



<b>Office use only</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved
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Surrey County Council  
 Travel and Transport Group  
 Local Bus Team, Room 365  
 County Hall, Penrhyn Road  
 Kingston upon Thames  
 KT1 2DY

0208 541 9367/8

Please ensure this form is returned to **all** of the following email recipients:  
[passenger.transport@surreycc.gov.uk](mailto:passenger.transport@surreycc.gov.uk)

[phillip.hall@surreycc.gov.uk](mailto:phillip.hall@surreycc.gov.uk)

## Application for temporary bus stop/stand suspension

<b>Contact name:</b> <b>Phone number:</b> <b>Mobile:</b> <b>Fax:</b> <b>email:</b>	<b>Office use only</b> <b>Officer:</b> <b>When attended:</b> <b>Suspended: Yes / No</b> <b>If no, reason:</b>
<b>Company name:</b> <b>Address:</b>	<b>Call out dates:</b> 1.  2.  3.
<b>Invoice address if different from above:</b>	
<b>Purchase order number:</b>  (An official order from your company <b>must</b> be enclosed for the process to proceed. In each case the Local Bus Team will need to be contacted for a quote and the purchase order must be to this value). Please note that we will invoice you at the end of the process. <b>Please do not send any payment prior to this.</b>	
<b>Works address/site:</b>	
<b>Nature of works:</b>	
<b>Anticipated start date, duration of works and number of stops:</b>	
<b>Site contact during the span of the works</b>  <b>Name:</b> <b>Number:</b>	

# **Conditions of Bus Stop Suspension Request**

## **What are the Charges?**

**Bus stop suspensions** are charged at £150 per day, per stop, up to a maximum of £300 for two days or more. **Please note**, a charge will still be made for failure to carry out the works within the agreed period unless adequate notice is given to the Local Bus Team direct.

**Bus Stand suspensions** are charged at £150 per day, per stand, £300 for two days plus £60 charge for each additional day. **Please note**, a charge will still be made for failure to carry out the works within the agreed period unless adequate notice is given to the Local Bus Team direct. (These charges are due to the operational requirements needed to find alternative layover points.)

Diversions of significant disruption or duration may incur additional charges.

## **Provision of temporary bus stops**

There is not normally a charge for this, although we reserve the right to recover the cost of replacing temporary bus stop furniture as a result of theft up to £100 per stop.

## **Application Form**

Please supply individual bus stop identity details. Bus stop ID's can be found on Google by clicking on the actual bus stop. All ID's are prefixed by SUR – example “surapwat”.

Each application must include contact details of your site agent.

**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.**

If a bus stop suspension is no longer required or is delayed, it is the requestor's responsibility to notify the Local Bus Team in adequate time to cancel. Failure to do so will result in charges being incurred.

Where possible, applications should be made at least one week in advance. Please complete the attached application form and email it to all of the recipients listed on the form.

Where possible please supply a copy of your traffic management plans.

Alternatively, please post hard copies to: Surrey County Council, Local Bus Team, Room 365, County Hall, Penrhyn Road, Kingston upon Thames, KT1 2DY.