



PARISH BUS STOP SHELTER GRANT (PBSSG) PROCEDURE

FOR FINANCIAL YEAR April 2025 - March 2026

In acknowledgement that bus shelters can be difficult for Parish Councils to fund, Kent County Council (KCC) runs a Parish Bus Stop Shelter Grant (PBSSG) scheme, through which financial assistance and support can be offered to Parish Councils to refurbish or replace existing bus shelters in a poor state of repair, or if the situation is appropriate, erect a new bus stop shelter.

The delivery of any successful project will need to be led by the Parish Council, though KCC will offer support and guidance on technical elements such as Highway and Footway locations and shelter design. The grant will only be released on satisfactory completion of the agreed project. Any groundwork and permissions required to make a site ready for a bus shelter installation will be the responsibility of the Parish Council and not KCC. KCC will assist Parishes where this is possible but ideally sites should be in locations where the level of groundworks required is minimal.

Eligible Parish Councils can apply for match grant funding covering up to 50% of the cost of a new or replacement bus shelter, with a maximum value of £4000.00 available per request. Applications can also be made for match grant funding covering up to 50% of the cost of a refurbished bus shelter, with a maximum value of £2500 available per request. Every effort will be made to assist each Parish Council.

To be considered, your application must:

- A.1: Demonstrate an understanding of current disabled access requirements (your proposal will need to meet disability access requirements).
- A.2 and A.3: If required, demonstrate liaison with District / Borough conservation officer.
- A.4 and A.5: Demonstrate liaison with the Highways Improvements Team.
- A.6: Confirm match funding.
- A.7: Provide the required supporting documents with your application form.
- A.8: Demonstrate that the site concerned is on either KCC highways or parish land.

Please see below for timescales. There is an application deadline and an assessment period, after which all successful submissions will be notified at the same time.

Application deadline	by 31 st October 2025
Confirmation of result	by 12 th December 2025
Proof of work completion	by 31 st May 2026
Payment of grant	by 31 st July 2026

Grant payment is dependent on proof that the work has been completed as agreed. Please note the onus is on the Parish Council to contact KCC by the deadlines detailed

above. If we have not heard from the Parish Council by 31st May 2026, the grant funding will be lost and re-allocated to other projects.

If at any point in the process you are unable to proceed with the works, you must notify Kent County Council as early as possible.

During the assessment process, Kent County Council will prioritise applications which are deemed to have a high level of public benefit, and which are achievable given current site suitability. The following issues will be considered as part of the assessment process:

- amount of highways work needed to accommodate a shelter to achieve disability access (KCC cannot guarantee that additional funding can be made available to achieve this if the site currently has constraints in this regard),
- safety of proposed bus shelter,
- frequency of buses serving the site,
- usage of current bus stop,
- level of public support,
- level of liaison needed with other public bodies.

It is expected that Parish Councils will carry out a written consultation with local residents who might be directly affected by the erection of a new or replacement bus shelter, and any other parties concerned. This should include properties located adjacent and opposite the proposed shelter location. A failure to do so, except in cases where there is no need to (e.g. no nearby properties) will mean non-payment of the grant. Ideally written confirmation supporting the proposed shelter should be obtained from relevant bus companies likely to serve the stop and provided to KCC with the initial application. You should also provide detail of any engagement with the District / Borough Council (if in a conservation area) along with detail of any engagement with your Highway Improvements Team representative at KCC. We will also need to see copies of the consultation undertaken with local residents, including any responses.

It is suggested that Parish Councils identify existing marked bus stops in locations that do not require considerable ground works in order that a shelter can be accommodated. Any costs for additional ground works will be the responsibility of the Parish Council, not KCC. Please note that existing bus stop locations cannot be altered to accommodate the installation of a bus shelter.

Please note that you are responsible for applying for all permits required to carry out the works (e.g. street works permit, bus stop suspension). The grant approval does not imply that all necessary permissions have been obtained. This will usually be facilitated by your shelter contractor who is likely to include these requirements within their quotes (but this should be clarified).

Please read the Guidance Notes carefully before completing the Application Form. The notes detail all other requirements you need to meet the criteria for the grant.

For more information, and to submit your application form, contact:

bus.stops@kent.gov.uk

As noted above, please remember that the deadline for applications is:

Friday 31st October 2025.

GUIDANCE NOTES

PLEASE READ CAREFULLY BEFORE CONTINUING

Your Parish Council's completed application form and supporting documents to be received by **Friday 31st October 2025**.

Don't forget:

1. Completed application form;
2. Copy of estimated cost of work; and
3. Photograph(s) of proposed location.
4. Supporting documentation outlined in application form

Your Parish Bus Stop Shelter Grant will be confirmed by Kent County Council by 12th December 2025, and the funding will be secured for your project giving you the confidence to carry the work out as quickly as possible. It will then be essential for the work to be carried out as per the requirements listed in this documentation or funding will be at risk.

The work will need to be completed before 31st May 2026 for your funding to be guaranteed and the work will have to have been completed in line with the proposal Kent County Council agreed. All requirements in this documentation will need to be met.

Once the work has been completed, please submit a covering letter demonstrating satisfactory completion of your project (along with photographs) by 31st May 2026. Your PBSSG will then be released if all is deemed acceptable.

Don't forget:

1. Final Invoice; and
2. Photograph(s) of completed work.

Your application for PBSSG can be submitted at any time before the deadline but will not be assessed until the closing date.

Successful applicants must have their project completed by 31st May 2026. After this date, funding can no longer be guaranteed. The remaining funds (including those no longer ring-fenced for a particular project) will be used to give the Parish Councils on the waiting list an opportunity to carry out their intended work.

Please note that the release of funds is subject to the agreed design being implemented; **a shelter which has been installed with a significant alteration in placement or design from the original approved application, will not be eligible for the grant.**

SECTION A – ESSENTIAL REQUIREMENTS

In this section you will need to demonstrate how your application meets the essential requirements to be considered for the grant. Therefore, please complete this section in full.

- A.1** Please confirm that you have taken measures to ensure that there is sufficient space for the proposed bus shelter, especially taking in to account the needs of wheelchair users. Please refer to the guidance notes 'Shelter Design & Location' for more information.
- A.2** Please confirm whether your shelter is in a conservation area. Please liaise with the District Council as appropriate. In some cases, Conservation Area Consent may be required. If this isn't the case, the District Council's Conservation Officer could

nevertheless provide valuable advice on preserving environmental quality in your Parish.

- A.3** If you answered “Yes” to A2, please confirm that you have agreement from the District Council to proceed.
- A.4** Please confirm whether you contacted the Highways Improvements Team and they are aware of the proposed bus shelter?
- A.5** If you answered “Yes” to A.4, please enter comments and any additional information. Please answer if their team agreed to the proposal, and if they are supportive.
- A.6** Please indicate whether you have secured match-funding. Every effort will be made to assist as many Parish Councils as possible, so it is essential that each Parish Council tries its best to secure funding so that work can go ahead within the agreed timeframe.
- A.7** Please provide evidence of consultation, consultation plan or state that a consultation is not required and the reasons why (e.g. no nearby properties). You will also need to supply a photograph of the site and evidence that the local bus operator supports the project.
- A.8** Please confirm land ownership of the site in question.
- A.9** Please enter any additional comments in the box provided. You should consider the guidance at this point (how applications will be prioritised).
- A.10** Please confirm that you understand that ongoing maintenance of the shelter will be the responsibility of the Parish / Town Council, and that this is one off, capital funding.

SECTION B - REQUIRED PARISH COUNCIL DETAILS

The details we ask you to provide in this section are all required in order for Kent Highways and Transportation to process your PBSSG application. Therefore, please complete each section in full.

- B.1** Please enter in the box provided the full name of the Parish Council from which you are applying for a Parish Bus Stop Shelter Grant.
- B.2** Please enter in the box provided the full name of the Clerk to the Parish Council entered in A.1. Please include your title, first and second names.
- B.3** Please enter in the box provided your full postal address in the boxes provided. Please ensure to include a postcode.
- B.4** Please enter your preferred contact telephone number in the box provided.
- B.5** Please enter your Parish Council's email address in the box provided. Most correspondence regarding your Parish Bus Stop Shelter Grant application will be by email, so please ensure the email address provided is one that is regularly monitored.

SECTION C - REQUIRED LOCATION / SHELTER DETAILS

The details we ask you to provide in this section are all required in order for Kent Highways and Transportation to process your PBSSG application. Therefore, please complete each section in full.

- C.1** Please indicate whether your application is for a new bus shelter, a replacement bus shelter, or the refurbishment of an existing bus shelter by putting a circle around the appropriate answer.
- C.2** This section consists of three questions, and you are required to answer either 'Yes' or 'No' to each by deleting as appropriate. The first question asks if there is a pole present at the bus stop. The second two questions ask if there is a bus stop flag and a timetable case, both of which should be found on the pole.
- C.3** Please tell us in the box provided the name of the road on which the bus stop that you are proposing to install a shelter is located. If applying by e-mail, a Google Maps link would be helpful.
- C.4** In order to accurately pinpoint the bus stop you are proposing to place your bus shelter at, please enter in the box provided the name or number of the nearest property. Please use one of the following terms in your answer: either 'O/S' (outside) for a property on the same side of the road as the bus stop, or 'OPP' (opposite) when the nearest property is on the opposite side of the road. Please then enter the name or number of the property in the box provided. This could be a house number or the name of a public house for example. If you know the postcode of this location, please also enter this information in the box provided.
- C.5** Please enter the cost of the bus shelter you are intending to purchase in the box provided. This price must exclude any VAT. Your invoice should clearly indicate how much of the final cost is for the product and how much is attributed to VAT.
- Please also enter the cost of any installation works that are associated with the works in the box provided (e.g. foliage clearance, works to ensure disability access requirements are met). This cost must also exclude any VAT.
- C.6** Please indicate any funding that you have managed to secure from other sources, including any amount that the Parish Council itself is putting forward. In the boxes provided, please first enter the amount followed by the organisation(s). The funding available through the Parish Bus Stop Shelter Grant scheme is limited. Every effort will be made to assist as many Parish Councils as possible, so it is essential that each Parish Council tries its best to secure funding from a mix of sources.
- C.7** Please enter the total amount of Parish Bus Stop Shelter Grant you wish to apply for. The Parish Bus Stop Shelter Grant scheme allows Kent County Council to offer Parish Councils a grant of up to 50% of the total cost of a new or replacement bus shelter, with a maximum value of £4,000.00 available per request, and £2,500.00 per request for a refurbished bus shelter. If the amount you are requesting does not fall within these criteria, your application will be unsuccessful.

Guidance on Shelter Design & Location

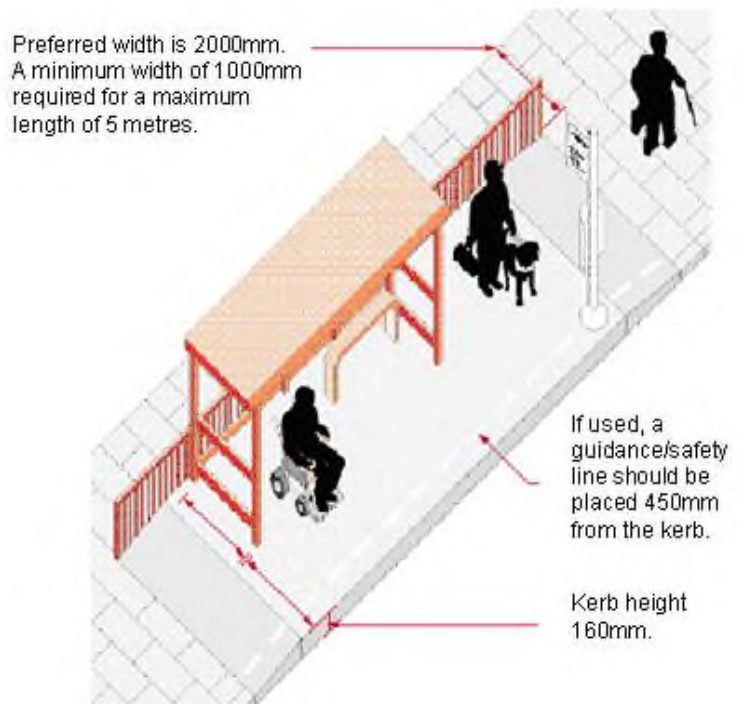
Considering a Location

Please note that Council Policy is to assess the safety of any planned shelter, even if it is a replacement for an established shelter. If you have any queries regarding this or any other bus stop related question, please contact the bus stops team at bus.stops@kent.gov.uk

Bus stop shelters should be provided only where there is space to do so. From the point of view of disabled passengers, particularly wheelchair users, the best location for a shelter is aligned with the boarding point. Because of space constraints this may not be possible; an alternative is to place the shelter downstream, leaving 2000mm length of clear boarding/alighting area.

There should be sufficient space either to the rear of the shelter, or in front of it if the shelter has to be placed at the back of the pavement, to allow easy pedestrian movement. Where shelters are provided in newly built areas there should be a clear obstacle free footway width of at least 2000mm, preferable 3000mm. However, it is recognised that at many existing stops it is not possible to achieve these standards. Where there are physical constraints, a clear footway width of 1500mm is acceptable, with an absolute minimum of 1000mm over a limited distance (for example, that occupied by the shelter provided it is not more than 6 metres long). If the shelter is placed down stream of the bus boarding area, with its closed side to the carriageway, the total footway width required can be reduced to 4000mm, absolute minimum 3000mm.

Where a fully enclosed shelter is used consideration must be given to manoeuvring space for wheelchair users both into and within the shelter. It is recommended that shelters of this type should be 2000mm in depth and with a minimum of 1500mm clear footway space between the rear of the shelter and the inner edge (or heel) of the footway to allow the wheelchair user space to turn into the shelter entrance. However, as with the other types of shelter, the clear footway to the rear should be 2000mm if possible, giving a total footway width of 4600mm. If the enclosed shelter is placed at rather than downstream of the bus boarding area the exit from the shelter onto the bus boarding area should be 2000mm wide, with the shelter itself set back from the kerb edge by a minimum of 1000mm.



Considering the Design

In locations not exposed to severe weather, a cantilever bus shelter with one end panel offers good accessibility and some weather protection. Where the end panel is used for advertising, it should be at the downstream end of the shelter so that people can see the bus approaching. In more exposed locations enclosed shelters should be provided if there is space. If the shelter will house advertising, planning consent from the local District or Borough Council is essential.

For reasons of personal security, the Department for Transport (DfT) advises that a bus shelter should ideally be made mainly of transparent material and well lit at night, though use of other materials may be more appropriate in rural areas. Where glass or transparent walls are used, they should have a tonally contrasting band at least 150mm wide at a height of 1400mm to 1600mm from the ground. A second, lower band may be put at 900mm to 1000mm above ground level.

Choosing Materials

When deciding on both materials and location in rural areas of Kent, it is good practise for a Parish Council to liaise with the District Council's Conservation Officer/Architect. In some cases, especially in conservation areas, a shelter may require Conservation Area Consent. If this isn't the case, the District Council's Conservation Officer could nevertheless provide valuable advice on preserving environmental quality in your Parish. Bus shelters do not require planning consent unless they carry commercial advertising.