



For Events and Filming only.

**Event/Film Details.**

All Fields Compulsory

Bus Stop Number		Borough	
Road Name		Junction	
Start Time		Start Date	
Finish Time		Finish Date	

**Event Description.**

All Fields Compulsory      Event Name

**Invoicing.**

All Fields Compulsory

Company Name	
Accounts Contact (email)	
Accounts Address	
Payment Reference or Purchase Order Number	

**Traffic Management.**

All Fields Compulsory

Include a traffic management drawing(s) with your application.

Please read and accept the conditions on page two before submitting your request.

## Conditions of request

This form is only to be used for event or filming related purposes (see page 3 for requests relating to roadworks).

### Charges:

First day £225.00+VAT each bus stop

Each day there after £75.00+VAT each bus stop

Bus diversion\* minimum £1,250.00+VAT

TfL Staffing costs: To facilitate the event requires TfL to provide supervisory and command and control staffing levels.

\* Diversion charges include bus stop charges and consumables.

### Where do I find the bus stop number?

Bus stop numbers are alpha numerical, black text on a white label underneath the bus stop sign, e.g. BP1234, I2345 or R1234.

### Why may a request for a bus stop suspension be declined?

- Wrong bus stop number provided
- Less than 2 weeks advance warning
- Sent to wrong email address
- Compulsory fields are either incomplete, incorrect or missing TM plans
- Impact of suspensions (request includes a bus stand, station or garage; peak hours; affects multiple high frequency routes; location is near transport terminus etc

### What happens once a request has been approved?

- On the day date/time required, our Incident Response team will attend the bus stop(s) and put out the suspension. A yellow hood will be placed on the stop(s) which must not be removed at any time. This will show bus drivers and passengers that the bus stop is not in use
- No alterations to bus stops are permitted. These include the removal or covering of posters and signs without prior permission from TFL
- If the Incident Response team have not suspended the stop(s) it may be that they have been called to respond to an unplanned incident as a priority. Please notify the Red Routes Filming team and continue with your approved activities

**Read and accepted conditions:**

Once complete, submit request to [RedRouteFilming@tfl.gov.uk](mailto:RedRouteFilming@tfl.gov.uk)