



**Directorate of Environment,  
Transport and Planning**

West Offices  
Station Rise  
YORK  
YO1 6GA

Email: [buses@york.gov.uk](mailto:buses@york.gov.uk)

## **REQUEST FOR SUSPENSION OF A BUS STOP / SITING OF A TEMPORARY STOP**

This form should be used to request the temporary suspension of an existing bus stop on the adopted highway in the City of York and, if necessary, the provision of a temporary bus stop. It should be used when suspension is necessary due to the proximity of works within or adjacent to the adopted highway. The form should not be used to request the permanent relocation of a stop, including additional facilities, such as shelters, Kassel kerbs and seating. Applicants are advised to discuss the need for a replacement facility with City of York Council before submitting this form as sometimes charges will be unnecessary or there may be no suitable alternative location. A separate form should be used for each bus stop affected.

All communication regarding this request must be via City of York Council (the Council) or its officers.

The Council will invoice the applicant on receipt of an acceptable request. To ensure that you have the latest request form, please download it from the Council's website.

All prices on this form are correct at the time of publication. All prices on this form are outside of scope for VAT purposes.

All bus stop equipment remains the property of the Council.

Please return your completed form to the Council by email: [buses@york.gov.uk](mailto:buses@york.gov.uk)

The Council will charge an additional fee for each time the current stop pole (including flag and any timetable case attached) is re-sited if more than one temporary location is needed due to the phasing of works.

The Council will charge an additional fee of up to £225.75 for damage to or unauthorised removal of a temporary stop.

# REQUEST FOR TEMPORARY BUS STOP WORKS

## Details of organisation requesting work: (invoices will be sent to this address)

Organisation:		Contact Name:	
Address:		Job Title:	
		Telephone:	
		Email:	
Postcode:		Any reference that should be quoted on invoices:	

## Stop Details: (please include a map if possible)

### Example:

Stop no. (if yournextbus shown on flag):		32900120
Road name:		Fulford Road
Stop name or side road name:		Broadway West
Direction:		Towards York

Start date:  End date:  Tick if end date not yet confirmed:

## Reason for request: (please attach any other relevant information)

## Suggested site for relocated stop: (if necessary)

## Work required: (Please tick as many boxes as apply)

	✓	Fee
Placement of temporary stop for duration of the works:	<input type="checkbox"/>	£ 120.75
Removal of existing pole and flag to store for the duration of the works:	<input type="checkbox"/>	£ 225.75
Relocation of existing pole and flag to an alternative position (this is required instead of a temporary stop for works lasting 12 weeks or more):	<input type="checkbox"/>	£ 395.00
Late notice fee: Work to be completed within 24 hours of request	<input type="checkbox"/>	£ 30.00
Emergency fee: Work to be completed the same day (if possible)	<input type="checkbox"/>	£ 60.00
1 <sup>st</sup> additional month: Temporary stop required for 4-8 weeks	<input type="checkbox"/>	£ 15.00
2 <sup>nd</sup> additional month: Temporary stop required for 8-12 weeks	<input type="checkbox"/>	£ 15.00

I accept the terms and conditions and agree to pay City of York Council all charges due for these works.

**Total Fee:**

Name: .....

Signature: .....

Date: .....

Position in organisation: .....

For Council use only:		
Application rec'd	/	/
Locations agreed	Yes	No
PO no. issued	PO	
Initial invoice date	/	/
Value	£	
Final invoice date	/	/
Value	£	

Please email the completed form to [buses@york.gov.uk](mailto:buses@york.gov.uk)

City of York Council will issue an additional invoice at the end of the work if the work extends beyond the period indicated above.