk/index.htm</a>
Queensbury Fitzherbert Road Farlington Portsmouth Hampshire PO6 1SE	023 9221 0052 <a href="http://www.queensbury.org/">http://www.queensbury.org/</a>
SMF Parnall Road Fishponds Bristol BS16 3JD	0117 965 3438 <a href="http://www.smfdisplays.com/">http://www.smfdisplays.com/</a>
Westcotec Ltd. 34 Bertie Ward Way Rash's Green Industrial Estate Dereham, Norfolk. NR19 1TE	T: 01362 853124 M: 07796 807059 F: 01362 851809` W: <a href="http://www.westcotec.co.uk">www.westcotec.co.uk</a>
Trueform Unit 12 Pasadena Trading Estate Pasadina Close Hayes Middlesex UV3 3NQ	020 8561 4959 <a href="http://trueform.co.uk/">http://trueform.co.uk/</a>