

Temporary Consolidated Suspension Request (TCSR)

Terms & Conditions and Application Guidance
For Statutory Undertaker Activities



EVERY JOURNEY MATTERS

Terms and Conditions

1. General

- 1.1 TCSR Applications must be submitted via TfL's StarGo portal where applications will be reviewed and processed by TfL's Roadworks Performance Team
- 1.2 A minimum of 3 weeks in advance of commencement date is required when applying for a TCSR
- 1.3 The permit reference related to TCSR application must be granted – TCSR applications cannot be processed without a granted permit
- 1.4 Where TCSR applications relate to a roadworks activity that is subject to prior TM approval, please ensure the TM approval has been issued before applying for the TCSR
- 1.5 This application form is for Statutory Undertaker roadworks only

For further queries regarding TCSR applications, please contact RPUtilityTrafficOrders@tfl.gov.uk

2. TCSR Applications

- 2.1 Suspend bus lanes to allow other traffic to pass along them
- 2.2 Suspend parking and loading bays
- 2.3 Suspend disable parking pays
- 2.4 Suspend motorcycle parking bays

3. TCSR Limitations

- 3.1 A TCSR can only suspend enforcement during the operational times of the existing controls. The days/hours of the existing controls are those displayed on the permanent enforcement signs. Suspension outside of those times will generally require a Temporary Traffic regulation Order (TTRO)
- 3.2 A TCSR can only suspend parking bays for the use of vehicles essential/integral to the works activity. The suspension must not be used to allow parking of other unrelated vehicles.
- 3.3 Vehicles parked within a suspended bay that are not deemed essential to the related works activity may be subject to enforcement action.
- 3.4 TCSRs are for suspending TfL controlled designations only – TfL's road network contains some parking bays controlled by the Local Authority, this will be indicated on the permanent enforcement signs and contact should be made with the relevant Authority for those suspensions

4. Payment

Charge/Fee Description	Fee
Temporary Consolidated Suspension Request	£800
TCSR Extension	£800
Emergency TCSR	£1300

- 4.1 TfL accept payment by Purchase Order or BACS
- 4.2 For Purchase Order payments, please make sure the PO number is stated on the application form. Documents related to any purchase order can be uploaded as an attachment to the application.

4.3 For BACS payments, please use the below details:

Bank:	HSBC Bank PLC
Sort Code:	40-02-50
Account No:	61394614
Account Name:	Surface Transport
REF:	TCSR Ref XXXX SC.2198.015

4.4 TCSR applications will not be processed if evidence of payment is not received with the application, or details of payment are found to be incorrect.

5. Conditions of Use

- 5.1 Transport for London may revoke the TCSR approval if work has not started or does not comply with the details and plans provided within the approved application form. No refund will be provided.
- 5.2 The TCSR shall not apply in respect to any vehicle being used for the works, or any vehicle used for fire brigade, ambulance or police purposes, or anything done with the permission or direction of a police constable in uniform or person authorised by Transport for London
- 5.3 The TCSR shall only remain in force for the dates specified on the regulatory signage or specified within the approved application form.
- 5.4 The TCSR parking and loading bay suspensions shall be enforced by TfL's Enforcement Officers or the MPS. TfL reserve the right to inspect prohibitions and suspensions at any time.
- 5.5 If any difficulties are encountered with the regulatory signage enforcing the suspensions; or the regulatory signage is no longer required because, for example, the works have been completed early; please email RPUtilityTrafficOrders@tfl.gov.uk or contact on the numbers below.
- 5.6 If any difficulties are encountered with obstructions, such as parked vehicles, that directly relate to the granted TTRO restrictions, please contact TfL's Roadworks Performance:

Telephone: 07546 302137 (Working Hours)
07702 668829 (Out-of-Hours)
Email: RPUtilityTrafficOrders@tfl.gov.uk

6. Extensions

6.1 In most circumstances the duration of a TCSR may be extended providing the extension request is made at least 3 working days prior to the TCSR's expiry. Please email RPUtilityTrafficOrders@tfl.gov.uk to request a TCSR extension.

7. Cancellations and Refunds

7.1 A full or partial refund may will be considered if the application is subsequently cancelled. However, all reasonable costs incurred up to the point of cancellation will be chargeable. Please contact RPUtilityTrafficOrders@tfl.gov.uk for further advice on refunds.