

**PARISH BUS STOP SHELTER GRANT (PBSSG) APPLICATION FORM
FOR FINANCIAL YEAR 2025/26**

PLEASE READ THE GUIDANCE NOTES BEFORE CONTINUING

SECTION A – ESSENTIAL REQUIREMENTS

- A.1** Have you ensured there is enough space for the proposed bus shelter, particularly taking into account the needs of wheelchair users and the guidance in this documentation? Yes/ No
- A.2** Is the proposed location for the bus shelter inside a conservation area? (You can establish this through liaison with your District/Borough Council) Yes/ No
- A.3** If the answer to A.2 is **Yes**, have you obtained agreement from the District/ Borough Council to proceed? Yes/ No
- A.4** Is Kent County Council's Highways Improvements Team aware of the proposed bus shelter? (your contact will be your KCC Highway Improvement Plan (HIP) representative) Yes/ No
- A.5** If the answer to A.4 is **Yes**, please enter comments and any additional information.

- A.6** Can you confirm that the Parish Council has match funding in place and that the nature of this has been declared on your application form? Yes/ No
- A.7** Are you able to provide the following required supporting documents with your application form? Yes/ No
- 1) Consultation process results or plan (unless not required due to for example a lack of nearby properties) Yes/ No
 - 2) Before photograph Yes/ No
 - 3) Confirmation of local bus operator support Yes/ No
 - 4) Confirmation of District / Borough Council Support if in conservation area Yes / No

A.8 Who owns the land on the site of the proposed shelter?

A.9 Please enter any additional comments to support your application below, referring to the priorities for application.

A.10 Can you 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? Yes/ No

SECTION B – REQUIRED PARISH COUNCIL DETAILS

B.1 Name of Parish Council

B.2 Full Name of Parish Clerk

B.3 Full Address (including postcode)

B.4 Contact phone number

B.5 Email address

SECTION C – REQUIRED LOCATION / SHELTER DETAILS

C.1 New / Replacement?

C.2 Does the bus stop have a pole? Yes/ No
Does the bus stop have a flag? Yes/ No
Does the bus stop have a timetable case? Yes/ No

C.3 Description of works including any required to meet disability access requirements:

C.4 Road on which bus stop is located:

C.5 No. / name of nearest property(ies):
Postcode:

C.6 Total cost of shelter (excluding VAT):
Total cost of any associated installation works (excluding VAT):

C.7 Other funding sources: From:

C.8 Total funding requested: