**CONSULTATION SCHEDULE – 7 January 2020**

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</table>

The Equality Action Plan 2019 -2023 outlines the actions and measures Mid and East Antrim Borough Council will undertake during the period April 2019 to March 2023 that will ensure that the Council in meeting its statutory responsibilities under the Act.

This Plan should be considered in conjunction with Mid and East Antrim Borough’s Disability Action Plan.

| 2.  | **Department for Infrastructure** | Commercial Bus Service Permits - Airporter Limited              | (Extension granted until Council Meeting) |

The Department for Infrastructure is responsible for the issuing of Commercial Bus Service Permits for all new and existing public transport services. The guidelines for commercial bus service permits can be accessed [here](https://www.midandeastantrim.gov.uk/council/policies-and-documents/consultations).

The Department is currently considering a new application from Airporter Limited to operate a Regular Stopping Service from Foyleside Coach Park, Foyle Street, L’Derry, to Belfast International Airport. The following documents the company has provided for consideration by consultees:

- 1 x renewal application form CBSP-A1, including route map and timetable.
- 2 x supporting letters from Sinn Fein, and Causeway Coast and Glens Borough Council.
In considering any application for a Service Permit the Department has an obligation to take into account the views of defined interested parties including:

- persons already providing services on any road along or near the routes which are subject of the application;
- the relevant district council(s);
- the PSNI;
- a Northern Ireland Department (where relevant);
- Tourism NI

Copy correspondence (attached)

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<tbody>
<tr>
<td></td>
<td>HSC Public Health Agency</td>
<td>Mental Health &amp; Suicide Prevention Framework of Training Consultation</td>
<td>Extended to 10th January 2020</td>
</tr>
</tbody>
</table>

The Public Health Agency invites you to participate in a consultation of the draft Mental and Emotional Health and Wellbeing and Suicide Prevention Training Framework.

We would recommend the following steps if you would like to participate:

1. Read the draft Training Framework
2. Answer the questions in the Survey Monkey [https://www.surveymonkey.co.uk/r/BW2CNMW](https://www.surveymonkey.co.uk/r/BW2CNMW)
3. Submit your survey responses by clicking on the box at the end of the survey

- [http://pha.site/framework](http://pha.site/framework)

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<tr>
<td></td>
<td>Department for Communities (DfC)</td>
<td>Consultation On Regulation Of Gambling In Northern Ireland</td>
<td>21 February 2020</td>
</tr>
</tbody>
</table>

The last general review of Northern Ireland’s gambling laws took place in 2011, unfortunately due to other Ministerial priorities it was not possible to bring forward legislation before the Assembly election of 2016, nor has it been possible subsequently.
The aim of this exercise is to determine public opinion on current gambling laws and whether changes should be made in the future to ensure Northern Ireland has flexible and modern legislation capable of keeping pace with changes in society and the industry.


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<tbody>
<tr>
<td>Armagh Banbridge and Craigavon</td>
<td>The Council’s Policy Screening Report – December 2019</td>
<td>Published Comments welcome</td>
<td></td>
</tr>
</tbody>
</table>

On 25 March 2015, the Equality Commission approved the Council's Equality Scheme. The Council made a commitment in its Equality Scheme to produce screening reports.

A policy screening report which includes published screening for the period June 2019 - November 2019 can now be accessed on the equality section of the Council’s website at:

- [https://www.armaghbanbridgecraigavon.gov.uk/](https://www.armaghbanbridgecraigavon.gov.uk/)

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<th>RECEIVED FROM</th>
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<th>SUBMISSION BY</th>
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<tbody>
<tr>
<td>Invest Northern Ireland (Invest NI)</td>
<td>Invest NI Policy and Programme Screenings</td>
<td>6th March 2020</td>
<td></td>
</tr>
</tbody>
</table>

We are pleased to invite you to view our most recent policy and programme equality screening forms:

Digitisation of Services Equality Screening  
Resource Efficiency Finance Equality Screening  
Resource Efficiency Finance Rural Needs Screening  
NI Connections Equality Screening

- These documents are available on our internet site and all have been screened out. They can be viewed [here](#):
7. RECEIVED FROM: Invest NI  
TITLE: Invest NI Disability Action Plan Consultation  
SUBMISSION BY: 20th March 2020

Invest NI is in the process of developing a new Disability Action Plan for the period 2020-2024 and is now carrying out a public consultation to help inform and improve it. The Plan will shape the direction of our work and the services we provide to people with disabilities.

- You can view the draft Disability Action Plan on our website.

8. RECEIVED FROM: The Department for the Economy  
TITLE: Call for Evidence to inform the development of a new Energy Strategy for Northern Ireland  
SUBMISSION BY: 20 March 2020

This publication is an important part of the on-going public engagement process to inform and shape proposals for presentation to a future Minister for the Economy.

You are invited to submit your views on the issues raised in this Call for Evidence by We are also keen that this stage of the process should be as interactive as possible and to assist we are seeking opportunities to meet with key stakeholders and their associates to enable respondents to participate as fully as possible in the strategy development process.

- [https://www.economy-ni.gov.uk/energy-strategy-call-for-evidence](https://www.economy-ni.gov.uk/energy-strategy-call-for-evidence)

**Current Open Consultations**

- The Executive Office, Disability Action Plan 2020-2025, submission by 14 February 2020
APPLICATION FOR A COMMERCIAL BUS SERVICE PERMIT

Service Permit Unit
Room 329, Clarence Court
10-18 Adelaide Street
Belfast BT2 8GB

Telephone: (028) 90540470
Fax: (028) 90540662
Textphone: (028) 90540642
E-mail: cbsp@drdni.gov.uk

OFFICIAL USE ONLY
Fee Rec'd Yes/No Initials:
EFT / Cheque / P.O.:
Date:

Before completing this form, you should read the Commercial Bus Service Permits - Guidelines for Bus Operators document. The Guidelines explain the Department's approach to considering applications for Commercial Bus Service Permits. However, if you have read the document and still need assistance completing this form, please contact the Service Permit Unit (contact details are shown above).

INTRODUCTION
Please be advised that a minimum period of 8 weeks' (56 calendar days) notice is required to consider a proposal for a new commercial bus service and issue a Service Permit. In addition, if the proposed service is to operate on a road (or roads) which are not currently served by other local bus services, or if new stopping and/or terminal points are being proposed, then an additional two weeks' notice would be desirable.

If you do not complete this form fully, it may take longer to deal with your application, as further information may be requested.

DATA PROTECTION ACT 1998
The information you provide on this form will be processed and held by the Department for Regional Development (DRD) for the purposes of administering the Commercial Bus Service Permit system. The information you provide may be checked by DRD or the Driver and Vehicle Agency (DVA) to make sure you are eligible for a Service Permit. The data may also be used for research purposes.

Depending upon the type of service you wish to operate, the information you provide may also be held by Translink for the purposes of inclusion on Translink's Journey Planner and for timetabling information made available through its Contact Centre.

Any information submitted in support of your application may be made available by DRD to other Departments or agencies for the purposes of preventing or detecting crime.
Part 1: Operator Details

Note: You must have a valid Road Service Licence (RSL), Bus Operator’s Licence (BOL) or Taxi Operator’s Licence (TOL) before you can be provided with a Commercial Bus Service Permit. If you have applied for a Licence, but it has not yet been granted, please indicate in Question 12 below the date you applied for your Licence to the DVA. A Service Permit application can be processed alongside an application for a BOL / TOL, but should the Service Permit application be successful, it will only be awarded following a successful BOL / TOL application.

PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK

1. Full Name of Applicant:

Title (Mr / Mrs / Miss / Ms / Other): MR.

Forename(s): NIALL GERARD

Surname: McKEEVER

2. Position within Company: DIRECTOR

3. Company Trading Name: AIRPORTER

4. Company Registration Number (if applicable): NI033256

5. Business Address: UNIT 03, SPRINGTOWN AVE, SPRINGTOWN INDUSTRIAL ESTATE, DERRY

Postcode: BT48 0LY

6. Business Telephone No.: 02871 269996

7. Business E-mail Address: niall.mckeever[a]airporter.co.uk

8. Mobile Phone Number (optional): 07736 291070

9. Fax Number (optional): N/A

10. Company website (optional): WWW.airporter.co.uk

11. Operator Licence Number: B619

OR Date of Licence Application to DVA: ____________________
Part 2: Service Details

Note: Services operating under Commercial Bus Service Permits are public passenger transport services as defined in Section 1(4) of the Transport Act (NI) 2011 – “services available to the general public for the carriage of passengers and their luggage by road . . . at separate fares”.

12. Which type of Service Permit are you applying for? A definition of each Service Permit category is contained in the Department’s "Commercial Bus Service Permits – Guidelines for Bus Operators".

Please tick as appropriate.

- [ ] Demand Responsive Service
- [ ] Event Specific Service
- [ ] Express Service
- [ ] Regular Stopping Service
- [ ] Sightseeing Service
- [ ] TaxiBus Service

13. Where will the service start from (name of street/town)? If the starting point is not obvious, (i.e. if there is no recognised bus stop at this location, or if there are a number of stops on the street), please provide a recognised point or landmark to help identify the exact location of the departure point. If you are applying for a Service Permit under the Demand Responsive Service category, please provide a map showing the geographical area you wish to cover.

Foyleside, Derry – Foyleside Coach Park

14. Where will it finish (name of street/town (and a bus stop or a recognised landmark, if necessary))? 

Belfast International Airport

15. What is the frequency of the service? Please indicate whether the service will operate daily, weekdays only, etc..

The service will operate daily - see Appendix 1

Note: Attach your proposed timetable in the format illustrated in Appendix A, indicating all roads passed through in each direction. Stopping points should be highlighted in bold (again, as illustrated in Appendix A) or underlined. Should you wish to use any of these stops as layover points, then these should be identified by inserting "LP" beside the applicable stop. A map or maps, clearly showing the roads to be used, must also be attached with your application.

16. What is the proposed route number, name of the service or event for which the service is being provided? It would be helpful, for customer information purposes*, if you could identify your service with a route number or name. This should be limited to four characters.

ARZ

* All Regular Stopping and Express Services will be added to Translink’s Journey Planner. Information about such services will also be provided through Translink’s Contact Centre.
17. When are you proposing to start the service? Please provide the actual date or month/year (you should take account of the time it may take to process your application).

OCTOBER 2021

18. Please indicate below any specific characteristics about the service (e.g. term-time only service, seasonal service, hours of operation*, time windows for pick-ups*, pre-booking arrangements*, (*for demand responsive services), etc.). For seasonal services, please provide dates when services would be available.

NONE

19. Please indicate below (or provide on a separate page) the proposed fare structure (e.g. flat fares, graduated fares, zonal fares, concessions, weekly fares, monthly fares) and fare levels (the actual cost of the service to the passenger (in £)).

PLEASE SEE ATTACHED APPENDIX 2

20. Will the service use a private road(s) (e.g. Stormont Estate, Belfast Harbour Estate, Belfast Castle)? Please tick, as appropriate.

Yes [ ] No [ ]

If "Yes", please go to Question 21. If "No", go to Question 22.

21. Do you have permission from the land-owner to operate your service on this / these road(s)?

Please tick, as appropriate.

Yes [ ] No [ ]

If "Yes", please enclose written confirmation from the land-owner that permission has been granted. If "No", then this application may not be able to proceed (please contact the Service Permit Unit for further advice).

PLEASE FIND LETTER ATTACHED - APPENDIX 3
22. What is the target market for your proposed service (e.g. commuters, employees in an industrial estate, schoolchildren, etc.)?

PLEASE SEE ATTACHED APPENDIX 4

23. How will the service be publicised? Types of publicity can include local newspaper / TV / radio advertisements, circulation of leaflets/flyers/posters, publicity on operator’s website, advertising service through social media sites, etc.

PLEASE SEE ATTACHED APPENDIX 5

24. What customer information will be provided? Such information can include flags / timetabling information at bus stops, a text-messaging service to notify customers of any delays to services, etc.

PLEASE SEE ATTACHED APPENDIX 6

25. Please outline your customer care arrangements. Such arrangements can include specific training on customer care for booking centre staff and drivers, your procedure for dealing with customer feedback / complaints.

PLEASE SEE ATTACHED APPENDIX 7
26. Please provide evidence of demand for the service (enclosing supporting documents, if available). Such evidence can include passenger/customer surveys, letters of support from local resident/community/passenger representative groups, businesses/housing developers, Councillors, MLAs/MPs, customer requests for a new or amended service, a change to the demographics of the local area (e.g. a new housing development), analysis of the local catchment area, and/or any other equal or approved evidence of demand as accepted by the Department. Any associated documentation (such as letters of support) should be enclosed with this application, though please ensure references to any such documents are made below.

PLEASE SEE ATTACHED APPENDIX 8

27. Please outline any third party arrangements you intend to have in relation to the proposed service (if applicable). Such arrangements relate to any other operator who may carry out an element of the service on your behalf. If there will be no such arrangements, write "None".

N/A
28. If you would like the service to utilise a bus station for the purposes of enabling your passengers to board and/or alight at a bus station, please indicate below the station(s) you would wish to use (otherwise, leave blank). If applicable, the Service Permit Unit will liaise with the applicant and Translink on this matter.

1. Limavady Bus Station
2. Coleraine Bus Station

29. Do you wish to use an existing bus stop(s) / shelter(s) along the route? Please tick, as appropriate.

Yes [ ] No [ ]

Note: If you have answered “Yes”, please indicate the relevant stop(s)/shelter(s) on your route map, or provide some other documentation showing this information.

30. Do you wish to display customer information, (such as a sign/flag or timetable), at the stop(s)/shelter(s)? Please tick, as appropriate.

Yes [ ] No [ ]

Note: If you have answered "Yes", you will need to provide the Department with a copy of a written authorisation from Translink, Transport NI or if applicable, the relevant contracted bus shelter provider, which will enable you to use the bus stop(s) or shelter(s). You will also need to provide evidence to show you have public liability indemnity insurance.

31. Do you require the creation of a new bus stop pole/shelter to enable customer information to be displayed? Please tick, as appropriate.

Yes [ ] No [ ]

Advice on the creation of new bus stop poles/shelters can be found in the Bus Stop Design Guide (published jointly by Roads Service (now Transport NI) and Translink [see www.planningni.gov.uk/index/policy/supplementary_guidance/guides/busstop-designguide.pdf]). It should be noted that all new bus shelters will be subject to the normal planning application process.
Part 3: Vehicle Details

32. Please provide details on the seating capacity and length of each vehicle you intend to use on the service you are applying for (provide on a separate page, if necessary).

PLEASE SEE ATTACHED APPENDIX 9a

33. Will the service be operated by low-floor wheelchair-accessible vehicles? Please tick, as appropriate.

Yes    ☐  No    ☑

34. Please outline the contingency arrangements you will have in place in the event of vehicle breakdowns.

PLEASE SEE ATTACHED APPENDIX 9b

Note: All vehicles must conform to PSV Accessibility Regulations (NI) 2003.

Part 4: Declaration

I declare that the information I have given is true and correct to the best of my information, knowledge and belief.

Signed: __________________________ Date: 17/7/19

Name (in Capital letters): NIALL MCKEEVER

Position in Company: DIRECTOR

Please enclose with this application a non-refundable remittance of £45 to cover the cost of processing the application (see Appendix B). A full breakdown of Application / Permit Fees is shown in the Guidelines for Bus Operators document.
Appendix A – Proposed Timetable / Route Map(s)

Proposed Timetable
Please attach, on a separate piece of paper, your proposed timetable in the format illustrated by the sample below, outlining all roads used and indicating the departure time of each pick-up / set down point along the route - these points should be highlighted in bold (as shown in the sample below) or underlined.

Note: If you are applying for a Service Permit under the Demand Responsive Service category, a timetable is not required, although you should provide details of the hours of operation as part of your application.

Proposed Timetable – Sample
Outward Journey: Banbridge to Dromore

<table>
<thead>
<tr>
<th>Roads Used</th>
<th>Monday-Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newry Street, Banbridge</td>
<td>07:00</td>
<td></td>
<td>08:00</td>
</tr>
<tr>
<td>Church Square, Banbridge</td>
<td>08:00</td>
<td></td>
<td>11:00</td>
</tr>
<tr>
<td>Dromore Street, Banbridge</td>
<td>07:05</td>
<td>08:05</td>
<td>09:05</td>
</tr>
<tr>
<td>Dromore Road, Banbridge</td>
<td>09:05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Church Street, Dromore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Princes Street, Dromore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hillsborough Road, Dromore</td>
<td>07:15</td>
<td>08:15</td>
<td>09:15</td>
</tr>
</tbody>
</table>

Proposed Timetable – Sample
Return Journey: Dromore to Banbridge

<table>
<thead>
<tr>
<th>Roads Used</th>
<th>Monday-Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hillsborough Road, Dromore</td>
<td>16:35</td>
<td>17:35</td>
<td>18:35</td>
</tr>
<tr>
<td>Princes Street, Dromore</td>
<td></td>
<td></td>
<td>17:35</td>
</tr>
<tr>
<td>Church Street, Dromore</td>
<td></td>
<td></td>
<td>16:30</td>
</tr>
<tr>
<td>Banbridge Road, Dromore</td>
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<td></td>
<td></td>
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<tr>
<td>Dromore Road, Banbridge</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Dromore Street, Banbridge</td>
<td>16:40</td>
<td>17:40</td>
<td>18:40</td>
</tr>
<tr>
<td>Church Square, Banbridge</td>
<td></td>
<td></td>
<td>17:40</td>
</tr>
<tr>
<td>Newry Street, Banbridge</td>
<td>16:45</td>
<td>17:45</td>
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Route Map(s)
Please enclose a detailed route map (or maps), which clearly indicate the route and the proposed pick-up / set-down points. Applicants should be aware that Translink / TransportNI and/or the relevant contracted bus shelter provider may need to be consulted on the use of bus stops (and in the case of bus stops being on private land, permission from the land owner will be required).
Appendix B – Payment for Service Permit Application

An application fee of £45.00 must be payable to the Department for Regional Development. All application fees are non-refundable. Fee payment must be made by one of the following methods:

1. An Electronic Funds Transfer (EFT) can be completed with the details below:

<table>
<thead>
<tr>
<th>Account Name:</th>
<th>DRD Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort Code:</td>
<td>9 5 - 0 1 - 2 1</td>
</tr>
<tr>
<td>Account No.:</td>
<td>9 1 0 6 4 4 4 4</td>
</tr>
<tr>
<td>IBAN:</td>
<td>GB71 DABA 9501 2191 0644 44</td>
</tr>
</tbody>
</table>

**Payment Reference**
When making a payment to the DRD bank account, you should include a Payment Reference, beginning with S P, followed by your operator name. A standard EFT allows up to 18 character spaces – please enter the Payment Reference you have used in the space provided below:

```
S P AIRPORTER AR2
```

You should also enclose evidence (e.g. a screen capture) of the EFT with this application.

2. A Cheque or Postal Order

If paying by cheque or postal order, please make sure it is payable to the Department for Regional Development for the full amount and crossed with "A/C payee only". Please write your company name on the back of the cheque. Please also enter your cheque number (6 digits) or postal order number (10 digits) in the space provided below.

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**Approved Application**
If the application is approved, you will receive a Notice of Intent from the Department. A payment of £195.00 will then be due to cover the cost of the Permit. The Permit will be valid for up to 3 years from date of issue, and will be issued following receipt of cleared funds.

There will be no further charge for an Event-specific Service Permit beyond the application fee. Such Permits will only be valid for the Event and will not be renewable.

**Note:** Cash is not an acceptable form of payment and should not be sent through the post.
Appendix C – Checklist for Service Permit Application

Please use the checklist below to ensure you have enclosed all the relevant documentation. You do not need to enclose this Appendix with your application.

Please tick, as appropriate.

☐ Completed Parts 1, 2 and 3 (Operator / Service / Vehicle Details) of Application Form.
☐ Completed and signed Part 4 of the Application (the Declaration).
☐ Enclosed a timetable and map(s) of the proposed route.
☐ Enclosed, where appropriate, evidence of demand (e.g. surveys, letters of support), the proposed fare structure / fare levels, and vehicle details.
☐ If the proposed route is to serve a private road, written confirmation that permission to use the road has been agreed.
☐ Enclosed a completed Appendix B and, if paying through an Electronic Funds Transfer, evidence that payment has been made.
☐ Enclosed payment for the Application, if paying by cheque or postal order.

Please ensure any additional pages you provide are clearly labelled. Please also ensure you keep a copy of your application for information purposes.

Next Steps

1. Please send your completed application form, together with the relevant documentation and payment, to the Department for Regional Development, Service Permit Unit, Room 329, Clarence Court, 10-18 Adelaide Street, Belfast, BT2 8GB.

2. We will issue an acknowledgement of receipt of your application (either by e-mail or letter) within 5 working days.

3. We will consider your application, provided all the relevant documentation has been received. We may need to contact you (or meet with you) if additional information to support your application is required.

4. Following consideration of your application, we will contact you (either by e-mail or letter) to inform you of our decision. If your application has been successful, we will issue you with a Notice of Intent.

5. You will then be required to submit a Permit fee (£195). The Permit will last for three years, unless otherwise specified. If you are unsuccessful in your application, we will explain the reason(s) to you in writing (by e-mail or letter).

If you are not sure of any aspect of this application process, please do not hesitate to contact the Service Permit Unit by telephone or e-mail (contact details are provided on the front of this form).
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<td><strong>AR2: Mon - Fri</strong></td>
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<tr>
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<tr>
<td>Departs Coleraine</td>
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<td>Arrives BFS</td>
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AR2 will depart Foyleside Coach Park to BFS via Limavady and Coleraine Bus Stations

A
Foyleside Shopping Centre,
Foyle Street, Londonderry

B
Limavady Buscentre,
Limavady

C
Coleraine Buscentre, Coleraine

D
Belfast International Airport,
Airport Road, Belfast

Derry to BFS via Limavady / Coleraine
AR2 will depart Foyleside Coach Park to BFS via Limavady and Coleraine Bus Stations

- Foyleside Shopping Centre, Foyle Street, Londonderry
- Limavady Buscentre, Limavady
- Coleraine Buscentre, Coleraine
- Belfast International Airport, Airport Road, Belfast

Derry to BFS via Limavady / Coleraine
AR2 will depart Foyleside Coach Park to BFS via Limavady and Coleraine Bus Stations

- **A**
  Foyleside Shopping Centre, Foyle Street, Londonderry

- **B**
  Limavady Buscentre, Limavady

- **C**
  Coleraine Buscentre, Coleraine

- **D**
  Belfast International Airport, Airport Road, Belfast

**Derry to BFS via Limavady / Coleraine**

https://www.google.com/maps/d/print?mid=1vy21TLsQP/VgGrI9YKmP31WA6e2_bedZ&hl=en&pagew=612&pageh=792&llsw=55.049609%2C-6.9...
AR2 will depart Foyleside Coach Park to BFS via Limavady and Coleraine Bus Stations

- A
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  Limavady Buscentre, Limavady
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Derry to BFS via Limavady / Coleraine
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B
Limavady Buscentre, Limavady

C
Coleraine Buscentre, Coleraine

D
Belfast International Airport, Airport Road, Belfast

Derry to BFS via Limavady / Coleraine
### Fare Structure

**Question 19**

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26 July 2019

Mr Niall McKeever
Director
Airporter
Unit 23, Springtown Avenue
Springtown Industrial Estate
Derry-Londonderry
BT48 OLY

Dear Niall

Belfast International Airport - Private Road access permission

Belfast International Airport would like to confirm Airporter’s use and access of their private roads and bus stop for the provision of all their regular stopping services.

Yours sincerely

[Signature]
GRAHAM KEBBIE
Managing Director
What is the target market for the proposed service?

Direct connectivity with Belfast International Airport creates a brand-new public transport link to the region and essentially creates a new level of demand for public transport.

Our experience has shown that passengers tend to use private modes of transportation more when traveling to and from the airport when there is no direct public link.

The Airporter service is unique in that it only carries passengers who are travelling directly to or from the airport. As a result of this the demographic and target market using the Airporter service are wide ranging.

Our target market is essentially any member of the public travel to the airport either to work there or to fly.

These passengers can originate from the Limavady / Coleraine or they can originate from outside the province and flying into visit these areas.

CAA statistics show that ...

65% of all BFS passengers are domestic travelling out of NI for a reason and then returning.

35% of all passengers are inbound, those travelling to NI for a reason then returning

Aviation passengers travel for a variety of reasons throughout the year and I have listed the main items below.

- Visiting Family or Friends
- Business
- Family Holidays – births / deaths / marriages etc
- Education / University
- Weekend Breaks
- Tourism Activities
- Sporting Events
CBSP – Airporter AR2

Publicity

Question 23

How will the service be publicised?

Airporter work with a Province wide PR agency called https://brownocconnor.com/ who will create an activity-based strategy, focused on promoting the service and stimulating demand with the tourism and local discretionary travel market segments.

A typical promotional mix will include the following:

1. Local and Regional Press
2. Local Radio
3. Online:

   Airporter have been established in the North West since 1997 and have created a very strong regional brand as a result which is synonymous with transfers to the airports.

   www.airporter.co.uk received approx. 50k hits per months and we will be promoting the new service on our home page

   www.belfastairport.com is the homepage for Belfast International Airport and received hundreds of thousands hits monthly ...

   Airporter is listed on this site a strategic transport provider for BFS and as such they are keen to promote and support all new Airporter services

4. Social media:

   Social media will be used to will exploit this leverage to introduce our service to Limavady and Coleraine.

   With approx. 10k Facebook followers and 5k twitter followers we will establish a regional campaign to reach out and connect with our neighbours to quickly establish the introduction of the new service.

   With approx. 100k current customer email addresses we will inform of our expansion and create incentives to share the new routes to family and friends

5. Local Government Support:

   Regionally Airporter are a significant infrastructure player for Derry and Strabane council, by offering direct connectivity to the largest airport in the north. When looking to attract Foreign Direct Investment, airport connectivity is a high priority and Airporter provide this support.

   As a result, the regional council promotes the service on all the official branding documents and websites. We will be offering the same direct connectivity to Causeway Coast and Glens council and in turn they will be promoting the service on their official channels also.
What customer information will be provided?

- Airporter is a reservation based, public transport service. All passengers are required to make a booking to guarantee their journey.
- [www.airporter.co.uk](http://www.airporter.co.uk) provides the customer with all the necessary information on how to find the service they are looking for; how to make a booking and how to contact the company directly.
- Due to the critical nature of their journey and indeed the expense of the flight, passengers want to be informed and likewise inform Airporter of any travel delays or changes.
- Airporter use a real-time, online reservation system and passengers must supply at least an email address to complete the booking.
- When a booking is made passengers receive an automatic email detailing the journey purchased.
- The passenger is again contacted by email automatically by Airporter the day before travelling as a reminder for the journey.
- Passengers are updated and informed by email and text if there are any delays etc to the service.
- Airporter also use the Twitter and Facebook social media platforms to convey these messages also.
- At present over 80% of all Airporter bookings are made online on the existing Airporter route.
- Over the next two years we will see this figure grow to over 90% ... we expect the Coleraine service to have 90%+ internet bookings.
- Customer information will also be supplied at Belfast International airport, both online at [www.belfastairport.com](http://www.belfastairport.com) and on the airport bus stops.
- Customer information will also be supplied at the Tourism information kiosk at arrivals for passengers landing at the airport for the first time.
- The timetable will also be provided for inclusion for inclusion in Translink's journey planner used on its website and within its contact centre.
- We are hopeful that this data will also be shared within Limavady and Coleraine bus stations.
Customer Care

Question 25

All Airporter staff are specifically trained and accredited to World Host certification.

Operational / Customer benefits:

- WorldHost has a proven track record in successfully preparing frontline staff to offer the highest levels of customer service
- The programme is an essential tool for businesses seeking to protect their bottom line and improve their customer retention rates
- It is one of the most effective customer-service training courses available for front-line staff in tourism, hospitality, leisure, passenger transport and other service-centred businesses worldwide

All Airporter staff also receive additional customer care training to NVQ level 2 standards

Airporter’s complaint procedure is available online and I have attached below the procedures that are laid out there.

complaints procedure

At Airporter we want to give you the best service possible if you visit our location, use our website, interact with our staff or travel on our services. To do this we need to know when things go wrong, or if we are not meeting your needs. If you are not satisfied with the service you have received from us, we want to hear from you. This document outlines our complaints procedure and tells you how to make a complaint.

PLEASE LET US KNOW WHEN:

- You are not satisfied that standard.
- You have not received a service you think you should have
- You feel that you have not been treated politely and with respect.

HOW TO MAKE A COMPLAINT:

1. The quickest way to get the problem sorted out is by explaining it to our employees at the point of service.
2. Telephone the Airporter Customer Services Team informing them that you want to make a complaint on 028 7126 9996
3. Fill in the attached complaints form and send it to: Airporter Ltd. Unit 23 Springtown Avenue, Springtown Industrial Estate. Derry-Londonderry. BT48 0LY.
4. Email your complaint to info@airporter.co.uk
what will happen when i complain?

STAGE 1

If you make a complaint, the relevant Department will contact you within 10 working days of us receiving your complaint. If, for any reason, your complaint is going to take longer than 10 days to sort out you should get an explanation for the delay and a new target date by which you should get a full response from us.

STAGE 2

If the first response is not satisfactory, you can write directly to the Airporter Management who will review our response and investigate the complaint further. You will receive another response within 15 working days from when we receive your letter. If, for any reason, your complaint is going to take longer than 15 days to sort out you should get an explanation for the for the delay and a new target date by which you should get a full response from us.

STAGE 3

If the second response is not satisfactory, you can then write to the Directors. They will look into your case and make a detailed investigation. Again you will receive a response within 15 working days from when we receive the letter. If, for any reason, your complaint is going to take longer than 15 days to sort out you should get an explanation for the delay and a new target date by which you should get a full response from us.
Q. 26 Please provide evidence of demand for new service

Over the past 22 years, Airporter have been providing a direct airport connecting service between Derry in the North West and the Belfast International Airport.

Prior to 1997, Belfast was the only city or town in Northern Ireland that had a dedicated / direct airport transfer service.

As a result, public transport was and remains still a difficult option for airport passengers who live outside and to the West of Belfast and Belfast International Airport.

Airport passengers travel with luggage thus requiring a direct connection to eliminate the hassles of transferring luggage between connecting services or adding unnecessary journey time to the transfer.

Established in 1997, Airporter created a new type of public transport for Northern Ireland to facilitate this gap in public transport by providing direct bus connections between the North West and the Belfast International Airport.

Limavady and Coleraine suffer the same lack of direct public transport to the airports and this new Airporter service will eliminate this.

We have also attached letters of support from:

- Regional MP Gregory Campbell
- Belfast International MD Graeme Keddie
- Causeway Chamber of Commerce CEO Karen Yates
- Regional MLA John Dallat
- Regional MLA Caoimhe Archibald
Additional:

This proposal meets important Executive and Local Government targets.

The 2016 draft Programme for Government committed to connecting people and opportunities through infrastructure.

This new service will improve the local infrastructure while encouraging more people to visit the Causeway Coast and Glens region.

Moreover, the primary objective of the Department for Infrastructure’s, Rural Transport Fund is to support improved transport services for those in rural areas.

While this proposal does not require any financial subvention, it is an effective means of achieving the desired objectives of the Department.

Meanwhile, a commitment was made to ensure that the ambitions for economic growth and social progress took into account the impact on the environment.

This service will encourage people in the area to leave their cars at home and to use more sustainable methods of transport thus reducing the carbon footprint in the area.

Furthermore, the proposal can assist in meeting the economic and tourism targets identified by Causeway Coast and Glens Borough Council in their “Local Development Plan 2030” and the “Tourism and Destination Management Strategy 2015-2020.”
13 August 2019

To Whom It May Concern

I am writing on behalf of Niall and Jennifer McKeever Directors of Airporter an indigenous Northern Ireland passenger transport company which provides a vital transportation link between the North West region and the two airports in Belfast. They have been operating since 1996 and their firm is a member of the Federation of Passenger Transport in Northern Ireland.

Airporter currently operates from premises in Londonderry as a result of a £1million investment, creating new jobs in the area and enabling the company to provide a new service for what is an increasing demand. The proposed new service would operate from Coleraine/Limavady offering a direct transfer to passengers living in the area travelling to Belfast International and George Best City Airports. I understand that the service would depart hourly from the Coleraine/Limavady Bus Stations, around fourteen times daily and I believe that this new service would not affect any existing services in the area. It should complement existing services as people from more rural areas utilise those to access the new service to the Airports from both Limavady and Coleraine.

This new initiative will offer passengers living in the Causeway area the choice of more convenient travel, cut down substantially on travel time to the airports, sustain important rural services, encourage people to use public transport and improve connectivity for people living and visiting the Causeway Coastal area.

Any proposed new route such as this one would be beneficial to our economy, helping to developing business and tourism in Northern Ireland. I wish to put on record my support for this proposal in principle.

Yours sincerely

GREGORY CAMPBELL MP
16 August 2019

To whom it may concern

Belfast International Airport have been working with Airporter for over twenty years and they are recognised as a strategic access partner of the airport.

We would like to register our support for Airporter’s expansion network across Northern Ireland, in particular, this application for the introduction of a Limavady / Coleraine service.

Yours sincerely

GRAHAM KEDDIE
Managing Director
15 August 2019

To whom it may concern,

I am writing on behalf of the Causeway Chamber of Commerce, in support of a proposal by Airporter Ltd to open a new direct airport transfer service from Limavady and Coleraine, to the Belfast airports.

Airporter has been operating a successful airport transfer service from Derry/Londonderry for more than 20 years. This is of huge value to those in the region, as demonstrated by growing numbers of passengers using the service year on year.

Currently, no direct service of this kind exists in our area but we believe that a similar service, operating from Coleraine and Limavady to Belfast International and City Airports, would provide a new connection that would improve the ease with which people living here can travel to the airport, and also provide a new way for visitors to come direct to the Causeway Coast when they arrive in Northern Ireland.

As a business organisation representing 190 members, we know that connectivity to our region is of vital importance to help build prosperity and grow our local economy. This proposal supports one of Causeway Chamber’s Key Priorities under Infrastructure of getting people here and away faster and more efficiently.

Providing a direct transport link from the borough to the airport would improve connectivity for those who live here, ensuring journey times are as short as possible and that visitors are encouraged to visit our unique, world-class tourist attractions.

Yours sincerely

Karen Yates
Chief Executive
Causeway Chamber of Commerce
21 August 2019

TO WHOM IT CONCERNS:

This is to certify that I am very familiar with the transport company Airporter. I have known the directors for many years and have admired the contribution they have made to enabling passengers from the North West to travel to both airports in Belfast.

I am delighted that Airporter is now planning to extend their unique service to other areas including Limavady and Coleraine. This is brilliant news and will be greatly appreciated by my constituents who find the current travel arrangements to the airports far from satisfactory.

I am satisfied that Airporter is not competing with Translink, isn’t duplicating their services but provides a bespoke service specifically for air travellers.

I am confident that the company will sustain highly reliable service which enhances our transport network in a way which isn’t currently met but for which there is an urgent demand.

I wish the company well and urge support for their application.

Yours sincerely

John Dallat MLA

Constituency Office: 11 Bridge Street, Kilrea, COLERAINE BT515RR
Tel: 028 2954 1880
e-mail: john.dallat@mla.niassembly.gov.uk
Airporter Access Policy

About Airporter

- Airporter is the main public transport provider connecting Derry / Londonderry and both Belfast International and Belfast City Airports.
- We deliver approx. 24 departures daily throughout the year and travel over 2.5m kms per annum carrying approx. 160k passengers annually.
- Airporter was the first public transport company in Northern Ireland to use an online / real-time reservation system and over 80% of passengers book online at www.airporter.co.uk
- All passengers are advised to and must book a seat in advance of travel to ensure passage is guaranteed on the service they want.

Airporter’s Accessibility Commitment:

- As a licenced public service provider, we are committed to making our service accessible to everyone.
- The Airporter Management Team is responsible for setting this policy, and carrying it out. We develop internal checks including a regular review of comments from disabled customers to ensure we are acting in line with this policy.
- We are committed to looking at ways we can continue to improve our services. We will continue to work with the Department for Infrastructure (DfI), Intac and others when making improvements including booking arrangements, vehicle design and staff training.

Current Airporter Accessibility service levels

Airporter Booking arrangements –

- At all stages of the booking process, passengers are recommended to highlight any travel assistance that may be required.
- All Airporter passengers are recommended to make a booking to guarantee passage on the service they want.
through letters addressed to Airporter, Unit 23 Springtown Avenue, Springtown Industrial Estate, Derry, BT48 0LY.

- We will use feedback from disabled people to measure the effectiveness of this policy and identify areas for improvement.
- We will also continue to speak to Dfl, Imtac and other groups to identify other ways to evaluate whether we are meeting all the policies

Plans for the future

Airporter is committed to the continual development of service and product delivery.

- We plan to invest in a specific Airporter wheelchair accessible vehicle which will replace the current chartered option which is provided for wheelchair passengers.
- We are committed to working with Imtac to identify opportunities to provide training around disability and equality for our staff.
• Booking online is the most preferred option by customers with over 80% of all bookings currently made this way.

• Bookings can also be made in person at Gallaghers Travel on Strand Road, Derry and at the Customer Information Point at Foyleside Shopping Centre.

• Bookings can be made by email at info@airporter.co.uk
• Bookings can also be made on the phone by calling 02871269996

Airporter Vehicles –

• Airporter operates a fleet of customised 16 seater Mercedes Sprinters. They are designed to offer the highest level of comfort and access for passengers with leather seats, air conditioning and USB connections at every seat point.

• All our drivers have been trained in customer service including providing assistance to passengers to access our vehicles.

• Guide Dogs and other assistance dogs are welcome on our services.

• Currently our vehicles do not have specific access for wheelchair users. Where it is possible drivers can assist wheelchair users to transfer to a seat and we can carry their wheelchair in the boot.

• Airporter recognises that some wheelchair users cannot or do not want to transfer from their wheelchair to a seat. In these circumstances we will provide a wheelchair accessible taxi, at no additional cost, as a reasonable adjustment to ensure we can fulfil the booking. To enable us to make the necessary arrangement we would ask that passengers who require an accessible taxi provide us with 24 hours notice.

Information & Feedback –

• We encourage feedback both positive and negative on all aspects of our service and these are all responded to.

• Airporter welcomes feedback using any format or media. Most comments arrive using email via info@airporter.co.uk and also
CBSP – Airporter AR2

Vehicle Details

Question 32 & Q 34 – Appendix 9a & 9b

Q. 32 Please provide details on the seating capacity of vehicle, length etc.?  
Capacity: 16 passenger seats. 
Length: 7367mm 

- Airporter have created a unique public transport concept to Northern Ireland and at its core is the customised vehicle used to provide the service. 
- Based on delivering high frequency and accruing large mileage annually, Airporter have designed a vehicle that offer passengers the comfort, cost, convenience and quality that they are used to when driving to the airport. 
- Airporter use customised Mercedes Sprinters 516 and attached are the full schematic drawings of the vehicle. 
- Total length of the vehicles to be used are: 7367mm 
- All Airporter services use this type of vehicle and the company have at three-year fleet replacement scheme which means at the end of year 3 it is replaced with a brand-new vehicle. 

Q. 34 – Please outline the contingency arrangements you will have in place in the event of vehicle breakdowns

Airporter’s focus on operational compliance and customer care is paramount. We have invested significantly to ensure the best level of service delivery in terms of vehicle and vehicle technical support. 

Vehicle Breakdown Prevention: 

- All Airporter vehicles are Mercedes Sprinters 516 and are purchased new. 
- These vehicles are replaced after three years ... no Airporter vehicle is older than 3 years
These vehicles are serviced, maintained and safety checked by Mercedes Technicians at
Mercedes Truck and Van based at Mallusk, Newtownabbey

All vehicles are safety inspected on an 8-weekly interval

All vehicles are serviced every 4 months and go a 2 day PSV inspection every year before the
PSV test

All vehicles are protected with the full Mercedes vehicle warranty which covers all types of
emergencies and breakdowns.

Because of the level of service provided by Mercedes Truck and Van we always have a
vehicle stationed at Mallusk.

Vehicle Breakdown procedures

All vehicles have CCTV and GPS location units installed which allows us to see where the
vehicle is at all stages of the service.

Should a vehicle break down or require assistance at the Belfast end of the route, Mercedes
can take our spare vehicle from Mallusk to the breakdown to transfer the passengers.

If a breakdown occurs closer to Derry we will send a vehicle from our depot to replace the
vehicle that requires assistance and transfer passengers to their final destination.

Over the past 22 years Airporter has built up strong business alliances with a series of bus
companies located along the route of our service and whose services can be called upon if
required.
Monday 2nd September 2019
Sinn Féin Office
81 Main Street
Dungiven
BT47 4LE

A chara,
Re.: Airporter services from Limavady and Coleraine.

With respect to the above, I am writing in support of the proposal by the directors of Airporter, Niall and Jennifer McKeever, to provide a new service offering offer a direct transfer route to passengers from Limavady and Coleraine travelling to Belfast International and George Best City Airports.

I understand that this proposed service would depart from the bus stations in Coleraine and Limavady, around fourteen times per day. It is also my understanding that the proposed service would complement existing services, as there is currently no direct service to the airports from Coleraine or Limavady.

Airporter, which is based in Derry, has invested and created new jobs in the area. Airporter provides a vital transportation link between the North West region and the two airports in Belfast.

This new initiative would offer passengers living in, or travelling, to the north coast, the choice of convenient and affordable travel, and would significantly reduce travel time to the airports. Moreover, this initiative will be crucial in sustaining rural services and encouraging people to use sustainable transport, while also improving connectivity for people visiting the Causeway Coast and Glens.

Any proposed new route such as this, would be beneficial to the local economy, to businesses and to tourism in the North of Ireland.

Le meas,

Caoimhe Archibald MLA
27th September 2019

To Whom It May Concern

As Council’s Director for the economy, on behalf of Council, I would like to confirm my support for the proposed expansion of current routes provided by Airporter to improve connectivity within the North West.

The new route proposed by Airporter will provide a brand-new service and will not compete with any existing services in the area. There are currently no direct transfers to the Belfast airports from Coleraine or Limavady. It will provide many benefits to the local economy whilst offering both residents and visitors the choice of a more convenient method of travel cutting down travel time substantially.

The draft Programme for Government in 2016 committed to connecting “people and opportunities through infrastructure.” The proposal meets the commitments to improve transport connections for people, goods and services and to improve the attractiveness of the Causeway Coast and Glens as a destination.

One of the priority themes of Council is to improve the prosperity within the Borough. The establishment of Northern Ireland’s first Enterprise Zone in Coleraine – the Atlantic Link Enterprise Campus is focused on attracting digital companies from North America and Europe to the area. Connectivity is key to attracting this type of investment.

The Causeway Coast and Glens Council Area also contains some of Northern Ireland’s most prominent visitor attractions therefore tourism is a major contributor to the local economy.

The Causeway Coast and Glens Tourism and Destination Management Strategy 2015-2020 commits to supporting, and working in partnership with the tourism industry to develop and sustain the region as a “high quality and competitive visitor destination.” It is imperative therefore that adequate transport methods are in place which can realise the tourism potential of the area.

With the recent success of The Open and with it set to return to the Borough in the future, investment in transport routes like these is key to attracting visitors to areas beyond Belfast and helps to build upon the success of major events within the Borough.

With no other similar service being offered within the Borough and with some of the benefits highlighted above, I am happy to show support for this additional service.
Yours faithfully

Richard Baker
Director of Leisure and Development