

# TfL Lane Rental Funding

**Application Guidance**

V5 – August 2018



EVERY JOURNEY MATTERS

## Contents

1. Overview	4
2. Eligibility	4
3. Submitting an Application to Request Funds	5
a. Full Governance Committee:.....	5
b. FastTrack – Innovation, Technology & Capability: .....	8
c. Extraordinary Measures: .....	9
d. Lite Approval Process.....	10
4. Full Governance Committee Funding Request Approval Process	10
5. Full Governance Committee Project Management Process	11
a. Project Delivery Milestones .....	12
6. FastTrack & Extraordinary Measure Approval & Project Management Process	13
7. Appendices	14
Appendix A – Full Governance Committee Application Form	14
Appendix B – FastTrack Application Form	14
Appendix C – Extraordinary Measures Application Form	14
Appendix H – Project Delivery Milestone Template	14
Appendix I – Progress Report	14
Appendix J – Closure Report	14
Appendix K – Publication	14
Appendix D – Full Governance Committee Approval Process	15
Appendix E - Project Management Process for Full Governance Committee Approved Requests	16
Appendix F – Fast Track - Innovation, Technology & Capability – Approval and Project Management Process	17
Appendix G – Extraordinary Measures Approval and Project Management Process	18



## Document History

Revision	Date	Summary of changes
0.1	03/09/2014	First draft
1.0	01/10/2014	Finalised
1.1	08/10/2014	Correct flow diagram provided for Appendix C
1.2	03/02/2015	Updated to include guidance on Project Delivery Milestones
1.3	08/04/2015	Updated to include Eligibility guidance and Progress Report Template
2.0	01/06/2015	Updated to include eligibility requirements, changes to application template, and project approval process
3.0	01/11/2015	'Lite' approval process incorporated
3.1	21/03/2016	Eligibility updated
3.2	08/09/2016	Formatting and links to documents / templates
3.3	15/11/2016	Retrospective applications
4.0	16/06/2017	Revision to the application with additional information required on the benefits
5.0	01/08/2018	Inclusion of the FastTrack and Extraordinary Measures Applications and Process

[www.tfl.gov.uk/lanerental](http://www.tfl.gov.uk/lanerental)



## Purpose

The purpose of this document is to provide guidance to prospective applicants wanting to make use of the Lane Rental surplus fund that is overseen by the Lane Rental Governance Committee (LRGC). The guidance provides information on the different routes to access the funds, the qualifying criteria for bids and how to complete the relevant application form. This document also sets out the process for approving applications and the management of approved projects.

### 1. Overview

Regulation 7 (2) of the [Street Works \(Charges for Occupation of the Highway\) \(England\) Regulations 2012](#) states that “an approved authority must apply the net proceeds for **purposes intended to reduce the disruption and other adverse effects caused by street works.**”

The committee is responsible for expenditure of the scheme in accordance with the regulations and as described in the LRG C Terms of Reference.

The DfT [guidance document for operating a lane rental scheme](#) complements the Lane Rental Regulations. Section 3.25 of this guidance suggests instances of where any surplus revenue can be applied. Applications for funding should broadly fit into the examples set out in this guidance, which are as follows:

- investment in R&D into new disruption-saving techniques or the establishment of "pipe subways" that enable apparatus to be accessed more easily and without causing disruption to traffic;
- provision of funding to support the wider application of useful techniques identified by such R&D;
- measures to improve the quality or accessibility of records about the location of underground pipes, wires and other apparatus;
- measures to help abate noise, pollution or safety hazards arising as a result of works;
- measures to improve the skills and capacity of the local authority staff charged with managing street works and assessing the proposed duration of works, over and above such measures that an authority should already be undertaking in order to fulfil their network management duty.

### 2. Eligibility

The nature of projects that qualify for funding under the established criteria should be carefully planned in advance with funding streams secured before any costs associated with delivery are incurred. Applications submitted retrospectively for any projects that are either in progress or have already been completed will not be considered for funding.

Any prospective projects must be ‘conducive to the provision of safe, integrated, efficient and economic transport facilities or services to, from or within Greater London’.

The application would therefore need to directly or indirectly benefit London. This is not to say that items outside of London would not be considered but they must have the potential to be used within London, for example a trial of a new technique or new technology.

In addition, the outputs from any funded project must not benefit the organisation receiving the funding over any other competitor, i.e. it must not have the potential to distort competition and trade in the European Union.

Applicants must make a declaration within their submitted application to this effect.



### 3. Submitting an Application to Request Funds

Before applicants complete a funding request form, they are strongly advised to check TfL's Lane Rental page to ensure other similar projects have not already been undertaken or are in progress.

There are four different paths to access funding:

#### a. Full Governance Committee:

Any external organisation that is not a London highway authority or utility company must make applications through this route. Big ticket projects from any organisation may also be channeled through the full committee. Applicants will initially be required to submit an application that is endorsed by a sponsor who sits on the committee. If successfully passing through the first stage review, the proposal will then need to be pitched to committee, which meets on a quarterly cycle.

Funding requests for full governance committee must be submitted using the application form provided within [Appendix A](#). The following commentary is provided to assist with completing the application form.

Applications must be submitted a minimum of one month in advance of the next meeting (a schedule of forthcoming meetings complete with application submission deadline dates can be requested from [LaneRentalFunding@TfL.gov.uk](mailto:LaneRentalFunding@TfL.gov.uk))

Failure to provide the information requested in particular, an adequate and justified benefit cost ratio, may result in delays to processing the application and subsequently require the application to be deferred until the next committee meeting. It is therefore suggested, that the application be submitted far enough in advance to accommodate any required changes to ensure the application is completed to a satisfactory standard.

Section	Guidance
Applicant Information	1. Provide details of the applicant
Sponsor Information	2. Funding request applications must be sponsored by the relevant industry stakeholder representative that attends the LRGCC meetings. A list of current LRGCC attendees can be requested from: <a href="mailto:LaneRentalFunding@TfL.gov.uk">LaneRentalFunding@TfL.gov.uk</a> 3. The Sponsor has responsibility for reviewing the application and formally submitting the funding request to TfL's Lane Rental Management Team (LRMT)
Application Details	4. <u>Bid Category</u> : One or more applicable categories should be selected 5. <u>Project Drivers</u> : Select one or more applicable drivers for the project. This information will assist with prioritising the application. 6. <u>Description of the Proposal including existing arrangements</u> : Elaborate further on the initiative (i.e. bid category) together with the project drivers. It should be clear what the project is seeking to achieve and highlight the policy aims, business goals and the end outputs the project will deliver. 7. <u>Estimated Duration to Deliver Proposal</u> : Specify the overall duration to deliver the proposal and the anticipated start date for the project



<p><b>Finance</b></p>	<p>8. <u>Proportion of project to be funded</u>: Specify whether the funding requested is for the full project cost, partial project cost or for a trial only.</p> <p>9. <u>Brief description of wider work</u>: If the funding requested is only going to cover a partial cost of the project then explain what the wider work is. For example the funding will cover a service bridge but the wider project is to construct a replacement bridge.</p> <p>10. <u>Breakdown of funding requested</u>: Specify how the LRGC funding will be spent. For example £25,000 will be allocated to staff costs; £100,000 will be for innovative techniques such as fast curing concrete. Include the estimated contingency amount and percentage of costs.</p> <p>11. <u>Total funding requested from LRGC</u>: Specify the amount of LRGC funding which is being requested.</p> <p>12. <u>Additional funding amount</u>: Specify if there is another source of funding in addition to the LRGC funding requested. For example if the total project cost is £800,000 but the LRGC funding requested is only for £200,000.</p> <p>13. <u>Source of additional funding</u>: Specify where any additional funding is coming from. Using the above as an example please state where the additional '£600,000' is coming from.</p> <p>14. <u>Total project cost</u>: Specify the cost of the entire project, which should comprise of Lane Rental funding and any additional funding disclosed.</p> <p>15. <u>Estimated life span of lane rental funding investment</u>: Specify how long the funding will last for. For example 4 month trial at 3 sites / 1 year operational cost / full 60 year life span. If the funding will cover the full cost of implementing then this would qualify for the full life span option (please state the length of life span).</p> <p>16. <u>Cost of using existing techniques/technology</u>: Specify what the current cost of the existing techniques/technology is.</p>
<p><b>Benefit</b></p>	<p>17. <u>Description of expected benefits</u>: Explain what the benefit of the proposed techniques / technology is. For example reducing journey times from 20 minutes to 5 minutes.</p> <p>18. <u>Scope of benefit</u>: Specify whether the benefits described refer to the full project, part of the project or for the trial only.</p> <p>19. <u>Duration of the benefit</u>: Explain when the benefit is likely to be seen. For example, during the construction phase only, after the project has been completed, or once a proof of concept becomes embedded as an operational process.</p> <p>State the expected length of time the end outputs will provide a benefit. For example future proofing could have a full life span (e.g. 60 years) or extraordinary traffic management measures might have specific works duration (e.g. 50 days).</p> <p>20. <u>Locality where benefit will accrue</u>: Select one of the location boxes for the project. If specific sites are known then specify in the table provided. If exact locations are unknown then provide as much information as possible in the box provided. This could include statements such as 'x' major junctions on the TLRN / x% of all major</p>



works on the TLRN.

21. Stakeholder(s) that will benefit: Select which stakeholders that will benefit from the proposal. This information will be used to assist with setting a priority level for the application.
22. Road users that will benefit: Specify who will benefit from the project. This could include (and is not limited by) pedestrians, buses, cyclists and vehicles. State the number of users affected for each mode. Please state how they will be affected. For example if a temporary pedestrian crossing is not provided then pedestrians will endure a 15 minute delay / 2km diversion.

Evidence will need to be provided to demonstrate where this data has been sourced from (e.g. manual cycle counts at the proposed location).

23. Benefits realisation: List the measures of success, together with the baseline and the expected value. For example delay experienced by road users using current technique could be an additional 20 minutes whereas with the new technology it could be 5 minutes.

Benefits must be SMART (specific, measurable, achievable, relevant and time-bound).

24. Value of benefit: Calculate the value of the benefit from the proposal; calculations should also be included.

The following table shows London Values of Time by mode. It has been calculated using the DfT's WebTAG Values of Time as a starting point and then modified to represent London. Please note these are the latest Values of Times as calculated by TfL as of March 2018 in the Business Case Data Book.

Mode	Value of Time (per hour)
Vehicle	£15.52
Pedestrian	£7.27
Cyclist	£9.22

For example:

The proposal is to construct a temporary cycling bridge for the full duration of works which is 50 days. This will prevent the cyclists having to divert, saving 30 seconds of their time. The value of time for a cyclist is £9.00 per hour. If a cyclist is delayed by 30 seconds then this value of time would be £0.08. It will benefit 100 cyclists per day.

$100 \text{ cyclists} \times £0.08 \times \text{hours of the day affected} \times 50 \text{ days} = £$

Trial Only – Estimated use if trial is extended: State what the predicted outcome is if the trial is a success. For example roll out of technique / technology to all major signals (x) on the TLRN over 10 years.

25. Benefit cost ratio: Calculate the benefit cost ratio for the project. The benefit has been calculated in the previous section.

For example:

Benefit specific to funding requested / funding requested



	<p>This information will provide the LRGC with a statistical indication of the predicted benefits the project aims to deliver.</p> <p><u>Partial cost of project only - Benefit cost ratio:</u> Calculate the benefit cost ratio where the benefit is proportional to the funding requested. For example if only 40% of the total project cost has been requested then the benefit claimed should be 40% of the calculations above.</p> <p>For example:  Full project cost = £100,000  Funding Requested = £40,000 (40% of total)</p> <p>Benefit (full) = £800,000  Benefit of funding requested (40%) = £320,000</p> <p>Benefit Cost Ratio (full) = 20.0  Benefit Cost Ratio (Partial using 40% benefit) = 8.0</p>
Supplementary Information	<p>26. <u>Additional information to be provided in support of benefits:</u> If a business case, feasibility study, technical report or similar already exists for the project then the applicant must supply this alongside the application.</p> <p>Please supply evidence of statements made within the ‘Benefit’ section. For example if it is stated that 100 pedestrians will be affected per day please provide evidence of where this information has been obtained from – this could include manual counts commissioned as part of a preliminary study.</p> <p>Evidence should also be provided regarding statements made about disruption / journey time savings or reduction in number of works.</p>
Eligibility	<p>27. Organisations external to TfL must specify if the proposal satisfies the funding eligibility requirements, and describe how (see section 2.1 above).</p>
Declaration	<p>28. The signatory to the application is confirming that the information provided, is to the best of their knowledge, factually correct. Future applications for funding from the organisation may be affected if it is later proven than the information transpires to be of an inaccurate or false nature.</p>
Submission	<p>29. Completed applications should be submitted to <a href="mailto:LaneRentalFunding@TfL.gov.uk">LaneRentalFunding@TfL.gov.uk</a></p>

**b. FastTrack – Innovation, Technology & Capability:**

A quick access fund that utility companies and London highway authorities may draw funds from. The proposal must relate to investment into **research and development of innovative techniques and technology, or measures to improve skills and operational capability** in this sphere. You will need to submit an [application](#) form through your organisations relevant industry sector custodian that has responsibility for allocating funding. Applications will be considered within 5 working days of receipt.





Funding requests for FastTrack must be submitted using the application form provided within [Appendix B](#). The following commentary is provided to assist with completing the application form.

Section	Guidance
Applicant Information	1. Provide details of the applicant along with the Custodian
Application Details	<p>2. <u>Bid Category</u>: One or more applicable categories should be selected</p> <p>3. <u>Project Drivers</u>: Select one or more applicable drivers for the project. This information will assist with prioritising the application.</p> <p>4. <u>Description of the Proposal including existing arrangements</u>: Elaborate further on the initiative (i.e. bid category) together with the project drivers. It should be clear what the project is seeking to achieve and highlight the policy aims and business goals of the proposal</p> <p>5. <u>Estimated Duration to Deliver Proposal</u>: Specify the overall duration to deliver the proposal and the anticipated start date for the project</p> <p>6. <u>Description of expected benefits</u>: Explain what the benefit of the proposed techniques / technology is. For example for an application which will aim to reduce the clear up time involved with spillages on the carriageway, please state what the current clear up time is and then state what the expected clear up time will be (10 hours to 6 hours). Other examples could include reducing the increase in journey times from 20 minutes to 5 minutes.</p>
Finance	<p>7. <u>Breakdown of funding requested</u>: Specify how the funding will be spent. For example £25,000 will be allocated to staff costs; £100,000 will be for innovative techniques such as fast curing concrete. Please specify other costs</p> <p>8. <u>Total funding requested</u>: Specify the amount of funding which is being requested.</p>
Eligibility	9. Organisations external to TfL must specify if the proposal satisfies the funding eligibility requirements, and describe how.
Declaration	10. The signatory to the application is confirming that the information provided, is to the best of their knowledge, factually correct. Future applications for funding from the organisation may be affected if it is later proven than the information transpires to be of an inaccurate or false nature.
Submission	11. Completed applications should be submitted to <a href="mailto:LaneRentalFunding@TfL.gov.uk">LaneRentalFunding@TfL.gov.uk</a>

### c. Extraordinary Measures:

A quick access fund that any work promoter can utilise if implementing extraordinary measures when undertaking street and roadworks activities in London. These are typically disruption mitigation provisions discussed at site meetings to evaluate the impact of proposed traffic management arrangements, and/or construction methodology. The measures will be expected to go above and beyond conventional means when undertaking works, e.g. where temporary enabling works are required to maintain capacity. [Applications](#) will be considered within 5 working days of receipt



Funding requests for Extraordinary Measures must be submitted using the application form provided within [Appendix C](#). The following commentary is provided to assist with completing the application form.

Section	Guidance
Applicant Information	1. Provide details of the applicant along with the Custodian
Application Details	2. <u>Description of the Proposal</u> : Elaborate further on the measures being put in place. It should be clear what the measures are seeking to achieve 3. <u>Estimated Start &amp; End Dates</u> : Specify the anticipated start and end date for the project 4. <u>Description of expected benefits</u> : Explain what the benefit/s of the proposed measure/s is/are. For example reducing the increase in journey times from 20 minutes to 5 minutes.
Finance	5. <u>Breakdown of funding requested</u> : Specify how the funding will be spent. For example £25,000 will be allocated to staff costs; £100,000 will be for innovative techniques such as fast curing concrete. Please specify other costs 6. <u>Total funding requested</u> : Specify the amount of funding which is being requested.
Declaration	7. The signatory to the application is confirming that the information provided, is to the best of their knowledge, factually correct. Future applications for funding from the organisation may be affected if it is later proven than the information transpires to be of an inaccurate or false nature.
Submission	8. Completed applications should be submitted to <a href="mailto:LaneRentalFunding@TfL.gov.uk">LaneRentalFunding@TfL.gov.uk</a>

#### d. Lite Approval Process

This process is currently on hold until a 12 month trial of the funding routes described in b. and c. above has been completed. When it is active nominated work promoter representatives consider applications that are founded on the principles establish from previously approved funding applications, and have a maximum value of £100,000. Finalised applications are considered within 10 working days of receipt.

#### 4. Full Governance Committee Funding Request Approval Process

The following table provides a brief description of each of the steps in the process for requesting funds, and should be read in conjunction with the flow diagram for the relevant funding route - see [Appendix D - G](#).

Process Ref:	Process Name	Process Description
1.	Complete Application	The applicant must complete the application form provided, and secure a project sponsor that attends the LRGC meetings. The sponsor should be



	<b>&amp; Secure Sponsor</b>	from the relevant industry submitting the application. A list of current LRGC attendees can be requested from: <a href="mailto:LaneRentalFunding@TfL.gov.uk">LaneRentalFunding@TfL.gov.uk</a>
2.	<b>Review &amp; Submit Application</b>	The project sponsor acts as the interface between the applicant and the LRGC. The sponsor is responsible for reviewing the application to ensure it is fit for purpose, before submitting the application to the Lane Rental Management Team (LRMT).
3.	<b>Application Validation</b>	The LRMT will validate the submitted application to ascertain that sufficient information has been provided and that the benefits and cost benefit ratio calculations provided are robust. The application will also need to be sufficient to enable the LRGC chair to conduct a first stage review.
4.	<b>Application Complete</b>	The LRMT will liaise with the sponsor and applicant if further information is required to support the application. If sufficient information has not been supplied it may be necessary to postpone the application to the next committee.
5.	<b>First Stage Review</b>	The application will be reviewed by the LRGC chair to ascertain if the proposal fulfills the Lane Rental funding request criteria.
6.	<b>First Stage Approval</b>	The LRMT will liaise with the sponsor and the applicant if further information is required to make a decision. If the application is approved the proposal will be considered at the next LRGC and circulated to representatives in advance of the next meeting. If the funding request is declined the LRMT will issue a decision notice (8a.) setting out the reasons for refusal.
7a.	<b>Second Stage Review</b>	The project sponsor, or an agreed representative will be required to present the proposal to the LRGC.
8.	<b>Second Stage Approval</b>	The LRMT will be notified of the decision made by the LRGC and either issue a decision notice stating why the application was declined (8a.), or progress the application to the next stage if the application is approved.
9.	<b>TfL Project Authority</b>	The LRMT will seek project authority through TfL's internal governance processes in order to formalise the project on TfL's book of accounts.
10./11.	<b>TfL Project Authority Clarification</b>	Further information may be requested from the applicant/sponsor to satisfy TfL project authority governance requirements.
12.	<b>Section 159 Agreement</b>	The LRMT will formalise the release of TfL Lane Rental funding to a third party in accordance with section 159 of the GLA Act, and disclose financial statements relating to the same within TfL's Annual report.
13.	<b>Notice of Approval</b>	The LRMT will issue a notice of approval to the applicant/sponsor once all required approvals are in place.

### 5. Full Governance Committee Project Management Process

The management of the project will be monitored via project progress reports submitted at regular intervals to enable progress updates at LRGC meetings. The progress report template can be found in [Appendix H](#).



## Project Documentation

### a. Project Delivery Milestones

Following approval of funding applications it may be necessary for the applicant to provide further information relating to the delivery of the project in order to secure TfL project authority. In general this comprises estimated delivery dates and payments that are broken down by Project Milestones.

Projects that have an approved funding value of less than £100k need only complete information relating to the delivery and completion phases.

The following guidance is provided to assist with completing the form:

Section	Guidance
Project Information	1. This information should be extracted from the approved Application Form
Project Delivery Milestones	<p>2. <u>LRGC Approval</u>: Provide the date the application was approved by the LRGc</p> <p>3. <u>TfL Project Authority</u>: Provide the date the project spend was authorised on TfL's books. This date will be notified separately by the LRMT</p> <p>4. <u>Project Milestones</u>:</p> <p>a. <i>General</i>:</p> <p>LRGC approved projects can vary considerably in nature, ranging from software developments to trialing new technology on the highway to future proofing assets. It is therefore acknowledged that the key activities listed below for each of the project delivery phases will not always be applicable for every project:</p> <p>b. <i>Start-Up Phase</i>:</p> <ul style="list-style-type: none"> <li>• Identify resources required to complete the project</li> <li>• Identify any potential risks or issues</li> <li>• Produce a detailed project plan</li> </ul> <p>c. <i>Design Phase</i>:</p> <ul style="list-style-type: none"> <li>• Produce specifications, high-level design, low-level design, test strategy, service level documentation, benefits realisation plan, and risk register</li> <li>• <b>Secure LRGc/LRMT approval to proceed to delivery phase</b></li> </ul> <p>d. <i>Delivery Phase</i>:</p> <ul style="list-style-type: none"> <li>• Continually update project documentation</li> <li>• Secure work approvals, procure equipment, raise work orders, establish environments, undertake testing, complete trials, implement initiative</li> </ul> <p>e. <i>Completion</i>:</p>



	<ul style="list-style-type: none"> <li>• Evaluate project against the benefits realisation plan</li> <li>• Produce business hand over plan and operational procedures</li> <li>• Complete lessons learned log</li> <li>• Produce LRGC project completion report</li> <li>• Assist with developing industry stakeholder communications</li> <li>• <b>Secure LRGC/LRMT approval to close project</b></li> </ul>
Project Management Methodology	5. Describe how the project will be managed and delivered
General Comments	6. Provide any additional information relevant to the delivery of the project and/or the associated finances.
Declaration	7. The signatory to the application is confirming that the information provided, is to the best of their knowledge, factually correct.
Submission	8. Completed applications should be submitted to <a href="mailto:LaneRentalFunding@TfL.gov.uk">LaneRentalFunding@TfL.gov.uk</a>

## 6. FastTrack & Extraordinary Measure Approval & Project Management Process

Process Ref:	Process Name	Process Description
1.	Complete Application & Produce Cost Benefit	The applicant must complete the application form provided, and submit it through the funding custodian relevant to your industry. A list of funding custodians can be requested from: <a href="mailto:LaneRentalFunding@TfL.gov.uk">LaneRentalFunding@TfL.gov.uk</a> Depending on the nature and value of the funding requested you may be required to produce a cost benefit to support your application.
2.	Custodian Review & Approve Application (FastTrack Only)	The project Custodian acts as the interface between the applicant and the Lane Rental Management Team (LRMT). The custodian is responsible for reviewing the application to ensure it is fit for purpose, before submitting the application to the LRMT.
3.	Log and Review Application	The LRMT will review the submitted application to ascertain that sufficient information has been provided and that it meets the validation criteria. The application will be logged and published on TfL's website to avoid duplicate expenditure on similar projects undertaken by different stakeholders.
4.	Application Approved	If the application is declined the LRMT will issue a decision notice stating why the application was declined (5.), or progress the application to the next stage if the application is approved (6.)
5.	Notify Applicant and Custodian	If the application is declined, the LRMT will notify both the applicant and custodian, giving reason/s for the decision.



6.	Submit Quote /Proposal for Work	If the application is approved the applicant and custodian will be notified and a request made for the applicant to submit a quote of proposal for the work so that a purchase order can be raised.
7.	Request Purchase Order from Finance	Once either a quote or proposal has been received by the LRMT, a request will be made for Finance to raise a purchase order
8.	Start Work	Applicant will start work
9.	Submit Progress Report	The applicant will provide updates on progress at regular intervals
10.	Brief the Lane Rental Governance Committee	The Custodian will be required to retrospectively bring details of the project to the Lane Rental Governance Committee (LRGC), providing assurances that it meets the qualifying criteria for surplus spend.
10a.	Committee Objection	The LRGC will validate if the project meets the surplus spend criteria.
10b.	Stop Project & Recover Costs from Applicant	If the LRGC determine that the project does not meet the criteria for the surplus spend, the custodian will be instructed to cease the project and recover the costs from the applicant
11.	Produce Industry Publication	On completion of the project, the applicant must produce an industry publication detailing the outcomes.
12.	Produce Completion Report & Invoice / Request Payment	A completion report and invoice shall be submitted by the applicant.
13.	Request Payment from Finance	The LRMT shall request payment from Finance upon receiving satisfactory evidence of the costs incurred and all mandatory documentation

## 7. Appendices

The following appendices can be used to navigate to the relevant document / template

[Appendix A – Full Governance Committee Application Form](#)

[Appendix B – FastTrack Application Form](#)

[Appendix C – Extraordinary Measures Application Form](#)

[Appendix H – Project Delivery Milestone Template](#)

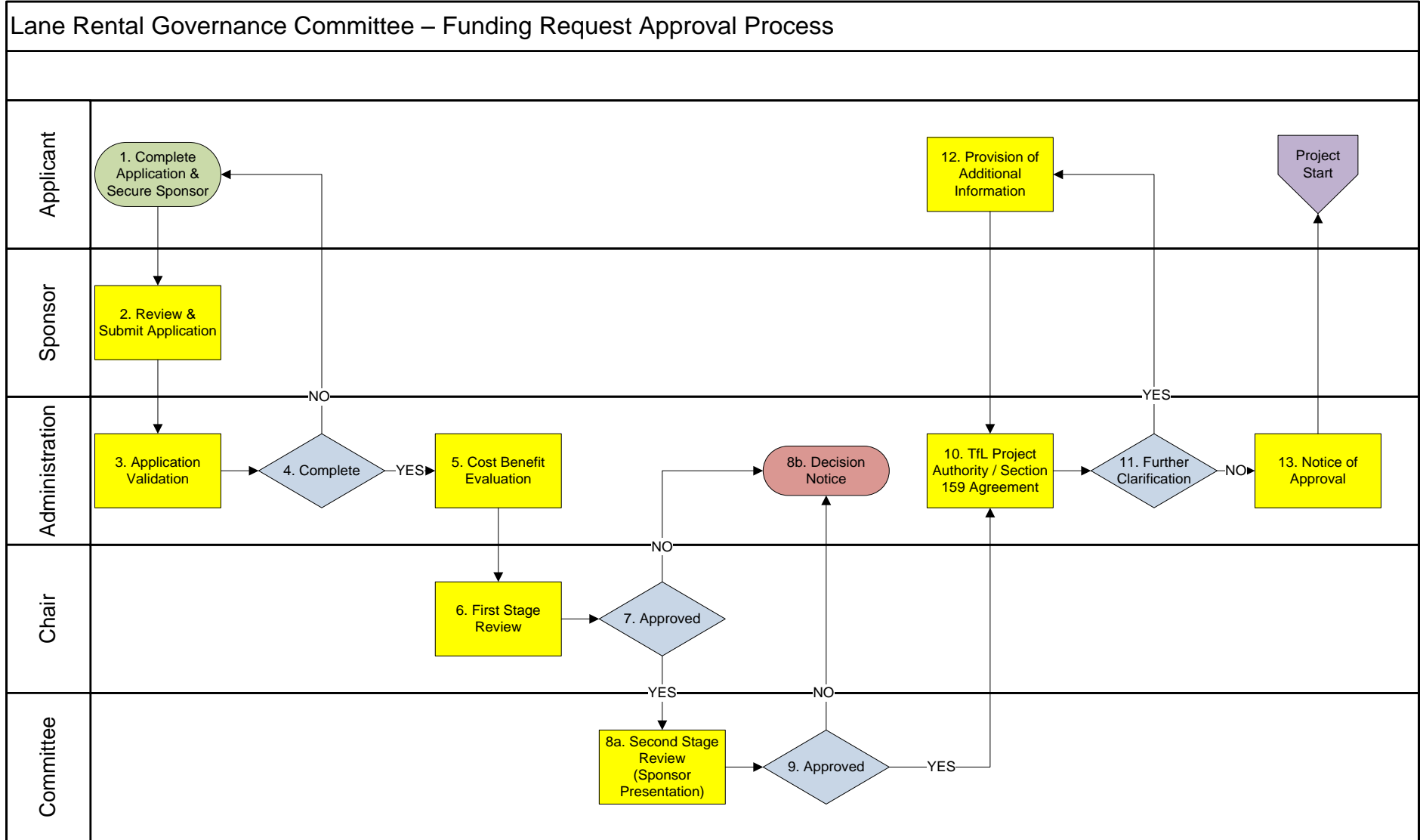
[Appendix I – Progress Report](#)

[Appendix J – Closure Report](#)

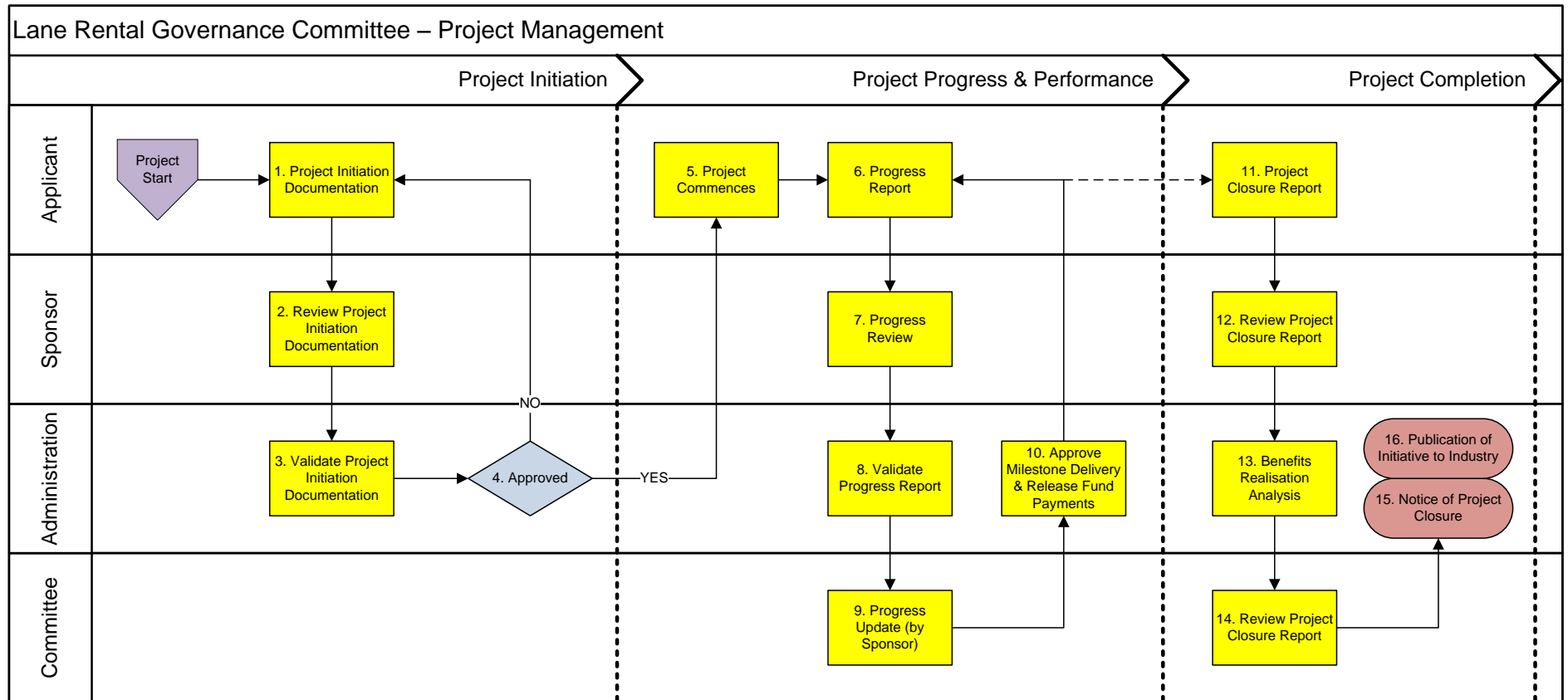
[Appendix K – Publication](#)



# Appendix D – Full Governance Committee Approval Process

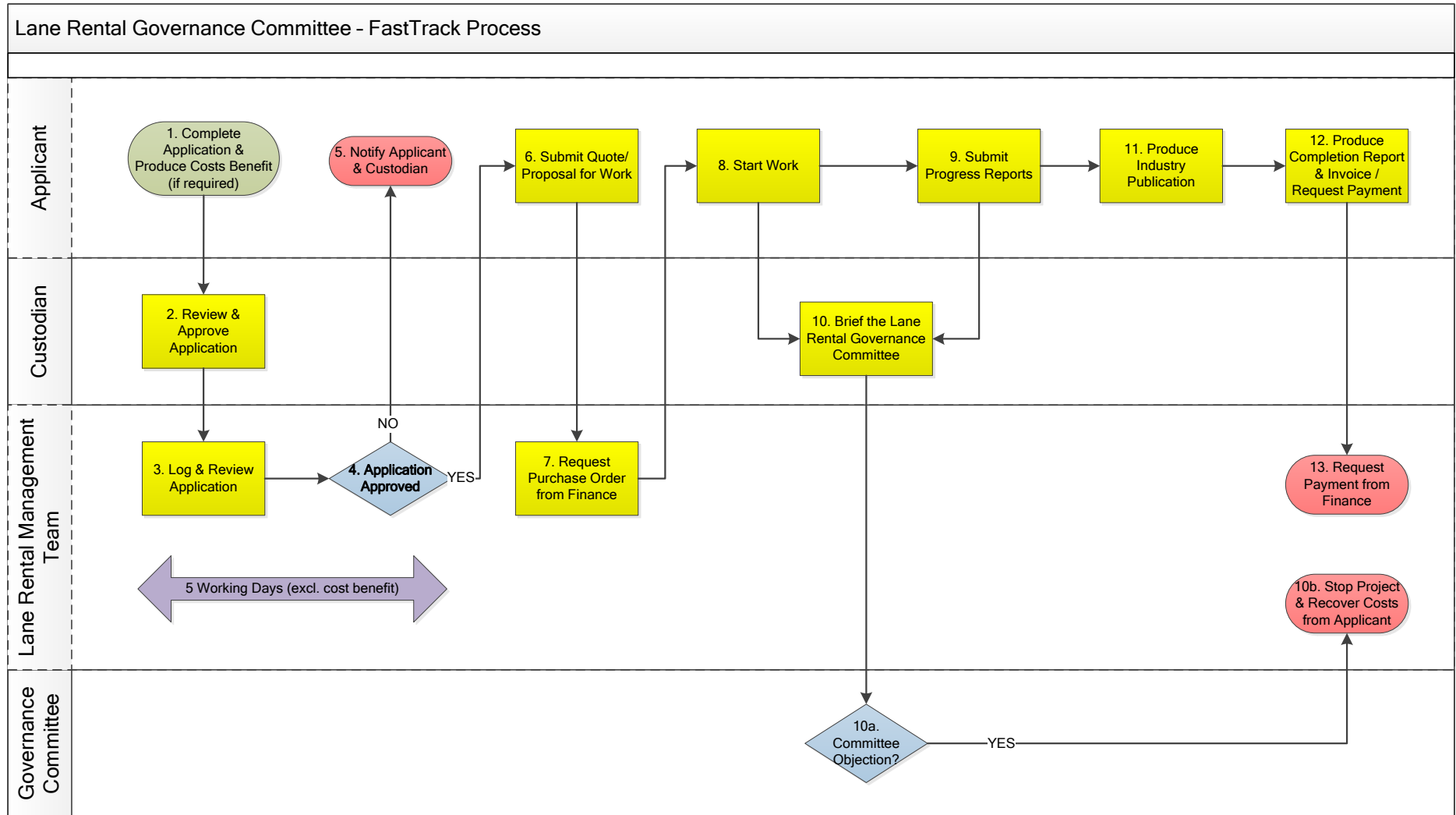


## Appendix E - Project Management Process for Full Governance Committee Approved Requests

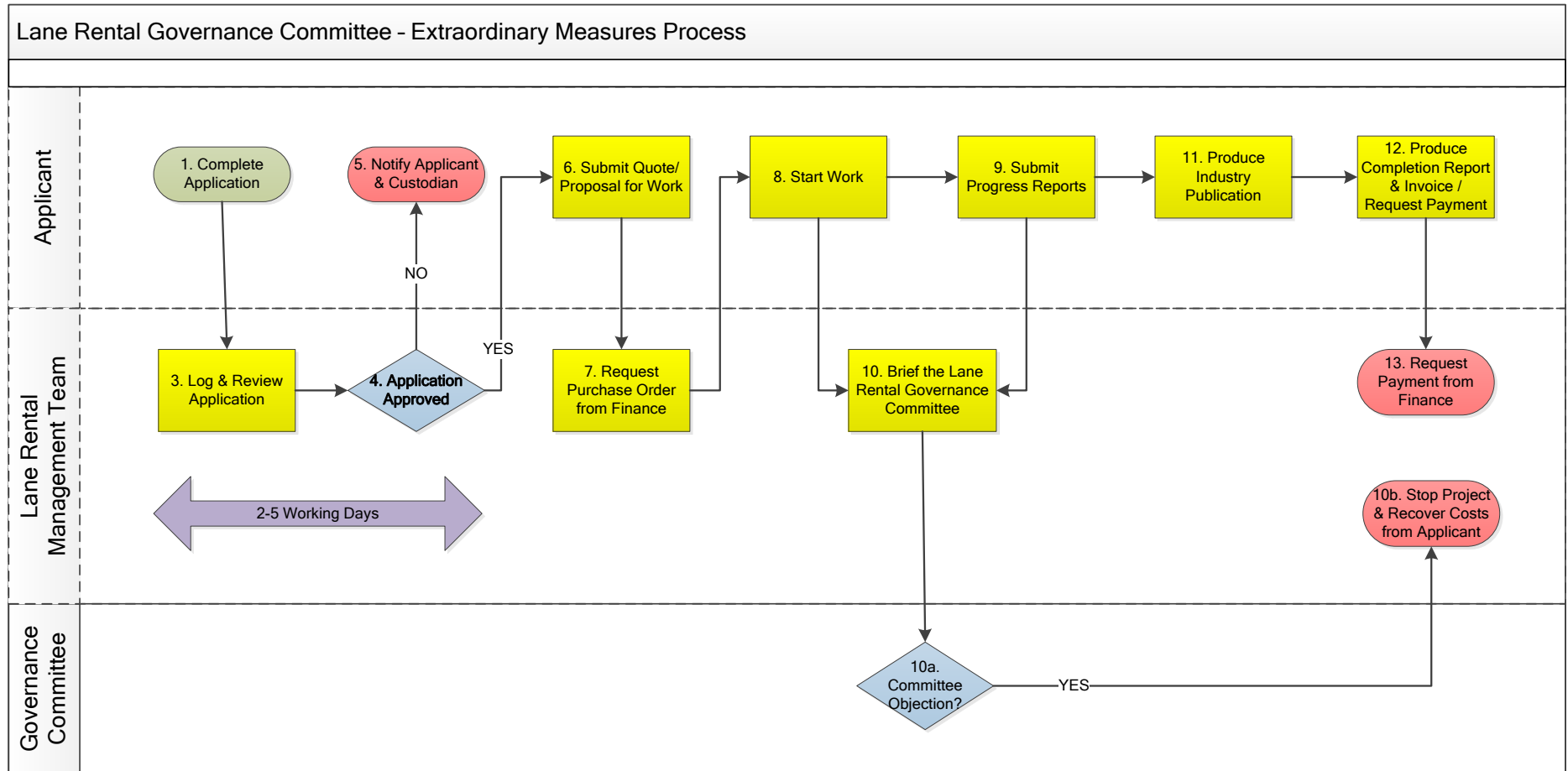




## Appendix F – Fast Track - Innovation, Technology & Capability – Approval and Project Management Process



## Appendix G – Extraordinary Measures Approval and Project Management Process



Email: [LaneRentalFunding@TfL.gov.uk](mailto:LaneRentalFunding@TfL.gov.uk)

Web: [www.tfl.gov.uk/lanerental](http://www.tfl.gov.uk/lanerental)

