



### 1.0 Location of Proposed Works

Station:  
 Unit Number:  
 Address of Unit:  
 Unit Name:

### 2.0 Applicant's Details

Name:  
 Company:  
 Address:

Contact Number:  
 Email:  
 Signed:  
 Date:  
 Project Title (if available):

### 3.0 Proposed Designer / Contractor

Name:  
 Company:  
 Address:

Contact Number:  
 Email:

### 4.0 Works Proposed

Brief description of  
 the Works proposed:

Provisional Start Date:  
 Provisional Completion Date:

# A. Minor Works

All applicants are requested to complete Part A. Tick either YES or NO for each question.

**Questions:** **Y** **N** **Comments or Explanation:**

Type 2/3 Asbestos Survey Completed?

#### Do you intend to:

Re-lay the floor ?

Replace the ceiling?

Change or renew any door ?

Change the type of lighting  
 (e.g. fluorescent tubes to low voltage spots)

Increase the overall electrical power usage  
 (for cooler, cooker, polisher, kettle etc.)?

Rewire any power sockets?

Add electrical shop sign?

Change the water supply or drains?

Change the fire protection  
 (alarms, extinguishers etc.)

Change to the use of the premises  
 (e.g. a sports shop to a burger bar).  
 For minor change explain in comments column

**If any answer above is YES, Part B will need to be completed by a competent surveyor on behalf of the tenant in addition to Part A.**



# 5.1

## B. Survey Data

For each question. Grey areas are for TFL Property use.

Reference	Questions	Y	N	If YES - Supporting Information Required	Specialist Assessment Required	Close Initials
1.0	Is any demolition work planned? Including stud partitions etc.			Plans showing location		
2.0	Are any structural alterations or new building works proposed?			Plans and structural calculations		
3.0	Is any heavy plant or equipment to be installed?			Plans, specification and structural calculations		
4.0	Is the internal layout to be altered?			Plans showing both existing and proposed layouts		
5.0	Are any entrances/exits to be altered?			Plans showing both existing and proposed layouts		
6.0	Is any work proposed to the existing drainage system?			Plans showing location and calculations if appropriate		
7.0	Are any alterations to the existing heating or heat producing appliances proposed?			Existing and proposed layouts		
8.0	Is any work proposed to the cold or hot water supplies?			Plans showing existing and proposed layouts		
9.0	Is any work proposed to the existing electrical installation?			Full specification and existing and proposed layout		
10.0	Will any works or installation take place which are likely to affect the power supply, loading or usage?			Full specification and existing and proposed layouts plus details of levels of changes		
11.0	Does the unit have/require: A. Heating, B. Ventilation, C. Extraction, D. Air Conditioning			Details to include type, position, plans & ducting requirements. If "no change" please state this		
12.0	Are any changes to the floor level or floor coverings proposed - i.e. ramps, etc.?			Details and Specification		
13.0	Are any changes to the internal finishes proposed?			Details and Specification		
14.0	Are any disabled facilities or disabled access facilities to be installed?			Compliance with DDA		
15.0	As part of any work will there be temporary hoardings, extra power demand, materials storage or impact on fire protection systems			Details		



# 5.1

## B. Survey Data (continued)

Tick either YES or NO for each question. Grey areas are for TFL Property use

Reference	Questions	Y	N	If YES - Supporting Information Required	Specialist Assessment Required	Close Initials
16.0	Is a Planning Supervisor required (to meet CDM regulations for major Works)?			Provide Name, Company, Address, Contact Number		
17.0	Does the proposal constitute a change of use of the premises?			Details of previous and new use		
18.0	Will flammable materials (including food and books and clothes) be held in the premises?			Estimates of product types and quantities on site at peak time		
19.0	Is any work proposed to the facade or exterior of the premises?			Existing and proposed elevation drawings		
20.0	Is any new signage to be erected or alterations to existing signage proposed?			Existing and proposed elevation drawings		
21.0	Is any external illumination proposed? A. High Voltage, B. Fluorescent			Existing and proposed elevation drawings		
22.0	Will any part of the proposal require Listed Buildings, Conservation Areas consent or Planning Permission?			Details		
23.0	Will the proposals affect pedestrian flows/crowd control at the station during construction?			Provide details		
24.0	Is there likely to be any change to fire detection, alarms or fire protection arrangements? This includes airflow change, partitions, doors etc.			Any change at all to be detailed		
25.0	Do fire detection, warning and protection systems meet LUL (or other appropriate) requirements?			Details required if situation is uncertain only		
26.0	Fire fighting equipment present in the unit			Type of Extinguishers, Size, Make Owner, Maintainer		
27.0	Has a Type 2 Asbestos survey been completed					



# 5.1

LUL Premises Instruction Form

## Attachments

Please list below (or tick existing list) and include items of equipment

### Details of Electrical Detentions Surveys:

Key plan locating the proposed site within the station

Existing site layout plan 1:100/1:50

Proposed site layout plan 1:100/1:50

Materials list

Furniture and equipment lists

Construction details (usually drawings)

Electrical Diversity Calculations

Method Statement for the fit out work (to be supplied prior to the pre-start fit out meeting)

Asbestos Survey Report Type 2/3

Building services (especially electricity) layouts/ schematics 1:100/1:50

Section drawings through the proposed Works 1:50/1:20

Distribution Board layouts

## Declaration

**I hereby apply to proceed with the Works described above. I certify that, to the best of my knowledge:**

1. The information I have provided with this form is correct. I understand that if all or part of our proposals alter, I will notify TfL Property and gain approval before implementing any changes on site.
2. All reasonable professional skill and care has been used in preparing the design or other detail that is provided or attached with this application.
3. The staff who have carried out the design and all associated calculations are suitably qualified and competent to carry out their respective duties.
4. All calculations and designs have been checked by a person suitably qualified and competent to do so.

**To be signed by the tenant or approved representative.**

Name:

Title:

Date:

Professional Qualifications:

The Method Statement covering all work to be undertaken, and complying with LUL QUENSH format / content requirements, need not be included as part of this application but is required to be submitted at least 10 working days before the pre-start meeting. Refer to contractor information and training pack.



**This page is for TFL Property use**

<b>Critical Factors:</b>	<b>NOT APPLICABLE</b>	<b>APPLIES</b>	<b>ACCEPTABLE / NOT ACCEPTABLE</b>
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Listed Building Consent:

Sub Surface Requirements:

Contractors Declaration:

Method Statement:

Asbestos Survey Type 2/3:

Permit to Work Required:

**Preliminary Responses from TfL Property to Tenant or Tenants Agent:**

Additional assessment **is / is not** required by specialists identified in the grey columns of pages 2 & 3. Relevant authorities may contact you directly and/or request information or provide further forms for completion before they can complete the assessment (for example the local fire authority)

You **do / do not** need to apply separately to

(.....)

For (.....) approval

**TfL Property is / is not / is conditionally satisfied with this application and has no objection to work proceeding.**

Building Surveyor:

Comments (Relating to TfL Property and/or Specialist Assessments):

Response from TfL Property to tenant or tenants agent following changes to the original application dated:

Change(s):

Date:

Comments relating to revised change request:

**TfL Property:**

(1) Has no objection to work proceeding on condition:

(2) Rejects this application:

Building Surveyor:

Date of pre-start meeting:

All relevant groups informed:

This copy forwarded to:

Date Out:

Date Return:

