

AUTHORITY TO VIEW APPLICATION PROCEDURE FOR LT MUSEUM EXTERNAL PARTIES

London Underground Core Asset Information (CAI), maintain the Authority to View form for external parties to obtain permission to access engineering information held by CAI.

Those wishing to view records held within CAI need to complete the form.

- **Section 1 & 2**

To be completed by the customer requesting access, stating what and why they need to view drawings for the specific site.

Students - In addition to the above, students must have an authorised letter (on headed paper) from either the college/tutor stating the requirement for their Search is related to the college work they are undertaking.

All work will be charged to the customer against the CAI unit rates.

Completed forms up to Section 2 should be returned to:

Tina Clarke
Office Manager
3rd Floor, Holborn Wing,
Templar House
81 - 87 High Holborn
London
WC1V 6NU

- **Section 3**

Is to be left blank - this section relates only to TfL Internal Contact.

- **Section 4**

Of the form is then forwarded to the relevant authorised signatory (see list on the form) via CAI Administrator, and CAI will notify the external party when and if the form has been signed off.

For further information contact Tina
Telephone 0207 038 3112