

BUS STOPPING PLACE – APPLICATION FOR APPROVAL

**NOTE: Before completing application form, please refer to notes overleaf;
incomplete applications will not be processed.**

1: Company Name: _____

Address: _____

Phone no.: _____

Email: _____

2. Service/Route: _____

3. State whether application is for **temporary** approval: YES / NO

4. If temporary, state period: _____

5. Location Details of each stop (attach map and other data as required-see note 4 overleaf).

Street Name	Bus Stop ID and/or exact location	PERMISSION TYPE REQUESTED	
		P.B.O. P.D.O P.B. & P.D.	S.O. (State max duration of stay)

Passenger Boarding Only = PBO; Passenger Descending Only = PDO; Passenger Boarding & Descending = PB & PD; Bus Standing Only = SO.

N.B. – if requesting standing permission (SO), the maximum duration of the proposed standing at the stop must be included.

6. If re-locating, details of previous stopping place: _____

7. Licence No. / Offer No. issued by N.T.A. (please provide Licence / Offer as a separate attachment):

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1. All applications must be made by the Bus Operator on the official application form which is available at the following link-insert link to attached application form.
2. All submissions must be forwarded to busstops@westmeathcoco.ie or posted to Transportation Section, Westmeath County Council, Áras an Chontae, Mount Street, Mullingar, Co. Westmeath N91 FH4N.
3. Approval issued by Westmeath County Council allows for stopping places and stands for buses at a specific location on a public road, as per the Road Traffic Act 2002, Section 16. Permission to erect bus poles/signs and/or bus cages must be requested separately and in accordance with authorised procedures.
4. Please note that under part 5 of this application form it is necessary for the following detail to be given:
 - a. For a new stopping place please reference the exact location where the operator wishes to stop, for example, on XXXXX Street X metres from existing bus stop No. XXX, or 6 metres north of Lamp Standard No. 1 on XXXXX Street.
Include photo as appropriate.
 - b. For the use of an existing bus stopping place please reference existing bus stop number and location.
 - c. Attach a detailed map, indicating the proposed route and stopping places for boarding/descending. Note: Maps to scale of at least 1:15,000 for urban and suburban areas.
5. It will be necessary to provide the relevant Public Bus Passenger Service Licence or Public Bus Passenger Service Licence Offer, as issued by the National Transport Authority.
6. It is expected that applications will be dealt with within a 4 week period, depending on resources, site examinations and also whether or not a stopping place has been previously assessed.

For queries, please contact: Transportation section on 044/93322156 or 044/9332288 or email busstops@westmeathcoco.ie