



# SAFER BUS STATION

## ADDITIONAL BUS STATION APPLICATION FORM

### Please fill in Steps 1 – 5 as applicable

(Please use black ink or typewritten script and complete all sections in full)

### STEP 1 – DETAILS OF ORGANISATION

Name:	Job title:
Company name:	
Address:	
Postcode:	
Tel:	Fax:
Email:	Web:
A) Are you the Owner of the bus station? <input type="checkbox"/> Y <input type="checkbox"/> N	
B) Are you the Operator* of the bus station? <input type="checkbox"/> Y <input type="checkbox"/> N	
<small>*The Operator is the person who runs the bus station i.e. manages it on a day-to-day basis. For the purposes of this scheme it is the award holder or potential award holder. If you own and manage the bus station, please tick Yes to both questions.</small>	

### STEP 2 – BUS STATION DETAILS

How many bus stations do you wish to bring onto the scheme:
In which county are these bus stations located:

### STEP 3 – INVOICE CONTACT

Name:	Job title:
Company name:	
Address:	
Postcode:	
Tel:	Fax:
Email:	Web:
<input type="checkbox"/> <b>Please invoice</b> Purchase order number:	



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## STEP 4 – TYPE OF BUS / COACH STATION

Please insert number of bus stations against size:

- Small Bus Station - 0-99,999 bus departures per annum
- Medium Bus Station - 100,000 – 249,999 departures per annum
- Large Bus Station - 250,000+ bus departures per annum

## STEP 5 – COMPLETING YOUR APPLICATION

- The Terms and Conditions are on the reverse of this application form
- Sign and date this form, and check that all required sections are filled in
- Tear out the application form section of this booklet and return it, along with your payment, to:  
The Administrator, Safer Bus Stations, British Parking Association, 8-14 The Broadway, Haywards Heath, West Sussex, RH16 3AH
- Please retain the Terms and Conditions section of this booklet for your records

**DECLARATION: I have read and understood the Terms and Conditions of joining the Safer Bus Station Scheme as a member.**

Signed:

Date:



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## Terms and Conditions

### Ownership and Management

1. The Bus Station Scheme (the Scheme) is *part of the Safer Parking Scheme*, an initiative of the Association of Chief Police Officers of England Wales and Northern Ireland and owned by POLICE CPI Ltd
2. The Scheme is managed by the British Parking Association (BPA) on behalf of POLICE CPI Ltd
3. The role of the Development Board is to set the Benchmark for crime reduction and Assessment Standards for the Scheme and to ensure that these are maintained in accordance with the Guidelines and consistently applied throughout England, Wales, Northern Ireland and Scotland.
4. The Scheme is open to anyone with an interest in reducing crime and the fear of crime in bus stations.
5. The Site Assessment Form produced under the scheme will remain the property of the scheme. It will sometimes include sensitive information concerning the level of security at individual locations. It will not be passed on to third parties without the permission of the BPA or the relevant member for whom it was produced.

### The Bus Station Award

6. The Scheme is able to confer an award to any bus or coach station that complies with the Standards (the "Standards") set out in the scoring matrix issued by POLICE CPI Ltd
7. The award can be granted to all types of bus and coach stations and the rights are reserved to amend the Scheme at any time without prior notice or consultation.

### Assessment

8. Assessment for the award is undertaken by specially trained police staff (Accredited Assessors). The approval or rejection of the award for individual locations is the sole responsibility of the Accredited Assessors.
9. The Area Managers are employed by the BPA and are experts with full knowledge of the Scheme Guidelines and provide a full consultation service for the scheme. They have undergone the same assessment training as their Police staff colleagues.
10. The accredited assessors will be available to provide specialist advice on all issues of risk analysis and security for bus stations. Area Managers will also be able to provide advice on management procedures.

11. The award is granted to bus stations following an assessment of the risk and fear of crime and any management procedures to minimise that risk and which are found to accord with the Guidelines and whose crime levels are at or below the Benchmark.
12. The Bus or Coach Station owner and/or operator (the Operator) shall grant the BPA and/or POLICE all reasonable assistance and access to review & inspect the facilities and management procedures at any time. This will include records of recorded crime and any incidents which might reasonably be expected to increase the risk and or fear of crime.

### Maintenance of Standards

13. Accredited Assessors shall be entitled to undertake unscheduled reviews and inspections in order to ensure that the outcomes and expectation of the Standards are being adequately maintained. The award may be withdrawn from a facility at any time if the Assessors agree that the Standards at that facility fall below the expectations set out in the Guidelines.
14. The award is retained if the outcome of subsequent Assessment, after a defined period of time, is still in accordance with the Guidelines and whose crime levels are at or below the then current Benchmark.
15. The Operator shall ensure that any bus station that is accredited continues to be managed, operated and maintained in accordance with the Scheme Guidelines.
16. The Operator shall inform the BPA immediately of any significant changes in the operation management, ownership or design, or of any other matter relating to the bus/coach station which may affect its entitlement to the award. If in doubt you should disclose the information. Failure to do so may result in a withdrawal of the award. Examples of material change include but are not limited to:
  - A significant change in the level of crime or unusual incidents.
  - Any significant changes to the lay-out or structure.
  - A change of ownership or operator or management procedures & policy.
  - A change in environment or crime and disorder within the immediate vicinity.
  - A serious or significant rise in the number of complaints since the last assessment.



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## Membership Application and Registration Fees

17. Before applying for the award for the first time, the Operator must become a Member of the Scheme and will be required to pay a membership fee for each year that Membership is continued.
18. Bus/coach stations with the award will be required to pay a fee for the assessment and annual re-assessment (the Assessment Fee).
19. The scale of fees will be published by the BPA from time to time and the BPA reserves the right to alter them at any time.
20. The membership fee and registration fees will be collected annually.
21. When a bus/coach station is registered part way through a membership period, the BPA may request a pro-rata payment of the registration fees.

## Promotion of the award

22. Bus/coach stations with an award must display signage and promotional materials prominently in the public domain to inform users of the bus/coach station that the facility is awarded with the accreditation. Failure to do so may result in withdrawal of the award.
23. The Operator will be responsible for all costs in relation to obtaining and displaying the authorised signage and Certificates. One FREE copy of the Certificate will be provided at the time of first registration and at the time of each re-assessment.

## Validation of the award

24. The award is initially granted for one year, with the frequency of re-assessment generally being every two years. Local circumstances may determine that the award is only valid for one year or in exceptional circumstances, extended to three years. The conditions leading to the variation will be notified to the Operator following assessment.
25. Accreditation will demonstrate that the Operator has put in place measures which help to deter criminal activity and antisocial behaviour and that they are therefore doing everything they can to prevent crime and reduce the fear of crime in their bus station.
26. Accreditation will mean that your customers can be confident that the facility they are using has been vetted by the police and has measures in place in order to create a safe environment.
27. Accreditation does not guarantee a crime free facility and it should not be used to market any facility as such. It should be noted also that the granting of the award does not in itself create any liabilities to the owner or operator over and above their general contractual and tortious obligations.

28. It is in the interest of Scheme members that they should use their best endeavours to maintain the integrity of the Safer Bus Station Scheme by reporting unauthorised use of the award or associated marketing.
29. The Safer Bus Station scheme does not formally assess the structural safety of bus or coach station structures; however, it is a requirement of membership of the Scheme that there is full compliance with the current guidelines and applicable legislation. Facilities that do not comply with this requirement will be excluded from the Scheme, and existing awards will be suspended until the operator signifies that the facility does comply.

## Withdrawal of the award

30. If an award is withdrawn or lapses at a facility, for any reason, the Operator shall immediately at their own expense:
  - Remove all references to the award in the public domain, and/or Certificate and all other references to the award from the facility and any promotional materials and media for the facility to which the award relates and certify to the BPA that this has been done.
  - Make no further representation that the facility concerned continues to hold an award.

## Appeals and Dispute Management

31. Every effort will be made at a local level to resolve difficulties and disputes resulting from a failed application/re-assessment. Arbitration processes are available to owners/operators who believe they have reasonable grounds for concern regarding the administration and or the outcome of an application/re-assessment through the Development Board and further information is available from the BPA.
  - Applications for adjudication shall be delivered within one month of the failed assessment to:

Safer Parking Development Board  
c/o The National Operations Manager  
POLICE CPI Ltd  
1st Floor  
10 Victoria Street  
London  
SW1H 0NN

- The Development Board will delegate the case to an Adjudicator or Committee Representative for review and report to the Development Board who will make the final decision.
- The final decision will be binding on all parties and will be delivered within a reasonable time.