



Bus Stop.

All Fields Compulsory

Bus Stop Number		Borough	
Road Name		Junction	
Start Time		Start Date	
Finish Time		Finish Date	

Works.

All Fields Compulsory

Permit/Licence Ref:			
Site Agent Contact	Name	Mobile	

Invoicing.

All Fields Compulsory

Company Name	
Accounts Contact (email)	
Accounts Address	
Purchase Order Number	

Traffic Management.

All Fields Compulsory

* Please Provide Details Of
Temporary Signal Set Up

Way Control
Phase

For formal traffic control please include a traffic management drawing(s) with your application.

TfL use

Completed by:

Total payable: £

By applying for the request, conditions on page 2 are accepted.

Once all fields are complete and correct email to the correct area hyperlink:

[Camden, City of London, Ealing, Hackney, Hammersmith & Fulham, Hounslow, Islington, Kensington & Chelsea, Spelthorne \(Surrey\), Westminster.](#)

[Barking & Dagenham, Barnet, Brent, Enfield, Essex, Harrow, Haringey, Havering, Hertfordshire, Hillingdon, Newham, Redbridge, South Bucks, Slough, Tower Hamlets, Waltham Forest.](#)

[Bexley, Bromley, Croydon, Greenwich, Kent, Kingston, Lambeth, Lewisham, Merton, Richmond, Southwark, Surrey \(not Spelthorne\), Sutton, Wandsworth.](#)

Conditions of request

A suspension or diversion request to London Buses may be accepted or declined. Bus stop suspensions must be submitted at least seven days prior to works. Cancellations with less than three days notice must be verbal with written confirmation to follow. Abandoned suspensions without cancellation will be charged.

Charges:

First day £150.00+VAT each bus stop

Bus stop suspension charges are capped at £1175+VAT

Each day there after £25.00+VAT each bus stop

Bus diversion* minimum £800 capped at £2500 +VAT

Diversions charges combine bus stops charges with consumables.

*Diversions of significant disruption or duration may incur additional charges.

FAQ:

Why don't TfL provide the bus stop number?

- To avoid the exchange of wrong information that may delay works or cause any financial penalty to works promoters or contractors.
- Bus stop numbers are alpha numerical, black text on a white label underneath the bus stop sign, e.g. BP1234, 12345 or R1234

Why has the bus stop suspension request been declined?

- Wrong bus stop number has been provided.
- Less than seven days advance warning (regardless of permit status or works category)
- Early start not agreed.
- Sent to wrong email addresses.
- Compulsory fields are either incomplete, incorrect or missing TM plans.

The bus stop was not suspended as requested

- TfL Buses Incident Response, may be called to deal with unplanned incidents: unplanned incidents are the priority.
- Bus stop suspension request not sent to the correct email address.

Why do I have to give site agent contact details?

- Buses will not suspend a bus stop until the contractor is on site.
- It is not always possible for Buses to be on site at the requested time.