

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

1. 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.

Appendix 1: Access Plan Template

Transport for London
London Underground Limited

<Programme>
 <Project>
 <UIP Code>
 <Document Reference>

Access Plan

Lifecycle Stage <lifecycle stage>

Prepared by		
Manager (LU Accountable Manager / LU Project Manager)	The Access Plan conforms to the template and the information is up to date, reflecting the current state of the project design and requirements for access.	
Name:	Signed:	Date:
Approved by		
LU Access Manager	I confirm that the Access Plan provides sufficient information to agree the access arrangements in principle and no further design details are needed at the current time.	
Name:	Signed:	Date:

Distributed to:

<Name>	<Role>	<Name>	<Role>
<Name>	<Role>	<Name>	<Role>
<Name>	<Role>	<Name>	<Role>
<Name>	<Role>	<Name>	<Role>

Document History

Revision	Date	Summary of changes

Access Plan

1.0 GENERAL INFORMATION

Programme	<input type="text" value=" <Programme>"/>	Document Ref	<input type="text" value=" <Document Reference>"/>
Project Title	<input type="text" value=" <Project>"/>	Project / UIP Code	<input type="text" value=" <UIP Code>"/>
SAP MPD No.	<input type="text"/>	Lifecycle Stage	<input type="text" value=" <lifecycle>"/>
Sponsor	<input type="text"/>	Date	<input type="text"/>
Proj Man	<input type="text"/>	Prog Man	<input type="text"/>
email	<input type="text"/>	phone	<input type="text"/>
Access Man	<input type="text"/>	phone	<input type="text"/>
email	<input type="text"/>		

2.0 ACCESS LOGISTICS

Applicant	Access Manager				
Station <input type="checkbox"/> Track <input type="checkbox"/> Depot / Sidings <input type="checkbox"/> Veh/Plant <input type="checkbox"/> Protection <input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> Closure (Maj) <input type="checkbox"/> Closure (Min) <input type="checkbox"/> Closure (L&E) <input type="checkbox"/> Published Work <input type="checkbox"/> Unpublished Work <input type="checkbox"/> </td> <td style="width: 33%;"> Exclusive <input type="checkbox"/> Restrictive <input type="checkbox"/> General Access <input type="checkbox"/> NR / 3rd Party <input type="checkbox"/> </td> <td style="width: 33%;"> Vehicles (T/Plant) <input type="checkbox"/> Vehicles (Other) <input type="checkbox"/> Plant <input type="checkbox"/> Possession <input type="checkbox"/> Specialist Resources <input type="checkbox"/> </td> <td style="width: 5%;"> Urg <input type="checkbox"/> App <input type="checkbox"/> </td> </tr> </table>	Closure (Maj) <input type="checkbox"/> Closure (Min) <input type="checkbox"/> Closure (L&E) <input type="checkbox"/> Published Work <input type="checkbox"/> Unpublished Work <input type="checkbox"/>	Exclusive <input type="checkbox"/> Restrictive <input type="checkbox"/> General Access <input type="checkbox"/> NR / 3rd Party <input type="checkbox"/>	Vehicles (T/Plant) <input type="checkbox"/> Vehicles (Other) <input type="checkbox"/> Plant <input type="checkbox"/> Possession <input type="checkbox"/> Specialist Resources <input type="checkbox"/>	Urg <input type="checkbox"/> App <input type="checkbox"/>
Closure (Maj) <input type="checkbox"/> Closure (Min) <input type="checkbox"/> Closure (L&E) <input type="checkbox"/> Published Work <input type="checkbox"/> Unpublished Work <input type="checkbox"/>	Exclusive <input type="checkbox"/> Restrictive <input type="checkbox"/> General Access <input type="checkbox"/> NR / 3rd Party <input type="checkbox"/>	Vehicles (T/Plant) <input type="checkbox"/> Vehicles (Other) <input type="checkbox"/> Plant <input type="checkbox"/> Possession <input type="checkbox"/> Specialist Resources <input type="checkbox"/>	Urg <input type="checkbox"/> App <input type="checkbox"/>		

All planning & works request applications must be complete & submitted days in advance of the Monday of the week access is required

3.0 WORK DESCRIPTION & PHASING

Description of works & particular requirements

Will work be delivered in phases? <input type="text"/> How many phases? <input type="text"/> Further Details Attached <input type="text"/>	Will you need specialist resources? <input type="text"/> Do you need vehicles / plant / equipment? <input type="text"/>	Will you need a closure? <input type="text"/> L&E Closure <input type="text"/> Minor Closure <input type="text"/> Major Closure <input type="text"/>
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4.0 LOCATIONS

Describe where you will need access (Include storage details & access routes if known)

Space Allocation Movement of Materials Storage License Site map(s) attached

5.0 STATION SPECIFIC DETAILS (if applicable)

Station Specific Details:				Details of Work
Station	SID Code	Area Description	Type of Access	

6.0 DATES & SHIFTS

Earliest Start Date <input type="text"/>	Earliest Finish Date <input type="text"/>	Minimum Duration <input type="text"/>	Traffic / Opening Hours <input type="text"/>
Likely Start Date <input type="text"/>	Likely Finish Date <input type="text"/>	Maximum Duration <input type="text"/>	Engineering / Closed <input type="text"/>
Latest Start Date <input type="text"/>	Latest Finish Date <input type="text"/>	Contingency <input type="text"/>	Both <input type="text"/>

Describe when you will need access and your preferred shift pattern(s)

Have you considered working during traffic / opening times? Do you need set-up / clear down time? Works schedule attached

How much time?

7.0 SPECIALIST PROTECTION (if applicable)

Describe what specialist resources will be required & whether these will be provided by LU / Contractor or a Third Party

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8.0 VEHICLES / PLANT / EQUIPMENT (if applicable)

Describe what Vehicles / Plant / Equipment will be required

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Describe any access / planning requirements

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9.0 ADDITIONAL INFORMATION

Add any other information which may be pertinent to the access requirements here

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For details on completion timescales for processing Access Requests, talk to an Access Manager

A resource loaded schedule of work is to be attached when the form is submitted for final approval & processing