Since 1 February 2013 Wicklow County Council has been responsible for the issuing and renewing of approval for the use of bus stops, whether existing or proposed.  This is in accordance with SI 12 of 2013 and Section 16 of the Road Traffic Act 2002.  Section 16 transfers the responsibilities for the location of bus stops from An Garda Síochána to the Local Authorities.

Consequently, on receipt of a formal offer of a bus route from the National Transport Authority (NTA), a bus/coach operator must also get approval from the relevant local authority for the use of a particular bus/coach stop location, whether this stop is existing or proposed.

**Procedure**  
Along with a copy of the formal offer of a bus route from the National Transport Authority (NTA), the bus/coach operator must send a request in writing for the use of the particular bus stop/s location to Wicklow County Council as follows:

By post to:

Transportation and Infrastructure Delivery,

Wicklow County Council,

County Buildings, Wicklow,

Co Wicklow

Or via email (please attach a cover letter) to:  [transadmin@wicklowcoco.ie](mailto:transadmin@wicklowcoco.ie)