Transport Stops, Shelters and Seating
<table>
<thead>
<tr>
<th>Policy title</th>
<th>Transport Stops, Shelters and Seating Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy owner</td>
<td>Director Liveable City / Manager Infrastructure Management Services</td>
</tr>
<tr>
<td>Prepared by</td>
<td>Strategic Planning Services and Infrastructure Management Services</td>
</tr>
<tr>
<td>Approved by</td>
<td>General Manager</td>
</tr>
<tr>
<td>Date approved</td>
<td>8 January 2013</td>
</tr>
<tr>
<td>Commencement Date</td>
<td>8 January 2013</td>
</tr>
<tr>
<td>Version</td>
<td>Version 2</td>
</tr>
<tr>
<td>Category</td>
<td>Council</td>
</tr>
<tr>
<td>Keywords</td>
<td>Advertising, bus shelters, bus stops, disability, seats, standards, taxi</td>
</tr>
<tr>
<td>Revision date</td>
<td>January 2017</td>
</tr>
<tr>
<td>Amendments</td>
<td>Version 1 May 2008 (ECM 2374769)</td>
</tr>
<tr>
<td>Relevant strategic direction</td>
<td>Connected City</td>
</tr>
</tbody>
</table>
| Relevant legislation/codes | Disability Discrimination Act 1992  
Environmental Planning and Assessment Act 1979 (NSW)  
Local Government Act 1993 (NSW)  
Roads Act 1993 (NSW) |
| Related policies/documents | AS 1428 Design for access and mobility, 2001  
Newcastle City Council, 2008, City Wide Maintenance Policy (Amended 2008)  
The City of Newcastle, Action Item CCL 26/06/12 – Transport Stops, Shelters and Seating  
NSW Transport and Infrastructure, 2009, Outer Metropolitan Service Planning Guidelines  
State Transit, 2011, Bus Infrastructure Guide |
# Table of Contents

**Part A  Preliminary** .............................................................................................................. 1
1  Purpose ........................................................................................................................................ 1
2  Scope........................................................................................................................................... 1
3  Principles ....................................................................................................................................... 1
4  Definitions ................................................................................................................................... 1

**Part B  Operational** ................................................................................................................. 3
5  Design and construction of stops, shelters and seating ............................................................ 3
6  Advertising.................................................................................................................................... 3
7  Installation, relocation, removal and maintenance....................................................................... 5

**Appendix A - Guidelines for Design and Construction of Transport Stops, Shelters and Seating**........................................................................................................................................... 7

**Appendix B - Processes and Checksheets** ................................................................................. 15
Part A  Preliminary

1  Purpose
1.1  The purpose of the policy is to:

1.1.1  ensure that uniform criteria are applied to the location and design of transport stops, shelters and seating
1.1.2  provide guidelines for location, design and construction of transport stops, shelters and seating
1.1.3  ensure appropriate placement and content of advertising on shelters
1.1.4  define performance standards for maintenance of transport stops, shelters and seating.

2  Scope
2.1  The policy applies to transport stops and associated shelters and seating within the Newcastle Local Government Area.

3  Principles
3.1  Council commits itself to the following principles:

3.1.1  facilitating higher mode share to public transport, through provision of support infrastructure such as shelters and seating at transport stops
3.1.2  improving equity of access to public transport
3.1.3  prioritisation of installation of transport stops over loss of on-street parking.

4  Definitions
4.1  Access path is a path that permits independent travel for all passengers within public transport premises, infrastructure or conveyances.
4.2  Advertising sign is a sign, notice, device or representation in the nature of an advertisement, whether illuminated or not, which is visible from any public place or public reserve, or from any navigable waterway, and is not a road traffic signal or sign.
4.3  Allocated space is a three dimensional space that can accommodate a wheelchair or similar mobility aid.
4.4  Council is The City of Newcastle.
4.5  Infrastructure is any structure or facility that is used by passengers in conjunction with travelling on a public transport service. Infrastructure does not include any area beyond immediate boarding points.
4.6  Manoeuvring area is a space in which a wheelchair or similar mobility aid is able to turn.
4.7  Operator is a person or organisation (including the staff of the organisation) that provides a public transport service to the public or to sections of the public. A public transport service may have more than one operator.
4.8  Premises are structures, buildings or attached facilities that an operator provides for passenger use as part of a public transport service. Premises are a form of infrastructure.
4.9  Provider is a person or organisation that is responsible for the supply or maintenance of public transport infrastructure. A provider need not be an operator.
4.10 **Tactile ground surface indicators** (TGSIs) are areas of raised ground surface texture treatment, designed to provide blind or vision-impaired pedestrians with orientation information by means of tactile perception.

4.11 **Transport stop** is a generic term encompassing bus stops, coach stops and taxi ranks.

Unless stated otherwise, a reference to a clause is a reference to a clause of the policy.
Part B  Operational

5  Design and construction of stops, shelters and seating

5.1  Compliance

5.1.1 Location, design and construction of transport stops should comply with the following legislation and standards:

(a)  *Disability Discrimination Act 1992*

(b)  *Environmental Planning and Assessment Act 1979 (NSW)*

(c)  *Roads Act 1993 (NSW)*

(d)  *Disability Standards for Accessible Public Transport (Commonwealth of Australia, 2002) (DSAPT)*

(e)  *AS 1428 Design for access and mobility.*

5.1.2 Further to clause 5.1.1, Appendix A provides guidelines relating to siting, configuration and design of transport stops and components to facilitate compliance with the prescribed legislation and standards. Notwithstanding the inclusion of these guidelines, it is the proponent’s responsibility to ensure compliance with the relevant legislation and standards.

6  Advertising

6.1  Agreement and placement

6.1.1 Council may enter into an agreement\(^1\) with another party for advertising on transport shelters.

6.1.2 Advertising on bus and taxi shelters and seating will be considered where it can be demonstrated that it will not adversely affect function or the amenity of the area. In considering the amenity of the area, Council will have regard to:

(a)  the surrounding land uses

(b)  the classification of the road in Council’s road hierarchy

(c)  the streetscape of the area.

6.2  Panel design

6.2.1 Advertising panels will not be approved by Council unless:

(a)  they are designed as an integral part of the shelter and seating, and do not detract from the aesthetics of the structure

(b)  they do not physically impede the functionality of the shelter or seating

(c)  they are confined to the end walls of the departure end only of shelters only.

6.3  Type and content

6.3.1 The following types of advertising are not permitted:

(a)  audio advertising (unless specifically approved by Council)

(b)  tobacco advertising

\(^{1}\) Officers should confirm whether any such agreement is already in place, and its conditions, prior to consideration of a new agreement.
(c) advertising where the content conflicts with public health objectives, is racist, or sexually explicit

(d) advertising which is false or misleading, which promotes unlawful or illegal goods, services or activities or which is otherwise unlawful, offensive or obscene

(e) advertising which is attempting to deliberately copy road signs (including in respect of colour, shape and size)

(f) other advertising which may be considered prejudicial to the travelling public

(g) advertising with variable messaging, scrolling or moving signs (advertising should generally be static), unless specifically approved by Council, or in the case of classified roads, by Roads and Maritime Services.

6.4 Design and appearance

6.4.1 Advertisements must be designed in such a way that:

(a) all lettering, drawing, colouring and other art work is of a high standard

(b) the letter and total sign size must be sufficiently large so as to be readily able to be seen having regard to its location and vehicle speed

(c) the format, design and presentation provide for a clear and unambiguous message.

6.5 Illumination

6.5.1 The following is generally not permitted:

(a) signs which vary in the intensity of illumination

(b) highly reflective signs which have the capacity to impair a driver’s vision.

6.5.2 The maximum luminance permitted for advertising signs should not exceed the following levels:

<table>
<thead>
<tr>
<th>Illuminated Area</th>
<th>Illumination (cd)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(m²)</td>
<td></td>
</tr>
<tr>
<td>Up to 0.5</td>
<td>1000</td>
</tr>
<tr>
<td>0.5 – 2.0</td>
<td>800</td>
</tr>
<tr>
<td>2.0 – 10.0</td>
<td>600</td>
</tr>
<tr>
<td>Over 10.0</td>
<td>400</td>
</tr>
</tbody>
</table>

6.5.3 Illuminated advertisements will only be approved if they do not cause glare, dazzle or otherwise distract drivers of vehicles or adversely affect the amenity of the area.
7 Installation, relocation, removal and maintenance

7.1 Installation of shelters and seating

7.1.1 If installation of a shelter or seating is proposed, Council will consider the criteria listed in Appendix B in addition to the requirements provided for in Part B of this policy.

7.1.2 If multiple sites where a shelter or seating is proposed meet all criteria of Part B and Appendix B, Council will prioritise installation of shelters and seating in accordance with a ranking system that includes consideration of:
   (a) adjacent land uses
   (b) level of patronage
   (c) number of bus/taxi services stopping per day
   (d) requests for provision of a shelter
   (e) distribution of existing shelters and seating.

7.1.3 Following nomination by Council of a location for a shelter or seat, Council will notify relevant property owners of the proposed installation. Those notified parties will be invited to comment, within 14 days of receipt of notification.

7.2 Relocation

7.2.1 Relocation or removal of shelters or seating is very costly and will generally only be considered under the following circumstances:
   (a) the existing shelter or seating presents a safety hazard
   (b) the existing shelter or seating is poorly located for public transport customers and relocation would likely improve its use
   (c) there is evidence of significant detrimental effect on trade or business, as a result of the presence of the shelter
   (d) there are wider urban design or public objectives supporting relocation and satisfactory alternative locations exist
   (e) the shelter or seating design is outdated and is to be replaced by an improved design and standard
   (f) repairing the effects of vandalism is an ongoing significant expense, disproportionate to average maintenance costs
   (g) the shelter or seating cannot be made compliant with DSAPT
   (h) funding is available to undertake removal/relocation.
   (i) the location of the shelter or seating conflicts with driveway construction due to property development, in which case, relocation costs are to be met by the proponent for removal of the shelter or seating.

7.3 Removal of transport stops and zones

7.3.1 The Director General Transport for NSW must approve the removal of bus stops.

7.3.2 The Newcastle City Traffic Committee must approve the removal of bus and taxi zones.

7.3.3 All infrastructure at a transport stop is to be removed by the provider if the stop is no longer required.
7.4 Maintenance

7.4.1 Transport stops, shelters and seating which are part of Council’s asset base will be maintained in accordance with relevant Council maintenance policies.

7.4.2 Shelters and seating installed under contract or as part of a development should be maintained as specified in the contract.
Appendix A - Guidelines for Design and Construction of Transport Stops, Shelters and Seating

1 Location

1.1 Transport Stops

1.1.1 The proponent is to ensure that proposed stops meet criteria covered by the Australian Road Rules.

1.1.2 Stops should be located:
(a) on a straight section of the roadway, to allow vehicles to pull up parallel to the kerb and to facilitate appropriate sight distance
(b) to provide adequate distance for buses to draw in and draw out
(c) on level sections of road if possible
(d) on the departure side of signalised intersections, generally
(e) on the downstream side of pedestrian crossings, to reduce the risk of passengers crossing the road in front of a stopped bus
(f) to provide adequate weave length where buses are required to enter the traffic lane and cross additional lanes to make a turning movement
(g) close to land uses likely to generate patronage, for example, community facilities, retail areas and commercial buildings
(h) where there is no conflict with drainage pits, driveways, trees, signs or other obstructions.

1.1.3 Bus stops should be placed in front of taxi ranks, in situations where they are immediately adjacent.

1.1.4 Stops should not be positioned on the advance side of intersections subject to heavy left turn movements or locations with restricted sight lines.

1.1.5 Consideration should be given to positioning of the stop near street lighting, to illuminate waiting passengers so that they can be clearly seen by bus drivers.

1.2 Additional location requirements for shelters

1.2.1 For a bus stop which is proposed to have shelters and/or seating, the site should be located on a public bus route with a bus stop that permits boarding of passengers.

1.2.2 The proposed location of the shelter and seating should provide for good visibility of approaching buses, the waiting passengers and the surrounding environment.

1.2.3 The proposed shelter or seating should not interfere with the visibility of vehicles entering the carriageway from a side road or from a property.

1.2.4 The selection of location should give consideration to existing lawful uses within the road reservation, for example, footway dining, and seek not to disturb such uses where there are practical alternatives.

1.2.5 The footway should be wide enough to accommodate a shelter or seating without compromising pedestrian movement and other street activities, through maintaining adequate clearances.

---

2 State Transit’s Bus Infrastructure Guide (2011, p. 7) states the draw in and draw out lengths for various bus dimensions. Proponents for bus stops should refer to this document.
2 Bus and taxi zones

2.1 Installation

2.1.1 Bus zones should be installed at bus stops where:

(a) it is likely that more than one bus will use the stop
(b) parking is at a premium
(c) vehicle encroachment within the bus stop(s) occurs or is likely to occur.

2.1.2 The minimum length of the bus or taxi zone should be in accordance with the Australian Road Rules.

3 Bus stop configurations, capacity and identification

3.1 Configuration and capacity

3.1.1 If a bus stop/zone configuration other than a kerbside bus stop is proposed, the bus operator should justify the proposal by reference to the matters for consideration listed in the Bus Infrastructure Guide (State Transit, 2011).

3.1.2 The operator/bus stop proponent should refer to State Transit’s Bus Infrastructure Guide (2011) to determine the number of spaces to be provided.

3.2 Bus Stop Sign

3.2.1 Bus stops are to be identified by the use of plinths, J-stems, U-stems or blades, the location of which should be used as the reference point for measurements to items such as posts, trees, shelters etc.

3.2.2 The provider of the ‘Bus Stop’ sign should ensure that the sign meets requirements of AS1428.2 in relation to graphics.

3.2.3 ‘Bus Stop’ signs should be placed:

(a) at the departure end of the boarding point
(b) so that they are clearly visible to people in a seated or standing position
(c) so that no part of the ‘Bus Stop’ sign is closer than 600mm to the face of kerb and at a distance of 300mm from the edge of the TGSIs (refer to Figure 1).

3.2.4 Bus stop signs should have a minimum vertical clearance of 2100mm.

4 Manoeuvring area, access path and boarding point

Refer to Figures 1 and 2.

4.1 Manoeuvring area

4.1.1 New stops should have a manoeuvring area that complies with AS 1428.2 and Council’s standard drawing A360 - Transport Stops.

4.1.2 Circulation space for a 180 degree wheelchair turn is required, which is an area of minimum 2070mm in the direction of travel and not less than 1540mm wide.

4.1.3 If the manoeuvring area is located away from the kerb, it should be connected to the bus boarding point by an access path of minimum width 1200mm.

4.2 Access path and boarding point
4.2.1 In local streets where there is a footpath set back from the kerb, particularly when an existing stop is being upgraded and there is limited space, a 1200mm access path from the footpath to kerb is considered adequate for boarding. In this instance, infill should be provided on the inner sides of the turn.

4.2.2 The boarding point should be level\(^3\). If this is not achievable, consideration should be given to relocation. Alternatively, risk assessment and mitigation should be undertaken\(^4\).

4.2.3 In cases where the stop is longer and wider than the basic boarding point and the adjacent footpath is not wide enough to provide an access path between boarding/disembarkation points, the stop must incorporate an access path at least 1200mm wide.

4.2.4 The basic boarding point should be positioned so that any adjacent pavement, walkway or thoroughfare provides an access path that is unhindered and at least 1200mm wide. Where it is not possible for the access path to meet the minimum width, the access path may pass through the boarding point, provided that the access path then meets the minimum width of 1200mm.

4.2.5 Where there is insufficient width to provide the basic boarding point, the area in and around the bus stop should be kept as free as possible of obstructions.

4.2.6 The surface of the boarding point and any transition to an adjacent access path must be non-slip. Surfaces specifically noted in AS1428.1 2001 as being non-slip include rough or textured concrete, exposed aggregate concrete, bituminous concrete, natural stone with a rough finish, textured paving bricks and slip-resistant tiles.

4.3 Kerb and ramps

4.3.1 If a kerb is installed, it must be at least 150mm higher than the road surface\(^5\).

4.3.2 Access ramps, such as a kerb ramp connecting the boarding point to an adjacent footpath or roadway should have a gradient not exceeding 1:8 for ramps up to 1520mm long.

4.3.3 For ramps longer than 1520mm, maximum slopes are 1:14 (with landings every 6m) and 1:19 (with landings every 14m).

---

\(^3\) DSAPT specifically refers to a level surface for a boarding point but does not provide detailed specifications on what constitutes a level surface. AS1428.1-2001 required a continuous accessible path of travel to not have a gradient or crossfall greater than 1 in 40.

\(^4\) Where 1 in 40 crossfall cannot be achieved, up to 1 in 25 will be considered. Previous standards for crossfall nominated 1 in 25. A large number of bus stops in Newcastle are in built up areas where modification to crossfalls is not feasible or achievable.

\(^5\) A kerb is not required under the DSAPT. State Transit’s Bus Infrastructure Guide (2011) requires use of standard barrier kerbs of 150mm minimum height to be used at bus stops.
4.4 Tactile ground surface indicators

Refer to Figures 1, 2 and 3.

4.4.1 Tactile ground surface indicators (TGSIs) are to be provided in accordance with AS1428.4 to assist people with impaired vision to access buses etc. from the adjoining footpath. (Note: TGSIs should not be proliferated unnecessarily, nor used to compensate for bad design. Good design will minimise the need for the use of TGSIs.)

4.4.2 TGSIs should be in accordance with Council’s public domain technical manuals.

4.4.3 The application of TGSIs should take into account the usage of the stop and connecting pathways.

4.4.4 Where there is a footpath alongside the stop, there should be a 600mm wide row of directional TGSIs across the footpath leading to a 600mm square block of warning TGSIs at the boarding point.
4.4.5 Where the footpath is separated from the kerb by a nature strip or other non-trafficable area, there should be a 600mm wide row of directional TGSIs across the footpath, then a 300mm wide row leading from the border of the footpath to a 600mm square block of warning TGSIs at the boarding point.

4.4.6 Where there is no footpath, there should be a 600mm square block of warning TGSIs at the boarding point.

4.4.7 Warning TGSIs extending along the kerb are not generally required at single boarding points but may be appropriate at facilities such as bus stations and interchanges.

4.4.8 Separation of the boarding point from the head of a line of directional TGSIs should be avoided but, if this is unavoidable, a 300mm wide row of directional TGSIs should connect the head of the line to the boarding point.

4.4.9 The transport stop’s warning TGSIs should be set back at least 300mm from the kerb.

5  Street furniture - general

5.1 Placement

5.1.1 Street furniture such as seats or shelters may be placed in the bus stop or bus zone area provided that such placement does not conflict with passenger movements on and off buses.

5.1.2 The placement of shelters seating, plinths, rubbish bins or other facilities should not impact on sight lines or obstruct access paths.

5.1.3 It is preferable that street furniture such as seating, shelters or bins be located to the kerb side of the footpath in order to provide a clear path of travel along the building line.

5.2 Streetscape and urban character

5.2.1 Design and location of street furniture should be in accordance with Council’s public domain technical manuals.

5.2.2 The design and siting of shelters should respond to and enhance existing urban character, heritage and streetscape quality.

5.2.3 Shelters and seating should be visually attractive, providing a harmonious feature in the landscape.
6 Configuration and design of shelters and seating

Refer to Figures 3 and 4.

6.1 Layout

6.1.1 The preferred alignment of the shelter is with the shelter and seat facing the street.

6.1.2 The shelter should be located as close as possible to the head of the stop.

6.1.3 The minimum setback from the kerb should be 600mm to the edge of the awning line.
6.1.4 Seating is to be located at the rear of the shelter, with adjacent wheelchair space on the boarding side.

6.1.5 Where seating only is provided, seats should face the street and be positioned parallel to the kerb.

6.1.6 Positioning of shelters and seating should not intrude on the circulation space required at a boarding point.

6.1.7 The layout of shelters and seating and surrounding paved areas and access paths is to comply with Australian Standard series AS1428.2, with particular reference to space for wheelchairs or similar mobility aids and Council’s standard drawing A360 – Transport Stops.

6.1.8 Provision of one extended structure, with multiple seats, is preferred over installation of multiple, separate shelters, where additional shelter is warranted by high patronage.

6.2 **Allocated space**

6.2.1 A minimum of 5% of the waiting area (but not less than two spaces) is to be allocated space for wheelchairs and mobility aids.

6.2.2 Allocated space may be used for other purposes when not required for use by passengers in wheelchairs or those with mobility aids.

6.2.3 The minimum size for an allocated space is 800mm by 1300mm.

6.2.4 A concrete slab is to reach from kerb to footpath to provide a continuous sealed surface. The extent of hardstand areas should address the requirements of AS1428.2 for continuity between boarding areas and the designated waiting area and display of information. The concrete paving is to be constructed as per Council’s Specification for Concrete Footway Paving PLE/S009 and Council’s standard drawing A304 - Shared Pedestrian/Cycle Pathway and Footpath Concrete Details.

6.3 **Materials and construction requirements**

6.3.1 Shelters should provide protection from rain, wind and sun.

6.3.2 Shelters and seats are to be high quality structures.

6.3.3 Shelters and seats are to be constructed of durable and vandal resistant materials that are easily maintained.

6.3.4 Shelter walls should be predominantly constructed of transparent material.

6.3.5 The clearance of the side panel to the ground should not exceed 250mm.

6.3.6 Shelters should have a minimum height under the awning of 2100mm and a desirable maximum height (stand alone shelters) of 2400mm, to provide effective shelter.

6.3.7 Seating material should be strong, easy to clean, quick draining and drying.

6.3.8 The design of seating should:

(a) avoid sharp edges and mesh surfaces

(b) comply with AS1428.2

(c) generally allow for a seat height above the ground of between 400mm and 450mm

---

6 Warning TGSIs ahead of the shelter will alleviate safety problems for cane users.

7 Where a high proportion of older passengers is anticipated, a seat height of up to 520mm should be provided, as it is easier to rise from a higher seat.
(d) consider the provision of armrests as these help those with mobility impairments to seat themselves and to rise from their seats
(e) be consistent with Council’s public domain technical manuals.

6.4 Lighting

6.4.1 Installation of lighting, including solar options, at the stop is to be considered on a case by case basis.

6.4.2 If internal lighting is provided in a bus stop shelter, it should conform to minimum levels of illumination outlined in Part 20 of the DSAPT, including as shown in the notes to clause 19.1 of AS1428.2 – 1992 as well as A1680.2. The minimum lighting level is 150 Lx.

6.5 Information

6.5.1 Bus shelters are to incorporate the name or number of the bus stop and bus timetable/schedules.

6.5.2 Notwithstanding the use of the shelter for advertising, Council will permit public transport operators to affix information relating to public transport services and contact details on the inside of shelters.
Appendix B - Processes and Checksheets

Major Network Review

1. Transport for NSW/operator refers matter to Council for comment on proposed changes to routes. (Location of stops and frequency of services are determined subsequent to confirmation of routes.)

   **Note:** Transport for NSW may undertake preliminary consultation with Council prior to exhibition of proposed routes. Ideally, Strategic Planning Services (SPS) and Infrastructure Management Services (IMS)/Asset Management, Transport and Traffic and Infrastructure Planning should be involved in preliminary discussions to ensure that all issues are considered at an early stage.

2. Request referred to SPS for coordination of response and assessment of network in terms of connectivity to centres, community priorities etc.

3. SPS to prepare memo to Councillors if public exhibition of changes has been announced by Transport for NSW.

4. SPS to refer matter to IMS/Asset Management; IMS/Transport and Traffic and IMS/Infrastructure Planning:
   (a) IMS/Asset Management – Matter referred for route assessment. Confirmation required of maximum sized bus that will travel on routes. Is road surface suitable for proposed use?
   (b) IMS/Transport and Traffic – Matter referred for general assessment of potential traffic issues. Note further assessment will be required following confirmation of stop locations.
   (c) IMS/Infrastructure Planning – Matter referred for general assessment of placement of infrastructure and preliminary assessment of redundant infrastructure.

5. SPS to coordinate response to Transport for NSW, noting requirement for proponent to fund construction of compliant bus stops and undertake associated consultation. General Manager/Director Future City to sign response.


7. Refer matter to IMS/Transport and Traffic and IMS/Infrastructure Planning to coordinate response.
   (a) IMS/Transport and Traffic – Referred for detailed assessment and determination if bus zones are required. Matter to be referred to Newcastle City Traffic Committee for information (new and redundant bus stops) and/or approval (new and redundant bus zones).
   (b) IMS/Infrastructure Planning – Referred for determination of infrastructure implications for new and redundant stops.

8. General Manager/Director Liveable City to sign response, advising decision of Newcastle City Traffic Committee and requirement for proponent to fund compliant bus stops and undertake associated consultation.

9. Infrastructure Planning to:
   (a) Ensure database of transport stops is updated to reflect addition of new stops and deletion of redundant stops/obtain updated database from Transport for NSW
   (b) Advise advertising shelter contractor of redundant shelters (which can be programmed for relocation by contractor to an agreed new site)
   (c) Determine sites, funding for relocation/storage of redundant infrastructure (Council-owned seats and shelters)
(d) Create workflow to Building Services for removal/relocation of seats/shelters
(e) Advise Asset Management Services to update asset registers to reflect changes to stops, shelters and seating.

**Minor Changes to Network**

1. Transport for NSW/operator refers matter to Council for comment on proposed changes to routes and/or stops.

2. Request referred to IMS/Infrastructure Planning to coordinate response. Matter to be referred to IMS/Transport and Traffic and IMS/Asset Management for comment. IMS/Infrastructure Planning – Assess locations for suitability of placement of infrastructure and determination of redundant infrastructure.
   (a) IMS/Asset Management – Matter referred for route assessment. Confirmation required of maximum sized bus that will travel on routes. Is road surface suitable for proposed use?
   (b) IMS/Transport and Traffic – Matter referred for assessment of traffic issues and assessment of stop locations, for determination if bus zones are required. Matter to be referred to Newcastle City Traffic Committee for information (bus stops) and/or approval (bus zones).

3. IMS/Infrastructure Planning and IMS/Transport and Traffic to prepare response, for signature by Director Liveable City, advising decision of Newcastle City Traffic Committee and requirement for proponent to fund compliant bus stops and undertake associated consultation.

4. Infrastructure Planning to:
   (a) ensure database of transport stops is updated to reflect addition of new stops and deletion of redundant stops/obtain updated database from Transport for NSW
   (b) advise advertising shelter contractor of redundant shelters (which can be programmed for relocation by contractor)
   (c) determine sites, funding for relocation/storage of redundant infrastructure (Council-owned seats and shelters)
   (d) create workflow to Building Services for removal/relocation of seats/shelters
   (e) advise Asset Management Services to update asset registers to reflect changes to stops, shelters and seating.
BUS SHELTER / SEAT – SITE SUITABILITY

| STREET: | ...................................................................................................................... |
| SUBURB: | ...................................................................................................................... | REQUESTED: | ............ | INSPECTED: | ............ |
| LOCATION: | ...................................................................................................................... | WARD: | ............................................. |

- Is the bus stop at a “set-down only” stop? yes no
- Is there an existing suitable awning for protection? yes no

If an answer is yes to either of above, then a shelter is not required.
Note: Where there is an existing awning then a seat should be considered using the criteria rating system.

| SITE SUITABILITY | ...................................................................................................................... |
| Is the footway wide enough to accommodate a shelter, allowing for 600mm clearance from roof edge to kerb line prolongation? yes no |
| Is impact on sight distance/line acceptable? yes no |
| Can stop be upgraded to Disability Standards for Accessible Public Transport (DSAPT) requirements? yes no |
| Is footway wide enough (with shelter or seat) to not impede pedestrian and cyclist movement? yes no |

If an answer is no to either of above, then a shelter is not suitable.

| CONSULTATION WITH ADJOINING PROPERTY (RESIDENTIAL AND BUSINESS) | ...................................................................................................................... |
| Safety concerns (unruly behaviour, traffic) yes no |
| Is building too close to boundary? yes no |
| Are sight lines to driveways restricted? yes no |
| Does shelter block or reduce views to the shop front? yes no |
| Does shelter impede trading access to business? yes no |

If an answer is yes to either of above, then a shelter is not suitable (may need further investigation to resolve rather than accept their views).

IS THE SITE SUITABLE.............................. YES NO