# Temporary Bus Stop Suspension

# Application Form

Please provide 5 or more working days’ notice for all bus stop suspensions wherever possible.

Every effort will be made to process ‘emergency’ bus stop suspensions (less than 24 hours’ notice), but this may not be possible.

Where applicable, please provide details (ideally a drawing) of the temporary traffic management measures or traffic signals that are required to facilitate your works and / or will impact on the bus stop(s) to be suspended.

Please review your site arrangements and temporary traffic management measures etc. to ensure that any request for a bus stop suspension is strictly necessary.

Incomplete application forms may be returned.

By submitting this form, you accept that:

* The information provided will be shared with bus operators and others where necessary.
* This bus stop suspension application does not replace the Bath and North East Somerset Permit scheme for roadworks (a separate Permit is needed).
* You must keep us informed of any changes to work programmes.

Email completed application forms to: [bus\_stops@bathnes.gov.uk](mailto:bus_stops@bathnes.gov.uk)

|  |  |
| --- | --- |
| **Company name** |  |
| **Name of main contact** |  |
| **Email address** |  |
| **Phone number** |  |
| **Your reference number (if applicable)** |  |
| **Works Permit number** |  |
| **Nature / purpose of works** |  |
| **Start date** |  |
| **Duration** |  |
| **Times of the suspension(s)** For example: 9.30am to 3pm, 24 hours |  |

|  |  |
| --- | --- |
| **DETAILS OF BUS STOP(S) THAT WILL BE AFFECTED BY THE WORKS** | |
| **Road name and area** |  |
| **Name of bus stop(s)** |  |
|  |
| **Reference / ID number(s)** |  |
|  |
| **Additional information about the location of the bus stop(s)**  For example: outside 1 High Street, opposite Post Office |  |
| **Direction of travel of bus services**  For example: northbound or heading towards xxx junction |  |

##### **Charges:**

£78.00 for the temporary closure of a bus stop or pair of bus stops with 5 or more working days notice, plus £10 per any additional stops.

£150.00 for the temporary closure of a bus stop or pair of bus stops received with less than 5 working day’s notice, plus £10 per any additional stops.

**Please note: The applicant will be responsible for printing, erecting, and removing all Notices associated with each bus stop suspension. Random spot checks may be carried out to gauge compliance.**

Amendment fee: £15.00 (this is to cover any minor changes to dates, times, duration etc.)

Please note you will be charged £500 if you suspend a bus stop without prior authorisation.

**Notes:**

This charge covers the processing of each application, which includes:

* Checking of the submitted form.
* Consultation with the affected bus operators, which includes identification and agreement of any diversion routes.
* Logging of the bus stop suspension information on One.Network.
* Liaison with WECA for updating of the RTI and Travelwest systems.

If you are a registered charity, please state this on your application. You will be advised of the charge upon receipt of your application.

There is no charge if a bus stop(s) needs to be suspended for a Playing Out or Community Street Party. The applicant will, however, still be responsible for printing, posting, and removing all Notices associated with each bus stop suspension.

If an application is cancelled by the applicant, but it has already been processed (including consultation with the bus operators), there will be no refund.

There will be no charge if your application is considered but then rejected.

There will be an additional charge for temporary bus stop(s) and / or any parking suspension which may be required as part your application.

**IF FULL AND TIMELY PAYMENT IS NOT RECEIVED YOUR APPLICATION IS LIKELY TO BE DELAYED AND MAY NOT BE PROCESSED.**

**Payment:**

You will be notified once your suspension request has been checked to verify all details are correct. Payment will then be requested.

CARD PAYMENT – please use the secure link below, entering the road name for reference of where the suspension is required.

<https://www.civicaepay.co.uk/BathNESEstore/estore/default/Catalog/Index?catalogueItemReference=E0000444&showSingleProduct=True&recurringOnly=False>

Please email a copy of the receipt to: [bus\_stops@bathnes.gov.uk](mailto:bus_stops@bathnes.gov.uk)