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Regulatory act laying down measures to ensure equitable and non-discriminatory access to bus terminals to meet the passengers' mobility needs through intermodal and intramodal service connection.

SUMMARY

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Introductory note

This regulatory act lays down the conditions for equitable and non-discriminatory access to bus terminals to meet the passengers' mobility needs through intermodal and intramodal service connection, in accordance with EU legislation and in compliance with the subsidiarity principle and with the competences of the regions and local authorities referred to in Title V of Part Two of the Constitution, pursuant to article 37 (1) and (2) (a) of decree-law no 201 of 6 December 2011, converted, with amendments, into law no 214 of 22 December 2011 (hereinafter: 'decree-law no 201/2011'). Further defined are the economic conditions for access to the terminals concerned, in accordance with Article 37 (1) and (2) (b) of decree-law no 201/2011, in respect of which the Authority verifies the correct application, in accordance with article 37 (2) (c) of the same decree-law no 201/2011.

DEFINITIONS

For the purposes of these regulatory measures, the following definitions shall apply:

'Authority' (or ART) means the Transport Regulation Authority;

'Terminal' means *"a staffed [bus] terminal where according to the specified route a regular service is scheduled to stop for passengers to board or alight, equipped with facilities such as a check-in counter, waiting room or ticket office"* (see Regulation (EU) No 181/2011, article 3 (m)).

'Mobility area' means a seamless territorial area, determined by the competent bodies, within the planning of regional and local public transport, on the basis of demand analyses that take into account socio-economic, demographic and behavioural characteristics of potential users, orographic structure, degree of urbanisation and productive structure of the relevant territory (see 'Definitions' in the Annex to ART Decision no 48/2017 of 30 March 2017; see also Article 48 (1) and (2) of legislative decree no 50 of 24 April 2017, converted, with amendments, into law no 96 of 21 June 2017).

'Congestion' means a temporary lack of capacity of the terminal, which can be resolved through the optimal coordination of access requests.

‘(Terminal) managing body’ means a public or private entity managing a terminal and guaranteeing access thereto.

‘Person with reduced mobility (PRM)’ means *“any person whose mobility when using transport is reduced as a result of any physical disability (sensory or locomotory, permanent or temporary), intellectual disability or impairment, or any other cause of disability, or as a result of age, and whose situation needs appropriate attention and adaptation to his particular needs of the services made available to all passengers;”* (cf. Regulation (EU) No 181/2011, article 3 (1) (t)).

‘Terminal Information Statement’ (TIS) means a key reference document to regulate access to the terminal and to determine the technical and economic conditions of use by carriers, which is prepared by the managing body to ensure equitable, non-discriminatory and transparent access procedures to terminals, in accordance with the provisions of article 37 (2) (a) of decree-law no 201/2011.

‘Saturation’ means a situation where it is not possible to properly meet the carriers’ requests for access to the terminal, even if only at certain times.

‘Draft contract’ means a template serving as a standard contractual instrument with a unique structure of reference, suitable to determine rules, procedures, obligations, and responsibilities, to be followed or complied with by the parties to access the terminal and/or the related services.

‘Medium- and long-distance bus transport services (MLD)’ means medium- and long-distance transport services of national interest and competence, as defined in article 3 (1) (c) of legislative decree no 422 of 19 November 1997 (hereinafter: legislative decree no 422/97): *“international bus transport services, excluding cross-border, and interregional lines connecting more than two regions”*.

‘Local public transport services (LPT)’ means *“regional and local public transport services (...) not included in those of national interest (...), operating on a regular or non-regular basis with predetermined routes, timetables, frequencies and fares, widespread access, usually within a territory with a regional or sub-regional dimension”*, understood as urban/suburban or interurban (cf. legislative decree no 422/97, article 1 (2)).

‘Idle bus stop’ means bus stay inside the terminal, with occupation of dedicated areas, usually for long periods of time, for reasons that are not directly related to the performance of the service, outside of operating hours and without passenger handling.

‘Carrier’ means *“a natural or legal person, other than a tour operator, travel agent or ticket vendor, offering transport by regular or occasional services to the general public”* (cf. article 3 (1) (e) of Regulation (EU) No 181/2011).

REGULATORY MEASURES

Measure 1 — Scope

1. The regulatory measures referred to in this act shall apply to the following terminals:
 - a) terminals connecting medium- and long-distance bus transport services, or authorised services of interest for two regions, and one or more modes, or types of transport services of the same or different nature, including those located at underground stations, railway stations, ports, and airports;
 - b) terminals identified by the Regions and Autonomous Provinces in the exercise of the tasks of local transport planning referred to in Article 14 (2) of legislative decree no 422/97;
 - c) additional terminals identified by the Regions and Autonomous Provinces, according to criteria of proportionality to the demand of each mobility area under their responsibility, considering the most relevant urban areas, particularly where railway stations, ports or airports and underground terminus are located, with specific reference to the capital cities of regions and/or provinces and, if any, to the metropolitan cities established pursuant to law no 56 of 7 April 2014.
2. The elements characterising the terminal management shall comply with the regulatory measures under this act.
3. The terminal managing body shall ensure:
 - a) equitable and non-discriminatory access to terminals and related facilities upon any carriers' request, provided it has the necessary authorisations under the legislation in force for the performance of road transport operator activities, it being understood that access to the terminal cannot be discriminatory for the granting of the authorisation;
 - b) compliance with the obligations of the terminal managing body under Regulation (EU) No 181/2011.

Measure 2 — Terminal Information Statement (TIS)

1. In accordance with the criteria set out in Measures 3, 4 and 5, the terminal managing body shall define and adopt a "Terminal Information Statement" (hereinafter: TIS), containing a full description of the infrastructure characteristics of terminal, equipment, space, and technical and economic conditions of their use by the carriers, as well as the conditions for PRM access.
2. The terminal managing body shall make the TIS available in electronic format, by publication on its website and/or on the terminal website, without prejudice to the possibility of adopting further arrangements for its dissemination.
3. The terminal managing body shall ensure and check the maintenance over time of the access and operational conditions of the terminal, as defined in the TIS and in accordance with the provisions of Measure 8.
4. To guarantee carriers and passengers, the conditions of use of the terminal as defined in the TIS shall be subject to an annual check by the terminal managing body, so as to assess the adequacy of the supply to the carriers' demand, including prospective, and to identify any changes, as the case may be, that are necessary to achieve the objectives set out in Measure 1 (3), in compliance with the criteria under Measure 3 (1), and in accordance with the provisions of Measure 8.
5. The draft contracts to be concluded between the terminal managing body and each carrier, as well as the related provisions, shall form an integral part of the TIS, and shall include:
 - a) procedures for the granting of authorisations for access and use of stop areas and traffic/handling areas, as well as the possibility of withdrawal of the authorisation and related procedures;
 - b) a terminal capacity management system under normal and abnormal/exceptional conditions;
 - c) access and infrastructure control/monitoring systems, if any;

- d) technical and economic conditions, in accordance with the criteria set out in Measures 3 and 4 below, for the use of services, including supplementary or ancillary services provided by the terminal managing body, inclusive of PRM assistance;
- e) penalties set by the terminal managing body in case of carriers' infringements of the obligations provided for in the TIS and in the related contracts.

Measure 3 — Criteria for setting the conditions of use of terminal capacity, space and services

1. The allocation to carriers of areas for the movement of vehicles, the boarding and alighting of passengers, and for their reception and assistance, shall be based on the following criteria:
 - a) space allocation to the requesting carriers, by ensuring, on account of the characteristics of the infrastructure and subject to the available areas, adequate visibility, including by exceeding the criterion of proportionality to the volume of produced traffic, so as to ensure effective equal access to the existing capacity;
 - b) optimal use of the overall terminal capacity, by maximising the efficient use of the space including by reducing its idle use and by primarily ensuring the fulfilment of any requirements related to LPT services subject to PSO (not of an exclusive commercial/tourist nature).
2. Based on the allocation criteria set out in paragraph 1 above, to ensure equitable and non-discriminatory access to infrastructure by the carriers concerned, the terminal managing body shall define in the draft contracts referred to in Measure 2 (5):
 - a) the technical operational procedures for the management of access, traffic and stop capacity in the terminal, in relation to the availability of the site capacity and depending on the type of bus service concerned, and, in particular, it shall establish:
 - i. the regulation of the various types of transit/stop, depending on time spent inside the terminal and occupation of bays, including by defining any (minimum/maximum) time thresholds related to different economic conditions, as set out in Measure 4 below;
 - ii. the conditions for use of stop bays for the services concerned (e.g. dedicated and/or rotating bays, by subscription, by reservation, based on time schedule of lines, in the case of LPT services);
 - iii. internal movement routes/flows in the terminal areas (e.g. bus arrival, stop and departure);
 - b) the procedures for the management of the requests for the provision of areas/services, including the formalisation of the process (and its timing) to be followed from the request for the area or provision of service, to the allocation of the area or provision of service;
 - c) the procedures for the management of the available areas to be used for passenger reception and waiting, information and advertising space, ticket offices (including automatic), commercial and service areas;
 - d) the procedures for the management of access requests by carriers of non-regular transport services (tourist and occasional services), by providing for an obligation of early booking and by regulating any provision of additional services by the terminal managing body (e.g. toilet sewage emptying service), including if carried out by third parties;
 - e) the information requirements and related management procedures relating to the public information referred to in Measure 7.
3. In case of new or foreseeable congestion of the terminal, the terminal managing body shall ensure the optimal coordination of access requests, within a reasonable period of time, by informing the carrier of the maximum time necessary to reply to the request received, and it shall initiate a consultation of the main stakeholders, including: (i) carriers of the concerned PSO services using the terminal and, where deemed appropriate, relevant awarding entities; (ii) remaining carriers operating in the terminal (i.e. MLD services); (iii) travellers and/or their associations, including those representing PRM. Any changes to the terminal access conditions shall be transposed by the terminal managing body into the TIS and communicated to the Authority in accordance with Measure 9 (4).

4. If, following the coordination of the carriers' requests and the consultation with applicants, it is not possible to adequately meet the requests for infrastructure capacity, the terminal managing body shall immediately declare the saturation of the infrastructure referred to in (5) below and inform the awarding entities and the Authority thereof, including for the purposes of the monitoring and verification referred to in Measure 8.
5. An access request may be refused by the terminal managing body only on grounds of saturation of the terminal capacity; in such a case, the terminal managing body's refusal shall be communicated to the carrier well in advance of the scheduled timeframe for the use of the infrastructure, without prejudice to any verifications by the Authority as provided for under Measure 8.
6. The space allocation shall be subject to periodic verification by the terminal managing body in accordance with Measure 2 (4) and shall be carried out under transparent, equitable and non-discriminatory economic conditions, pursuant to the procedures laid down in Measure 4 below.
7. Each carrier is allowed to manage and promote its services, through the rental of space for assistance and information to customers and for ticket sale and/or other commercial services, also by using boxes either dedicated or shared with several carriers, including mobile ones, and by exploiting the advertising space in the terminal; the managing body shall define the arrangements for the commercial/advertising use of infrastructure space, by acting as a third-party in relation to the carriers and activities carried out in the terminal, as well as by ensuring effective equal access to all requesting carriers, taking into account the characteristics of the available areas and subject to the compliance with the existing legislation on the rental of capital goods. The terminal managing body shall also set the relevant economic conditions in accordance with the criteria identified in Measure 4 below.
8. Passenger reception and waiting areas, if any, are managed directly by the terminal managing body and/or by any third party, including carriers, subject to specific agreements with the terminal managing body. The management is carried out by sizing the areas according to the average number of waiting passengers, at least with reference to the users of MLD and international services.

Measure 4 — Criteria for establishing economic conditions for terminal access

1. Equitable and non-discriminatory economic conditions for access to terminals shall be determined according to the following criteria and parameters:
 - a) efficient exploitation of existing maximum infrastructure capacity;
 - b) in relation to:
 - i. net operating costs incurred;
 - ii. quality and efficiency of the services provided;
 - iii. any investments, if not covered by public funding or other third parties.
2. To ensure the same conditions of use to all carriers concerned, the terminal managing body, based on the criteria set out under (1) above and with the involvement, as the case may be, of any other relevant entities, shall define in the TIS:
 - a) the charging for vehicle transit/stop, in relation to the different services concerned, in the form of charges or tolls that are calculated according to the following indicative, non-exhaustive criteria:
 - i. time-based, e.g. for stay in terminal bays or for medium-to-long stay, in particular by setting differentiated rates where transit bays are distinct and/or separated from stop bays;
 - ii. per transit, e.g. for transit inside the terminal or stop aimed only at passenger boarding/alighting and baggage loading/unloading;
 - iii. flat-rate over a certain period of time, e.g. for stops aimed only at passenger boarding/alighting and baggage loading/unloading;
 - iv. based on the dimensional characteristics of the vehicle or type of service and related market segment concerned;

- b) the charging for use of the premises available for passenger reception, information and advertising space, ticket offices, technical rooms for service staff, by ensuring non-discriminatory space allocation among the requesting carriers, without prejudice to the possibility for the terminal managing body to directly manage the available premises/space; based on the following criteria, for reference only and not exhaustive, fees may be calculated by considering, e.g.:
 - i. useful areas of the available premises, including by differentiating the fees according to the intended use of the premises (e.g. reception, ticketing, advertising, commercial services);
 - ii. visibility and location inside the terminal (e.g. barycentric position, location on upper/lower floors);
 - iii. possibility of defining remuneration schemes based on a share of the turnover achieved by the service provided, particularly for ticket offices;
 - c) any charging systems related to the provision of services by the terminal managing body that are not directly related to the terminal operation, of complementary (e.g. assistance to passenger boarding and alighting, if not borne by individual carriers) or ancillary nature (e.g. ordinary and/or extraordinary maintenance, bus repair, refuelling);
 - d) the items considered for the definition of existing charging and lease schemes, e.g.: (i) operating costs incurred, (ii) quality and efficiency of services provided, (iii) any investments made, if not covered by public funding or by other third parties;
 - e) procedures for updating and revision of the above-mentioned charging and lease schemes in relation to the inflation rate, calculated on the basis of the consumer price index for blue and white-collar worker households (FOI), or other rate defined under regional regulations, and in relation to the items referred to in (d) above;
 - f) method of payment of economic and billing charges by the carrier.
 - g) any rebates and exemptions, for particular services or carriers (e.g. LPT services, occasional services, PRM transport services).
3. Appropriate minimum-maximum toll/charge thresholds may be provided, depending on the services rendered or on the site characteristics.
 4. Specific modulations may be provided depending on the structural and operational characteristics of the terminal, such as:
 - a) degree of congestion of the terminal areas and facilities, by providing for a different quantification of charges in the different time units (hours), in the different week and year periods, and by specifying in the TIS a maximum expected modulation range compared to the standard charge/fee;
 - b) traffic volume, by applying a percentage discount compared to the basic rates in relation to transits/stops;
 - c) occupancy time of bays, by setting differentiated charges according to the minimum/maximum thresholds of stay of the vehicles concerned (e.g. short stops, idle and/or night stops), to be monitored with appropriate access control systems.
 5. The terminal managing body shall make available on its website and/or on the terminal's website the information on economic access conditions, referred to in the preceding paragraphs, through the TIS. The information shall be provided in accessible formats and be available in Italian and, upon request, in English.

Measure 5 — Criteria and procedures for establishing conditions for terminal physical accessibility

1. To ensure adequate conditions for physical accessibility of the terminal, including for PRM, passenger building areas and passenger traffic areas shall be planned by considering the following criteria and procedures:
 - a) adoption of adequate safety conditions, including through separation of arriving and departing vehicles and pedestrian flows and reduction of the related interference, e.g. through the adoption of appropriate signalling systems and/or protections, both vertical and horizontal;
 - b) identification of optimal routes, including through appropriate signs, allowing all users and in particular PRM, to access the terminal and related services (including ticket offices, direction points, information desks) without having to request specific assistance; full terminal accessibility for PRM can also be ensured through the adoption of a programme for the progressive removal of any architectural barriers, to be defined and agreed according to the respective competences of the parties concerned;
 - c) definition of assistance services, in particular, in case of architectural barriers in the terminal, provided by the terminal managing body and/or the carrier to ensure adequate accessibility to PRM, including, e.g. reception points inside the passenger building, procedures to accompany PRM to the stop bays, assistance for boarding and alighting from vehicles.
2. The conditions for physical accessibility of the terminal shall be set out by the terminal managing body in the TIS, to ensure adequate use by passengers, in particular considering the mobility needs of PRM, while respecting the relevant rights set out in Chapter III of Regulation (EU) No 181/2011.
3. The conditions for physical accessibility of the terminal specified in the TIS shall be subject to periodic verification by the terminal managing body in accordance with Measure 2 (4), in particular with regard to the progress of any planned upgrading of the infrastructure.

Measure 6 — Conditions for terminal commercial accessibility

1. To ensure suitable commercial accessibility to users, adequate ticket offices shall be available for the sale of tickets necessary to access all transport services in the terminal, in particular:
 - a) ticket offices inside the terminal, as regulated under (3) below;
 - b) any availability of affiliated points of sale close to or inside the terminal, and in any case located at a distance not exceeding 350 meters, to be appropriately marked nearby and inside the terminal.
2. The ticket sale inside the infrastructure, based on the operating conditions defined below, shall ensure non-discrimination and equal treatment of all carriers concerned, as well as full accessibility and use by all types of passengers, with particular reference to PRM, while respecting the relevant rights set out in Regulation (EU) No 181/2011.
3. The ticket sale service inside the infrastructure shall be provided in accordance with the following arrangements:
 - a) at a single point of sale: unified ticketing, that may be delegated by the managing body to a third party;
 - b) in diversified and/or dedicated areas, delegated by the managing body to individual carriers or their grouping or to third parties not being the concessionaires of transport services;
 - c) through automated systems: automatic ticketing, under the direct supervision of the managing body, with issuing of tickets for all the services/carriers concerned.
4. The sales arrangements are functional to the characteristics and infrastructure equipment of the terminal, by ensuring that the conditions of commercial accessibility maximise the benefits for the users concerned (e.g. integrated ticketing systems, visible points of sale, availability of tickets) and by avoiding situations discriminating against individual carriers or particular categories/types of passengers, with particular reference to PRM. The adoption of automatic ticketing systems, as referred to in (3) (c) above,

shall be considered as an additional option, and not as a substitute, with respect to the remaining ticketing solutions referred to under (a) and (b), without prejudice to the closing time slots.

5. Tickets issued inside the terminal shall be offered to the public under the same pricing conditions as those applicable to the service concerned, without any discrimination or surcharge, without prejudice to any specific pricing conditions, resulting from agreements between the individual carrier and the third party operating the ticket office, that involve the application of service fees.
6. The conditions of commercial accessibility shall be reported by the terminal managing body in the TIS in accordance with the criteria set out in the preceding paragraphs, and shall specify the availability, location, and operation of the points of sale concerned.
7. The terminal managing body shall also define in the TIS, with the involvement of the carriers concerned, the operation of terminal ticket offices, in terms of:
 - a) commercial information to the public: opening hours, availability of tickets, particularly for integrated services, MLD and PSO or other transport services in the terminal, etc.
 - b) physical accessibility of the points of sale: visibility, architectural barriers, signals, etc.

Measure 7 — Information to the public and provision of information in terminals

1. Without prejudice to the information obligations of carriers and terminal managing body laid down in Article 25 of Regulation (EU) No 181/2011, the terminal managing body shall:
 - a) provide carriers with adequate space inside the terminal to supply the following minimum information:
 - i. general conditions of transport of the carriers operating in the terminal;
 - ii. for each carrier operating in the terminal, indication of the channels and contact details for submission of complaints;
 - iii. tickets necessary to use the transport services in the terminal, in particular integrated tickets and tickets for LPT and MLD services, by ensuring adequate visibility even if such services are outside the terminal, if located nearby, so as to facilitate the intermodal choices by users;
 - b) provide the following information inside the terminal in accordance with (4) below:
 - i. static (scheduled) and where possible dynamic (real-time) timetables of the services concerned, without prejudice to the provisions under (3), with reference to LPT and MLD services, as well as modal integration offered by the terminal;
 - ii. any connection with Park-and-Ride facilities and possibility of integrated ticketing for use of different transport services in the terminal;
 - iii. maps of routes and assistance services inside and outside the terminal, showing:
 - a. pedestrian paths, particularly those equipped for PRM;
 - b. location of ticket offices and information/reception points, particularly those dedicated to PRM;
 - c. location of stops and platforms, and related services, particularly for LPT and MLD services and any intermodal solutions proposed by the terminal;
 - iv. horizontal and vertical passenger direction signs, indicating the areas inside the terminal, and related services supplied, and access modes to transport services located close to the terminal (e.g. underground stations, stops/terminus of urban LPT buses, railway stations);
 - v. any additional type of information, identified by the terminal managing body, such as the following provided for reference only and not exhaustive: tourist and hotel services (including through dedicated reception points), facility supervision and first aid, support information for carriers' staff (e.g. refreshment services, rest rooms, dedicated toilets).
2. The terminal managing body shall in any case allow the carrier to provide information directly to the public, in particular to PMRs and users of MLD services, through its own staff at the terminal, that is

appropriately differentiated from vehicle drivers, including by appropriate tools for identification of the relevant functions (e.g. bibs, company uniforms). The managing body shall specify in the TIS the rules governing the presence of this staff inside the terminal, by ensuring all carriers full and equal freedom of initiative, without creating discrimination or barriers to entry, such as fees or restrictions concerning the external image of the carrier's staff.

3. Each carrier shall inform the terminal managing body promptly of any occasional disruptions/variations to its services (e.g. changes in schedule or route, suspensions, delays). This communication shall take place, as far as possible, in real time and, for this purpose, the managing body shall implement a computerised management system of information flows from the carriers concerned.
4. The information referred to in paragraph 1 above shall be disseminated by using a comprehensible language for users, including occasional, and for the public, without using technical terms and in such a way as to ensure maximum readability by font size and use of colours, or, in the case of oral information, understandable in terms of pronunciation and adequate in terms of volume. The information, whether disseminated by sound and visual ads or physical support (paper, posting on notice boards), shall be made available in Italian and English.
5. The information referred to under 1 (b) above shall also be published, in Italian and English, and made available to PRM, on the websites of the terminal managing body and/or of the terminal and via mobile APP; the same information shall also be made accessible and available, on equitable and non-discriminatory terms, to economic operators carrying out activities in the passenger transport sector, including in the form of intermediation.
6. Where the terminal managing body provides for the establishment of an information point inside the terminal to improve the provision of information services, it shall consider:
 - a) the infrastructure characteristics, in relation to the available space inside the passenger building;
 - b) the related transport services, in terms of relevant types and modes, traffic volumes, interconnection between services, fare integration, interoperability between carriers;
 - c) the possibility of integrating the service provided by diversified or unified ticket offices, as regulated under Measure 6 above.
7. The above information point may be managed directly by the terminal managing body or, alternatively, by a third party, by ensuring in any case equitable and non-discriminatory dissemination of information relating to the services of all the carriers concerned.

Measure 8 — Monitoring terminal access conditions

1. In order to verify the correct application of the principles of equity and non-discrimination in the terminal access by carriers and/or passengers, the Authority monitors the compliance with the criteria set out in the previous measures in relation to the conditions defined by the terminal managing body, in accordance with the procedures laid down in Article 37 (3) (d) and (e) of decree-law no 201/2011 and with the rules of procedure for the performance of the Authority's inspection activities.
2. The Authority prescribes the cessation of a conduct which is contrary to the adopted regulation, particularly concerning the conditions specified in the TIS, provides for appropriate remedial measures and adopts the further actions set out in Article 37 (3) of decree-law no 201/2011.
3. The Authority initiates the supervisory activities, referred to under (1) above, also as a result of reports by one or more carriers or one or more passengers, to be received in writing and concerning alleged breach of the conditions of use of the terminal regulated by the TIS and/or unfair or discriminatory situations relating to infrastructure access and/or terminal physical accessibility and, in general, measures aimed at the passengers' benefit.

Measure 9 — Methods and time of application

1. The terminal managing bodies referred to under Measure 1 (1) (a) shall send to the Authority, within 3 months of publication of the decision of approval of this regulatory act, the minimum information set for the terminal under their responsibility, which is defined in accordance with the table in the Appendix (Table 1).
2. Within 3 months of the date of publication of the decision of approval of this regulatory act, the Regions and Autonomous Provinces shall transmit to the Authority the name and location of each terminal identified, pursuant to Measure 1 (1) (b) and (c), as being subject to the regulatory measures referred to herein, together with the identification data of the relevant managing body, to whom the communication is jointly addressed.
3. The terminal managing bodies referred to under (2) shall submit to the Authority, within 3 months of the notification referred to under (2), the minimum information set for the terminal under their responsibility, which is defined in accordance with the table in the Appendix (Table 1).
4. Within 6 months of the notifications referred to under (1) and (3), terminal managing bodies shall submit to the Authority the TIS of the terminal under their responsibility. In case of updates or changes to the TIS, in accordance with the procedures laid down in the previous measures, terminal managing bodies shall, within 7 days of publication on their websites and/or terminal websites, transmit the document to the Authority.
5. The Authority shall publish on its website the information referred to in (1) through (4) above, by defining and updating an information sheet for each terminal concerned.

ADDENDUM

TABLE 1 - Terminal information set			Year of reference	Notes
			Reply	
Region				
Name				
Address				
Website				
Coordinates	Latitude			
	Longitude			
Terminal managing body	Name			
	Address			
	Contact person (email, telephone)			
	Website			
	Type of award			
		Duration of award		
Characteristics	Number of bays for stop	dedicated MLD		
		dedicated LPT		
	Number of bays for idle stop	dedicated MLD		
		dedicated LPT		
Timetable	opening			
		attendance		
Ticket office		unified		YES/NO
		exclusive		YES/NO
		automatic		YES/NO
Intermodality	Distance of stops from	urban LPT		in metres
		railway station		
		airport		
		port		
Available services	For passengers	info point		YES/NO
		station assistants		YES/NO
		waiting room		YES/NO
		toilets		YES/NO
		catering services		YES/NO
		food & drink vending machines		YES/NO
		other		YES/NO
	For carriers	rest rooms for drivers		YES/NO
		toilets for travelling staff		YES/NO
		refuelling		YES/NO
		vehicle maintenance		YES/NO
		vehicle depot (indoor)		YES/NO
		other		YES/NO