



SURREY
COUNTY COUNCIL

PASSENGER TRANSPORT GROUP

Procedure for locating bus stops

For new sites (including some re sites) :-

Request made to PTG in writing by bus operator, bus user groups etc.

Initial location of stop to be proposed by parties making request.

User demand to be identified.

Local members to be advised of the request.

PTG will arrange site meetings to include representatives from: PTG, Local Transportation, Police and if appropriate a bus operator (the invite should also include a local member)

If proposed site is rejected and an alternative is found, the reasons why are to be recorded.

Before installation of furniture, the residents in vicinity of proposed stop are to be advised reasons why the location was selected (see section 2).

Generally the same rules apply to re sited bus stops (if a shelter is involved then a representative from the Borough Council will be required to attend any site meetings).

Permanent decommissioning of bus stops

Notices to be posted in the stop for a minimum of four weeks (preferably 12 weeks) giving the reasons why it is being decommissioned with a contact address for County Hall.

Temporary suspension of stops due to diversions roadwork's etc

Notices to be posted informing bus users why the stop is suspended, where the nearest alternative is and the anticipated duration.

The relevant bus operators to be advised.