

**Request to view documents / obtain prints of Engineering Information held by LU****Section 1:** (to be completed by client)

Date: \_\_\_\_\_

**I hereby give authority to:-**

Name (s) \_\_\_\_\_ Telephone: \_\_\_\_\_

(Any person/s who wish to visit the office to search for information)

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**Section 2:** (to be completed by client)**Reason for Search:** (Please tick and provide reason for search, with an explanation. In To View/Obtain area please supply the assets/ locations you wish to view)LU PROJECT: ☐ \_\_\_\_\_EXTERNAL PROJECT: ☐ \_\_\_\_\_PERSONAL/ACADEMIC RESEARCH: ☐ \_\_\_\_\_**To View/Obtain prints of the following Asset/s or Location/s:** (please be as specific as possible)

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**Section 3** (to be completed by internal LU Contact)

TfL Contact Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone number: \_\_\_\_\_ Department: \_\_\_\_\_

**Section 4: - Authorised by:** (to be completed by authorised signatory see list on 2<sup>nd</sup> page)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position/dept: \_\_\_\_\_ Auto number: \_\_\_\_\_

Authority valid until: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Print to be authorised:**  
(YES means information to be viewed before release to client)**yes no**  
Please circle**ALL PRINTS ARE SUPPLIED IN PDF**

The release of documentation will be on the understanding that the documentation is being viewed for the purpose stated. Please note that prints released are uncontrolled and not necessarily complete or the most up to date and if being used for design the receiver of information must satisfy themselves of competences and accuracy.

### Section 1

General details as required completed by external party, members of the company wishing to visit should be listed on the form

### Section 2

Both parts must be completed. Please include as much detail as you can.

### Section 3

The LU contact name must also be added to the form.

*If you are not located at same location as authorised signatory, please contact Tina Clarke or the relevant TfL contact to arrange for authorisation to be completed by authorised signatory. Failure to do so will lead to a delay in processing your requirements.*

### Section 4

This must be completed by an AUTHORISED SIGNATORY. Please note that no other signatures will be accepted and contractors will not have access to any material held by TfL until this form is correctly authorised. A list of authorised signatories is shown below.

#### Authorised signatories:

Malcolm Payne	Infrastructure Protection Manager	0203 054 1298	Auto 81298
Richard Davies	Outside Parties Manager	0207 027 9671	Auto 59671
Nigel Hate	Lead Vesting & Property Engineer	0203 054 1364	Auto 81364
John McGrath	Infrastructure Protection Lead Engineer	0203 054 3101	Auto 83101
Steven Lugg	Lead Engineer Infrastructure Protection	0203 054 2886	Auto 82886
David Wilson	Head of LU Crossrail Engineering	0207 027 2502	Auto 52502
Martin Roach	Lead Engineer Construction Projects	0203 054 9305	Auto 89305
Richard McKoy	STEW/Assessment Manager Civil Projects	0207 918 0347	Auto 40347
Brian McGinnity	Head of Civil Engineering & Support	0207 918 4173	Auto 44173
Nick Burgess	Principal Engineer (Bridges & Structures)	0207 918 0358	Auto 40358
Raymond Lynn	Trains Portfolio Information Manager JNP	0207 088 6452	Auto 682 6452

PDF information is supplied, once information viewed /requested is reviewed by Authorised Signatory.

For further information contact Tina Clarke, 3<sup>rd</sup> Floor, Holborn Wing, Templar House, 81-87 High Holborn, London WC1V 6NU ([tina.clarke@tube.tfl.gov.uk](mailto:tina.clarke@tube.tfl.gov.uk)) Tel: 0207 038 3112 (auto 681 3112) .  
Office Hours are Mon – Fri 0830-1500 hrs.