

FOR OFFICE USE ONLY:

- | | |
|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Applicant | <input type="checkbox"/> RTPI |
| <input type="checkbox"/> Inspector | <input type="checkbox"/> Operator |
| <input type="checkbox"/> Website | <input type="checkbox"/> Diary |
| <input type="checkbox"/> Spreadsheet | <input type="checkbox"/> Calendar |

Initials: _____

Date: _____

Please submit your completed application form to:

bss.roadclosures@surreycc.gov.uk

Application for temporary bus stop/stand suspension

All fields MUST be completed in full

Question	Answer
Contact name:	
Contact number:	
Mobile (if different from above):	
Email:	
Company name:	
Accounts payable / invoice address:	
Purchase order number:	
Works address/site:	
Nature of works:	
Anticipated start date, duration of works, number of stops and stop ID numbers:	
Site contact (name and phone number) during the works:	

The following section of this form is for Surrey County Council Office use only:

Officer:

When attended:

Suspended: Yes / No

If no, reason:

Call out dates:

Conditions of Bus Stop Suspension Request

What are the charges?

Bus stop suspensions are charged at £175 per day (to a maximum of £525 for three or more days) per stop.

Bus stand suspensions are charged at £175 per day for the first three days, and £100 per day for each additional day. These charges are due to the operational requirements needed to find alternative layover points, and works of significant disruption or duration may incur additional charges.

A full charge for a bus stop suspension will apply for each instance where one of our mobile officers has had to post information for the traveling public. This will apply even if some bus routes can continue to serve the stop/s in question.

Please note that once a suspension request has been approved, a full charge may still be made even if works do not take place. It is the responsibility of the applicant to notify the Local Bus Team as soon as possible with regards to any change of plans or cancellations.

Additional charges will apply if, when attending the site, our mobile officer needs to suspend additional stops that were not originally applied for. Should this be the case the applicant will be notified as soon as possible by the Local Bus Team.

Surrey County Council reserves the right to levy a charge of £600 per stop, per day, for any works that affect a bus stop without having first sought proper authorisation. This applies to all works promoters, developer works, utility works and other third party works.

Provision of Temporary Bus Stops

Whilst it will not be applicable to most applications, it may be necessary for our officers to put in place a Temporary Bus Stop for the duration of your works. As a condition of securing authorisation, in the event of a Temporary Bus Stop being stolen or damaged, the applicant agrees to cover the potential cost of a replacement at up to £100 per stop.

Application Form

All appropriate fields on the application form must be completed in full. Failure to do so will mean your application will be refused.

Please do not send any money with the application form. We will invoice you at the end of the process, but you must include your company purchase order number.

Please supply individual bus stop identification details. Bus stop IDs can be found on Google Maps (www.google.com/maps) by clicking on the blue bus stop icon at the desired location. Bus Stop IDs within Surrey are generally 8 characters long and begin with "SUR", for example "SURAPWAT".

Applications should be made at least one week in advance, as those submitted with less notice may not be actionable. Please complete the application form and email it to the address found at the top of the form. Where possible, please supply a copy of your traffic management plans.

For full terms and conditions, please visit our website: www.surreycc.gov.uk/roads-and-transport/permits-and-licences/temporary-bus-stop-suspension