

Bus Stop Suspension: Briefing Guide

Strategic Overview

Bus stop suspensions play a vital role in facilitating our planned infrastructure works while maintaining public safety and transport continuity. This guide is tailored to support efficient processing, stakeholder coordination, and regulatory compliance.

Key Objectives

- **Ensure public safety** during temporary disruptions.
 - **Minimize impact** on transport services.
 - **Maintain procedural integrity** through timely approvals and enforcement.
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Pre-Application Checklist

1. Confirm Suspension Justification

Verify that the request aligns with council policy and council reporting tools.

2. Validate Documentation

Ensure application includes:

- Accurate location map of the bus stop.
- Detailed work plan.
- Valid Purchase Order (PO).

3. Assess Road Closure Requirements

The request involves partial road closure, where traffic management will be provided.

Plan for Submission to the Local Authority

To facilitate a smooth approval process, we will ensure the following steps are clearly followed:

1. Submission Format

Initial application will be via the designated online portal or form provided by the local authority. All documents will be submitted in PDF format unless otherwise specified.

2. Required Information

The submission will include:

- Project overview and justification for the suspension.
- Location map and work plan.
- Proposed dates and times for the suspension.
- Purchase Order and contact details.

3. Review Timeline

We have assumed that the review process typically takes up to 10 working days and that incomplete submissions may result in delay.

4. Payment and Activation

Once approved, the applicant will receive a reference number and payment instructions. The suspension is only valid once payment is confirmed.

5. Enforcement Notification

Ensure internal teams are notified of the approved suspension dates to coordinate enforcement and signage.

Application Processing Steps

1. Direct Applicants to the Correct Portal

Via appropriate online form or council portal.

2. Review Submission Thoroughly

We will check for completeness and accuracy and are aware missing documents delay approval and enforcement.

3. Issue Decision and Payment Instructions

A response will be expected within 10 working days. Include reference number and payment details. Flag any discrepancies early.

4. Activate Suspension Post-Payment

Suspensions are only enforceable after payment is confirmed. Ensure enforcement teams are notified promptly.

5. Confirm Enforcement Coordination

Notify local parking enforcement of suspension dates and times. This prevents fines and ensures compliance.

- **Communication:** Maintain open channels with applicants and enforcement teams.
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Applicant Submission Checklist

Council officers may share the following checklist with applicants to streamline the submission process:

- ✓ Project overview and justification for suspension
 - ✓ Accurate location map of the bus stop
 - ✓ Detailed work plan
 - ✓ Proposed suspension dates and times
 - ✓ Valid Purchase Order (PO)
 - ✓ Contact details for follow-up
 - ✓ Submission via designated portal in PDF format
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Final Guidance

By following this guide, it is hoped that Council Officers can streamline our approval, uphold safety standards, and foster positive stakeholder engagement.

- **Information Classification: Public**