

## **BUS STOP Applications - explanatory notes for Applicants**

1. The designation of a location to be a bus stop/stand is achieved by a declaration by the Director of Services (Roads), Cork County Council in the form of a Notice, which is sent to the Applicant, on foot of the completion of an Application Form.
2. The process, following enquiry, is
  - a) that the Applicant be issued with an application form, if requested, and the completed application form is sent to Cork County Council, Management & Development Unit (Roads), Annabella, Mallow, or by e-mail to [roads@corkcoco.ie](mailto:roads@corkcoco.ie).
  - b) The form is then forwarded to the relevant Area Engineer for recommendation.
  - c) The Area Engineer consults with the Applicant, before recommendation and agrees any charges, which must be paid to Cork County Council, at the Area Engineers Office, to cover the cost of any amendments to be made to the road layout/roadmarkings etc. in the event that the Notice is approved. Such payments shall be received before the appropriate alterations are made to the road layout facilitating the operation of the Bus stop/stand.
  - d) The Area Engineer returns the completed application form, with his/her recommendation to the Management & Development Unit, and either a Notice is issued or a letter indicating refusal is sent to the Applicant
3. Such Declarations only apply **in respect of a route upon which buses are operated**. Legal advice stipulates that this Notice only applies to locations where there is a regular scheduled bus service such as an expressway bus service between provincial towns, a sub-urban city bus service or a school bus service, but in that instance, it should only apply to the marked bus-bay, in front of the school and not to unofficial pick-up locations distributed along the route.
4. This Notice shall not apply to applications for irregular, occasional or once-off stops such as those for concerts/matches etc. Approval may be granted for the use of such stops on an informal basis. (*e.g. a letter from the Area Engineer*).
5. A separate application shall be required if a bus-stop/stand on which a Notice has been issued along a particular route, is required to be used as a stopping point for another route.
6. A separate application is required for each bus/stop/stand along a route and the application can be for either a bus stop or stand or both, once indicated on application form.
7. This Notice does not have any role in Scheduling, which is a matter for the service operator, once the Notice has been issued granting the Applicant permission for the use of a bus Stop/Stand. The proposed scheduling information requested in the Application form is there simply to assist the Assessor in deciding whether sufficient

capacity exists, at a bus stop, for an additional user or to assess the effect on traffic flow which could lead to congestion etc.

8. The Notice does not apply exclusivity of use to any one Applicant unless expressly set out in the Notice.
9. The Council may revoke or amend a Notice at any time.
10. The use of bus stops/stands is governed Byelaw 6 of the Omnibus (Stopping Places and Stands) General Byelaws 1962 (SI 122 of 1962) which are enforceable by the Garda Commissioner.