

6. TYPES OF ACCESS

1. Summarised below are the types of access that the Contractor's Access Plan shall be based upon. In preparing the Access Plan the Contractor shall select the type of access required for the Works. The Contractor shall consult with the Access Manager as to the appropriateness of the selection as set out in the Access Plan. The Access Manager's decision as to the types of access and closures which can be used in the formulation of the Access Plan is final and binding.

1.1 General Access

General Access is a category of access for undertaking non-exclusive/non-restrictive works on the Underground Network, using all necessary tools and equipment. It is valid for both Station and Track. SABRE numbers may be valid for up to a whole financial year, but can also be issued for shorter time periods to suit work demands.

General Access may be applied for to cover large areas of the Underground Network, for example whole lines, or for more discreet locations or worksites to suit work demands. The Contractor may apply for a number of General Access SABRE numbers, but the Access Manager will aim to limit the proliferation of General Access SABRE numbers for the same or similar work teams, projects, or areas etc.

General Access does not need to be Published.

1.2 Non-Restrictive/Exclusive Access

Non-Restrictive/Exclusive Access is a category of access for undertaking non-restrictive and non-exclusive works on the Underground Network, using all necessary tools and equipment. It is valid for both Station and Track.

The Contractor shall clearly define the area covered by a Non-Restrictive/Exclusive Access request and shall limit the area to the minimum required to deliver the Works.

Non-Restrictive/Exclusive Access does not need to be Published.

1.3 Restrictive Access

Restrictive Access is a category of access that places a restriction on what can take place within a particular worksite and where the restriction will apply to all parties attempting to work that particular shift.

In the event that the Contractor believes that Restrictive Access is necessary, the Contractor shall demonstrate that this is the most appropriate form of access and shall take account of the impact that the granting of Restrictive Access would have on the network and other work streams. The Contractor acknowledges that Restrictive Access will not typically be permitted to cover a protracted number of shifts or consecutive shifts, across the same geographical area.

The Contractor shall clearly define the area covered by a Restrictive Access request and shall restrict the area to the minimum required to deliver the works and avoid unduly impeding the works of Others.

Restrictive Access will need to be Published.

1.4 Exclusive Access

Exclusive Access is a category of access that prohibits any party not directly involved in the works (for which Exclusive Access has been booked) from working in that worksite.

In the event that Exclusive Access is necessary, the Contractor shall demonstrate that this is the most appropriate form of access and shall take account of the impact that granting Exclusive Access would have on the Underground Network and other work streams. Exclusive Access will not typically be permitted to cover a protracted number of shifts or consecutive shifts, across the same geographical area.

The Contractor shall clearly define the area covered by an Exclusive Access request and shall restrict it to the minimum area required to deliver the works and to avoid unduly impeding the works of others.

Exclusive Access will need to be Published.

1.5 Emergency Access

Emergency Access is access required to deal with an Incident as defined in the LUL Rule Book, or which is required to rectify the failure of an asset which, if not rectified, would have a material adverse impact on passenger works for the following day. Emergency Access takes precedence over any other booking or request as directed by the Incident Officer.

1.6 Major Closures

A Major Closure can be classified as any planned disruptive work which results in any TfL service being unavailable between 0600 and 2100 on a weekday (excluding Bank Holidays).

1.7 Minor Closures

A Minor Closure can be classified as any planned disruptive work, apart from L&E Closures (defined below) which results in any TfL works being unavailable outside the hours of 0600 and 2100 on a weekday (excluding Bank Holidays) or at any other time at Weekends and Bank Holidays (including the Night Tube Period for work within the Night Tube Sections).

1.8 L&E Closures

L&E Closures are closures of lifts, escalators, travelators, fixed stairways, routeways or cross-passageways which can be accommodated without requiring a Station or platform to be closed. The Contractor will liaise with the Access Manager to review the impact of any requested L&E Closure in the context of any other concurrent Underground Network closures. The Company's Representative may also participate in such liaison.

1.9 Access Subcategories

Within the above access types there are a number of access subcategories which are used in the booking system. The subcategories are detailed in Appendix 4 hereto and a description of the typical work to which they apply, such as track

possession, is also provided in order to assist the Contractor in identifying the type of access applicable to particular works.

7. CLOSURE REQUESTS PROCESS

1. Where the Contractor intends to make a closure request, the Contractor shall attend a Pre-Closure Request Meeting or Possession Meeting with the Access Manager before a Work Request is submitted by the Contractor for approval. The Company's Representative may attend such meetings.
2. Where the Company's Representative and the Contractor agree a proposed closure has business justification the Contractor shall confirm with the Access Manager the acceptability of the proposed closure. Where the Access Manager confirms that the proposed closure dates are not acceptable the Contractor will liaise with the Access Manager to identify alternative closures that are as near as possible and equivalent to, the closures originally proposed by the Contractor. The Company's Representative may also participate in such liaison. The Contractor acknowledges that the Access Manager's decision as to acceptability of a proposed closure or proposed alternative closures is final and binding.
3. The Access Manager may reject proposed closures on (without limitation) the grounds that if granted such proposed closures would unduly limit journey opportunities. By way of guidance, and without limitation, examples of such a limitation of journey opportunities would be:
 - a closure of a central London Station during a seasonal event;
 - a closure of a key Station for access to a popular one-off event during the period of the event;
 - a closure of a key branch for access to airport terminals during a peak travel weekend; or
 - a closure on a part of a line when there is a concurrent closure on the only alternate line during an abnormally busy period.

Similarly a closure request may be rejected where it is considered that the level of disruption caused is not justifiable given the nature and the scope of the works.

8. TIMESCALES FOR BOOKING ACCESS AND CLOSURES

1. In preparing an Access Plan the Contractor shall make allowance for the minimum booking periods for the applicable access and closure types, as listed in the following table

Type	Applicable to:			
	Station Access	Track Access	Working Time in	
			Engineering Hours	Traffic Hours
General Access Non-Restrictive/ Exclusive Access	Yes (14)	Yes (14)	Yes	Yes
Restrictive Access Exclusive Access	Yes (21)	Yes (56)	Yes	Yes
Major Closures	Yes (540)	Yes (540)	No	Yes
Minor Closure	Yes (222)	Yes (222)	No ⁽ⁱⁱ⁾	Yes
L&E Closure	Yes (90)	N/A	Yes	Yes

Notes:

- i. The above table gives the T- date in brackets by which planning must be completed (the Latest Request Date). The Contractor must allow for sufficient time for adequate access planning.
 - ii. A Minor Closure may be applicable to Engineering Hours if a vehicle is being outstabled. Where no more than two (2) vehicles are being outstabled at any single location the timescale for booking may, subject to the agreement of the Access Manager, be reduced to ninety (90) days.
 - iii. A closure in respect of a depot or siding may be required if the proposed works affect the operational railway.
2. At specific locations the minimum booking period for closures stated in the above table may be able to be reduced. Where a reduced period applies this shall be specified by the Company's Representative.
 3. The Contractor shall plan access as early as possible and in no event shall apply for access or closures after the Latest Request Date has passed.
 4. Where access is required to Network Rail infrastructure at the Network Rail Interface Locations the minimum booking period for all access types is 294 days access except for Major Closures which remains unchanged.

9. UTILISING EXISTING CLOSURES

1. The Contractor shall actively seek to utilise TfL's existing closure programme to progress the Works. The Contractor may request details of such closure programme from the Company's Representative, to the extent relevant to the provision of the Works.
2. The Contractor shall identify all possible opportunities to use TfL's existing closure programme and shall provide the information necessary to complete the Application to Work Form. The Contractor shall complete the Application to Work Form and submit this to the Access Manager and the Company's Representative for approval. The Contractor shall submit such form a minimum of fifteen (15) weeks prior to the relevant closure start date. The Contractor shall attend the planning meetings for the relevant closure and the Contractor shall prepare for submission by the Contractor any information as may be requested by the Access Manager as part of this planning process. The Company's Representative may attend such planning meetings.
3. The Contractor may also propose an extension to an existing planned closure. The Company's Representative shall consider the proposal and where the benefits of the extension more than offset the increased customer disruption, shall authorise the Contractor to seek endorsement by the Access Manager. The Access Manager shall determine whether the request should be taken forward as a formal application and shall advise the Contractor accordingly. Where such application has been approved by the Company's Representative, the Contractor shall submit an updated Access Plan, to reflect such application, to the Company's Representative for approval. Where such application has been approved by the Company's Representative, the Contractor shall submit an updated Access Plan, to reflect such application, to the Company's Representative for approval.
4. The Contractor recognises the level of disruption and limitation of journey opportunities which result from closures and where the Contractor plans any change to the scope or type of works to be undertaken under an existing closure, shall seek the approval of the Company's Representative accordingly. The Contractor shall seek consent for the change from the Access Manager. The Contractor accepts that if the Access Manager or the Company's Representative considers that the changes in scope are such that the business benefit of the works to be carried out is no longer commensurate with the disruption caused, that the closure may be cancelled. For the avoidance of doubt where a closure is cancelled in these circumstances the provisions of Clause 28 and paragraph 6.1 of Schedule 12 do not apply and the Contractor shall submit a revised Access Plan for acceptance by the Company's Representative.

10. PROTECTION

1. The Contractor shall consult and agree all protection arrangements (including provision of additional Specialist Protection resources) with the Company's Representative and the Access Manager. The Contractor shall seek formal approval for the agreed protection arrangements (including provision of agreed Specialist Protection resources) by submitting a Work Request.
2. The Contractor shall provide a minimum of one (1) qualified SPC for each work party where relevant. The Contractor's SPC (who work on the track) shall hold a dual qualification enabling them to provide protection as well as provide work site supervision and shall work as part of the protection detail. If works are planned to take place during Engineering Hours, the SPC shall hold a dual qualification enabling them to provide protection during Engineering Hours, and shall be familiar with the area that they will be working in and safe routes to / from the worksite, as such there should be no need for additional protection staff to be employed.
3. In the event of additional Specialist Protection staff being required, the Contractor shall advise the Company's Representative accordingly and the Contractor shall request the additional Specialist Protection resources from the Access Manager a minimum of twenty-one (21) days before the Specialist Protection is required. The Contractor shall seek the approval of the Company's Representative before the submission of such request. The Access Manager shall review the protection arrangements and determine the number and qualifications of any Specialist Protection staff that may be required. This shall be done in consultation with the Contractor and the Company's Representative. The Access Manager shall arrange, and the Company shall provide, any Specialist Protection.
4. In the event of cancellation or non-utilisation, the Company shall charge back to the Contractor the cost of Specialist Protection staff as follows:
 - 1.1.1 cancellations made 96 hours or more in advance of the activity start date – no charge will be levied by the Company;
 - 1.1.2 cancellations made less than 96 hours before the activity start date – the full cost shall be charged by the Company to the Contractor.

The above durations are subject to the cancellation being made before 12:00hrs on a weekday (Monday to Friday inclusive). Where a cancellation notice is received after 12:00hrs, the 96 hour cancellation period will be calculated from 09:00hrs on the next weekday.

11. EQUIPMENT ROOMS

The Contractor shall arrange access to Switch, Relay, Machine and other Equipment Rooms by giving the Company's Representative a minimum of two (2) days' notice of his intention to access these areas.

2. The Contractor shall ensure that the security of the Switch, Relay, Machine and other Equipment Rooms are maintained and that all access doors are securely locked when the work in the room is completed. The Contractor shall be responsible for safe working conditions within the Switch, Relay, Machine and other Equipment Rooms.
3. The Contractor Personnel shall not be permitted to leave the Site in possession of a LUL key or to manufacture a duplicate of any of LUL's keys.