



Received:
Sent to LBSL:
Notes:

## Taxi Rank Suspension Request

- This form is to request a suspension of a TfL appointed taxi rank.
- Completed forms should be emailed to: [tphranksinterchange@tfl.gov.uk](mailto:tphranksinterchange@tfl.gov.uk).
- A minimum of at least **10 full working days** notice is needed to process and consider a taxi rank suspension. **Please note: We do not count Saturdays, Sundays, bank holidays or public holidays as notifications days.**
- All taxi rank suspension requests are considered on a case by case basis.
- For some taxi rank suspension requests it may necessary to provide a temporary taxi rank, please see notes below.
- When submitting your taxi rank suspension request form, please make sure that you send all supporting documentation, including traffic management plans.
- Before you submit your request form please read the [Taxi Rank Suspension Policy](#) which is available on our website.

<b>Please provide the following details</b> <b>Incomplete forms will be returned and not processed</b>	
<b>Company requesting suspension</b>	
<b>Contact details</b> (name, telephone number and email address)	
<b>On site contact details</b> (if different from above)	
<b>Borough taxi rank is in</b>	
<b>If applicable please supply the contact details of the person you have been dealing with in the relevant highway authority</b>	
<b>Location of taxi rank</b> (please provide as much information as possible including the road name, postcode and rank number if known)	
<b>Reason for suspension</b> (please specify fully how you will use the taxi rank and please supply <b>TM plans</b> )	

<b>Date suspension begins:</b>	<b>Time suspension begins:</b>
<b>Date suspension ends:</b>	<b>Time suspension ends:</b>
<b>How much space in metres do you require?</b> (Taxi ranks are measured in 5 metre increments)	
<b>Is there a particular section of the rank you require(e.g. front, middle or back)?</b>	
<b>Any other information</b> (Please provide any extra information that we should know regarding this suspension):	

### **Temporary taxi ranks**

For some suspensions a temporary taxi rank must be provided to ensure that there is still designated space for taxi drivers to provide a service to the public.

Appointing a temporary taxi rank will take longer than 10 working days so you must submit your suspension request at the earliest possible opportunity.

When appointing a temporary taxi rank we will need to:

- Conduct a site visit with the relevant organisations to agree a suitable location for the temporary taxi rank.
- Agree appropriate signage for taxi passengers and drivers advising them of the location of the temporary taxi rank.

Even if you do not know the exact dates and times when you require a taxi rank to be suspended you must contact us at the earliest opportunity to discuss a temporary taxi rank.