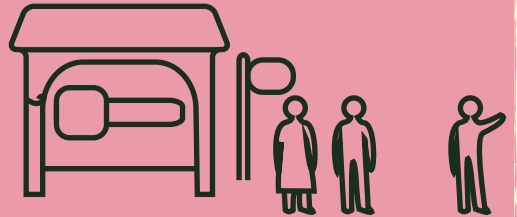


Bus Shelter Grant Scheme

Your Town or Parish may be eligible to participate in our Bus Shelter Grant Scheme which provides a contribution towards the cost of a new bus shelter for the community or for repairs or updates to an existing shelter.





Installing a new shelter or improving an existing one can greatly enhance the public transport experience for passengers. It may also encourage others to consider using the bus services on offer through your town or village.

This is a grant scheme and for successful applicants the County Council will award up to a maximum of £3,000 per application. We welcome all applications; however, priority will be given to those proposals that are able to demonstrate a clear need for their community.

Case Study

As part of the Bus Shelter Grant Scheme, Scredington Parish Council received an award and a new shelter was installed on Station Road in the village. Providing a dry and sheltered place to wait, the shelter is widely used by the community, including local school pupils, and has been welcomed as an asset to the village.

- Applications for replacement shelters or repairs to existing shelters will be considered where shelters have become unstable or unsightly and if certain criteria are met.
- Grants are only awarded on the understanding that applicants are responsible for the shelter once installed, including cleaning and maintenance.
- You can apply for more than one grant by completing a separate application form for each grant.



The Approval Process

On receipt of your application, it will be considered using the following criteria:

Transport Assessment:

- What bus services currently operate at this location?
- Does the shelter conflict with other proposals in the area?

Land Ownership:

- Is the proposed shelter on highway land or land owned by the applicant? If not, written consent for the proposal needs to be given by the land owner.

Site Suitability

- Does the proposal adversely affect highway safety and visibility?
- Is there sufficient space and hard standing area?

Bus Shelter Suitability

- What are the shelter specification and dimensions?
- What is the shelter cost?

Licences

- All bus shelter proposals will require the consent of the Highway Authority and applicants will need to apply to the Local Division Highways Office for a licence to erect a structure within the highway.
- Is planning permission required and has it been granted?

Shelters located on routes used by local public bus services will primarily take priority in eligibility for grant aid. Bus stops used for school transport will be considered if an additional set of criteria are met. This will include the volume of school passengers using the stop and the longevity of the service.

Applications will then be assessed and once approved, Lincolnshire County Council will contact you in writing with a grant offer. Grants may not be awarded if assessment criteria cannot be satisfied.

Once a grant has been offered in writing, applicants must strive to keep Lincolnshire County Council informed of their progress through the project; supplying an installation date, and ensuring that the correct licences are put in place.



Timescales

All applications will be dealt with by County Council officers using powers delegated by County Councillors. This means that you can normally expect a response within 28 days of the County Council receiving your application. If we need additional information not provided in your application we shall ask for it.

Lincolnshire County Council does not guarantee that Shelter Grant Scheme funding will be available to meet your request. In any case, all requests for funding should be submitted as soon as possible in each new (financial) year as we work on a first come first served basis.

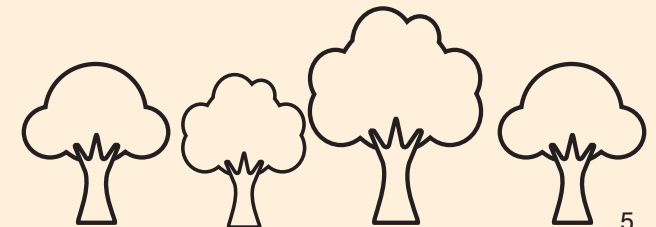
Shelter Maintenance

A council or other organisation owning any structure on highway land will be required to keep it in good order, and prevent it from becoming a danger to the public. Public Liability Insurance for at least £5 million will be necessary to cover any damage or injury caused through damage to the shelter. The shelter itself should be adequately insured against relevant perils such as fire, flood, malicious damage or motor vehicle impact.

Terms and Conditions

If your application for a Bus Shelter Grant is successful the following terms and conditions apply:

- The Town/Parish Council is responsible for obtaining any necessary land use, planning and/or highway consent.
- Lincolnshire County Council accepts no ownership or responsibility for the upkeep of any shelter as a consequence of grant contributions.
- If a information case is installed in the shelter it must meet Lincolnshire County Council's minimum size requirements for a standard timetable insert which is 767mm (h) x 332mm (w)
- If the shelter is considered to be substantially enclosed (has a roof, back and sides) then a no smoking sign must be displayed. (Further guidance is available from the Smoke Free England website: www.smokefreeengland.co.uk)





Shelter Suppliers

To offer some assistance with the range of shelters on offer, positive feedback has been received regarding the following suppliers:

Ace Shelters Limited
www.aceshelters.co.uk
01704 829 404

Littlethorpe Shelters
www.bus-shelters.co.uk
0116 260 3777

Externiture
www.externiture.com
0163 586 2100

Autocross Euroshel Limited
www.euroshel.com
03333 444 671

Guidance Notes

Where a Parish identifies the need for a bus shelter to be situated within the public highway, they will need to apply to the local highways Divisional office for a licence to erect a structure within the highway. Before granting permission the Divisional office would need to be satisfied that the structure does not interfere with or obstruct the use of the highway. This can be arranged once approval has been granted. The bus shelter cannot be installed until all licences have been issued. If the bus shelter is installed without the relevant licence the grant will not be given.

If the shelter is to be built on private land which you, the applicant do not own, you will need to submit written permission from the landowner with your application.

Applicants must send public consultation letters to any frontages (residents or businesses) affected by the proposed shelter.

Please provide full details of the proposed shelter; including supplier, shelter name & type (i.e. cantilever, with or without end panels or fully enclosed), dimensions, construction materials (i.e. hardwood or aluminum & polycarbonate), surrounding ground material. All bus shelters should be constructed on an appropriate base which is flush with the existing surrounding hard-standing/footway to ensure step-free access to the shelter.

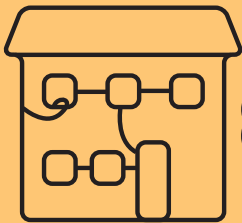
Please provide details of the total cost of the proposed shelter, along with a copy of your supplier's quote as supporting documentation. It is advisable to obtain up to three quotes from different shelter suppliers. Please enclose only the accepted quote (excluding VAT).

A bus shelter supplier must provide evidence that they hold current £10 million Public Liability Insurance (PLI) and that their operatives are members of the Street Works Qualification Register.

Applicants will be responsible for the on-going maintenance and cleaning of the bus shelter. All applicants will be required to sign a funding agreement to this effect at the end of the grant application process.



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If you require further information please contact:

Transport Services Group

Telephone: 01522 782070

Email - businfrastructure@lincolnshire.gov.uk

