

Temporary LUAS Card

TFL Temporary LUAS Card Application Details:

A Temporary LUAS card is required for all contractual works that takes place on TFL property. Once assigned, it is the responsibility of the named bearer to ensure that it is carried at all times when on TFL property and that it is returned on completion of works. The temporary LUAS card is valid for 6 months only.

Once issued, your LUAS smart card:

1. Only enables you to access and work on LU infrastructures when authorised to do so
2. Must be shown on demand
3. Must not be used for travel at anytime (a valid ticket is always required)
4. Does not authorise any work.
5. Can only be used by you and nobody else
6. Remains the property of LU
7. Must always be in date

Any card not returned at the end of permitted works may result in a cost incurred to the bearer / Company and future LUAS cards not being issued until returned.

If a LUAS card is lost or further support needed contact luatenants@tfl.gov.uk or the subsequent TFL Project Manager.

On applying for a LUAS card, the applicant has stated that they have read and understood the **TFL LU Distant Learning Information Guide** – Access, Health, Safety and Environment V7-May2013.

<http://content.tfl.gov.uk/appendix-4-lu-safety-induction.pdf>

LUAS Application Details

All applications will take five days for approval.

To ensure the smooth running of the application, please submit the following:

1. Full name
2. Start date required. Be aware that it only runs for 6 months. A new one will have to be re-applied for at the end of the 6 month period.
3. Company, address and contact number
4. You provide a colour passport style photograph (A camera phone/digital picture is permitted).
 - A. A white/neutral background
 - B. Full head shot is required.
 - C. No hats or sunglasses.
 - D. Clear and in focus
 - E. A true reflection of your present appearance i.e. taken recently
 - F. Unaltered by computer software
 - G. Please do not scan a photo from another ID.
5. Coloured Scanned copy of passport or EEA National ID Card. If applicant does not have a passport/ EEA ID Card a driving license and copy of their birth certificate is permitted. Any Visa attached to passports must be suitable for working in the UK.

Any variations to this may result in the photo being rejected and will delay your application.

Please Note that we are unable to Issue a LUAS Card to anyone under the age of 18 years. Contact your Tfl representative to find out more

It is the responsibility of the applicant to have a good understanding of verbal and written english when working on the LU network. Applications may be rejected on collection by the issuing staff if their level of english is not deemed adequate to work safely on the LU Network.

Please ensure that each individual applicant brings one of the following when collecting thier card:

- passport (and visa where necessary) or national identity card. Please note that Home Office letters are not accepted unless they are supported with an ECS letter issued within the last 3 months, and applied for by the requesting company or
 - UK birth certificate accompanied with a driving license.
- If the relevant documentation listed above is not provided the LU access card cannot be issued.

Our office is open for collections **Monday, Wednesday or Friday between 10.00 and 11.00 or 13.00 and 14.00 excluding bank holidays.**

Collection is from the 172 Buckingham Palace Road, Victoria, SW1W 9TN.

Please note that if collection is not made within the next 4 weeks the card will be cancelled and destroyed.

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TFL LUAS Card Application

F0192 - LU Access Card Request:

Please complete the following:

Name of manager
requesting the card:

Name of company
carrying out the work:

Date of Request:

First Name of Cardholder:

Surname of Cardholder:

Reason for the card:

Location of the work:

Card Expiry Date:

Please tick to state proof of identification has been seen:

1. Valid passport and a visa if required (non EEA passports)
2. UK birth certificate with the photographic part of driving license
3. LU staff pass (photographic part)

**I agree that the individual has been given a copy of the LU safety
induction booklet:**

Authorized by:

Date:

Collected by:

Date: