

OFFICE USE ONLY
 Approved Not approved


Surrey County Council
 Travel and Transport Group
 Local Bus Team
 Quadrant Court
 35 Guildford Road
 Woking
 GU22 7QQ

Please ensure this form is returned to all the following email recipients:
passenger.transport@surreycc.gov.uk
sandor.todor@surreycc.gov.uk
phillip.hall@surreycc.gov.uk

Application for temporary bus stop/stand suspension

Question	Answer
Contact Name:	
Phone number:	
Mobile:	
Fax:	
Email:	
Company name:	
Company address:	
Invoice address if different from above:	
Purchase order number:	
Works address/site:	
Nature of works:	
Anticipated start date, duration of works, number of stops and stop ID's:	
Site contact (name and phone number) during the works:	

An official order from your company must 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. Please do not send any payment prior to this.

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 £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 Maps (www.google.com/maps) by clicking on the blue bus stop icon at the desired location. Bus Stop ID's within Surrey begin with "SUR", for example "SURAPWAT".

Each application must include the contact details for 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 the recipients listed on the first page (beneath the Surrey County Council symbol).

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

Alternatively, please post hard copies to: Surrey County Council, Local Bus Team, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ.