TRANSPORT FOR GREATER MANCHESTER COMMITTEE  
REPORT FOR RESOLUTION

Date: 16 March 2018 
Subject: Temporary Bus Stop Closures – Introduction of a Charging Scheme 
Report of: Interim Head of Facilities Management  

PURPOSE OF REPORT

To inform members of Transport for Greater Manchester Committee of the proposal to introduce a charging process when undertaking temporary bus stop closures.

RECOMMENDATIONS

Members are asked to note the content of this report:

i. Note the content of this report: and

ii. Approve the proposal to implement the Bus Stop Closure Charging Scheme from 6 May 2018.

BACKGROUND DOCUMENTS

N/A 

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1. **Background**

1.1 There are various reasons why TfGM is required to open/close bus stops/shelters for contractors, these include: property developments, highway works, utility works, infrastructure improvements and other ad hoc requests.

1.2 During 2015/16 and 2016/17, TfGM temporarily closed and opened circa 2,000 bus stops/shelters per year. In respect of the current year, from 1 April 2017 to 31 January 2018, 1,400 requests have been received for closing bus stops/shelters. Approximately 20% of stop closure requests are for more than one stop.

2. **Proposed Introduction of a Charging Scheme**

2.1 TfGM is currently one of a very small number of local government organisations that does not charge for temporarily opening and closing bus stops/shelters. Costs associated with these activities are currently absorbed within TfGM’s operational budget.

2.2 Replicating practices undertaken by other Transport Authorities / Executives, TfGM are proposing to introduce a charging process for the closing/opening of bus stops which will be applied to all utility companies, commercial contractors and developers that require a stop to be closed/opened to allow them to work.

2.3 Details of the charging scheme proposed is as follows:

- £100 per stop, for closing and re-opening when works are complete. This charge will be applied for the first four stops, thereafter a cost of £35 per stop will apply;
- On Public Holidays the rate applied for closing a stop will be £200 regardless of when the stop requires re-opening. Christmas Day, Boxing Day, New Years’ Day and Easter Sunday will be treated as Public Holidays;
- A fee of £50 will be applied for revisiting a stop e.g. if the works are extended and the posted passenger information notice has to be changed to reflect the amended work period or other changes on site are required. There is no limit on the number of revisits that can be made and charged for;
- If a requested job is cancelled, a sliding scale of charges will be applied, subject to the amount of notice provided;
- All charges will be subject to 20% VAT; and
- It is intended that charges will be reviewed on an annual basis.
2.4 The charges applied will include for visiting the bus stop, closing the stop including posting passenger information notices, siting a temporary stop (if required), informing bus operators, reopening of the stop on scheduled completion of the works and the removal of any posted notices.

3. Financial Implications

3.1 Based on historical data, an average of 120 stop closures are requested each month, for which the £100 charge will be applied. Subsequently, the projected income the financial year 2018/19 is circa £140,000.

4. Next Steps

4.1 It is proposed that the Bus Stop Closure Charging Scheme will commence on 6 May 2018.

4.2 Information on the scheme will be issued to all frequently used contractors and utility authorities.

4.3 A Service Level Agreement detailing; contact arrangements, operational hours, service deliverables, emergency requests, invoicing arrangements and appeals process, is in the process of being finalised.

5. Recommendations

5.1 Recommendations are set out at the front of this report.

Howard Hartley
Interim Head of Facilities Management