

General requirements

Whenever there is a requirement to store materials or equipment on London Underground (LU) premises, an application for a storage licence must be submitted to the relevant LU landlord manager:



For Bakerloo, Victoria, Metropolitan and Hammersmith & City line applications (for Lineside and Station pit only, not Stations or depots) to be submitted to the line TISM.

- 21 days before the commencement date, if it is a 'first time' application
- 14 days before the expiry date of the existing storage licence, if it is an application for a renewal and an extension to a Fire Concession Forum exemption is required
- days before the expiry date of the existing storage licence, if it is an application for a renewal and there is no exemption involved.



A storage licence can only be granted by the LU landlord manager responsible for the area in which the storage is to be made. It is good practice to make contact with the LU landlord manager and Track TISM to discuss the storage requirements prior to submitting the application.



Please note that if you need to renew a storage licence, you must complete a new application form. Furthermore, if you are applying for a renewal of a storage licence, make sure that the details of materials to be stored and the storage location are the same as the ones on the original application form.



The landlord manager can refuse an application for a storage licence, if this is not received within the above stated timescales.



The full period of storage must be stated on the application for a storage licence and must be kept to a minimum.

Types of materials that can be stored

Any materials or equipment necessary for the maintenance or renewal of the operational railway can be stored on LU premises subject to the granting of a storage licence.

Materials must be shown on the storage licence in accordance with the following definitions:

- non-flammable, e.g. metals
- not readily flammable, e.g. timber, some greases and oils (flash point above 55°C)
- flammable, e.g. diesel fuel, white spirit, paraffin (flash point between 21°C and 55°C)
- highly flammable, e.g. methylated spirits (flash point between 0°C and 21°C)
- extremely flammable, e.g. petrol (flash point below 0°C)



Please note that the list above is not definitive. If you are unsure about storage suitability of a specific material and/or maximum quantities that can be stored, please contact your safety department for further advice.



In a permanent store above ground it is possible to store quantities of a hazardous substance, although this will be subject to control by licence.

Prior to applying for a storage licence

1. Check that the materials / equipment that need to be stored are not prohibited.
2. Confirm that a fire waiver for any hazardous materials that needs to be stored has been granted by LU.
3. Carry out a site specific risk assessment of the storage site and complete the storage plans and methods.
4. Determine if materials and equipment to be stored are to be classified as strategic spares or maintenance or project plant and materials or scrap.

Applying for a storage licence

1. Go on the Operational Standards page on the LU internet site and download an application for a storage licence.
2. Complete the application form and submit it according to the timescales listed under GENERAL REQUIREMENTS.



If the application is granted, make sure that:

- copies of the form are sent to all other relevant departments
- a copy of the storage licence application is displayed at the appropriate storage location.

The LU landlord manager will, in turn, arrange for the storage location to be included in the appropriate planned general inspection (PGI) checklist.

If the application is refused, you have the right to ask the landlord manager for the reasons of refusal and an explanation will be provided.

When a storage licence has been granted

You must make sure that the materials / equipment listed on your Storage Licence will be:

- stored in appropriate containers (as required by legislation)
- stored upright. If stored on their side, they must be properly secured
- properly marked
- periodically examined for damage
- stored at approved locations only.



Once the storage licence has been granted, it must be displayed at the storage location for the duration of the storage period.

Remember

The requester / user of a storage licence is accountable for ensuring that:

- storage is only carried out in accordance with the reason and duration shown on the storage licence
- storage is compliant with the requirements set out by LU
- the storage site is regularly inspected in accordance with the storage plan
- the storage site is cleared of all materials and equipment once the licence is expired

The LU landlord manager granting the storage licence is accountable for ensuring that the storage location is included in the appropriate Planned General Inspection (PGI) of the area within which the site is located in accordance with the relevant LU standard.



When storing items on or near the track, care must be taken to ensure that these items cannot break free, roll or be blown onto the track. Tunnel sections need to consider the “piston” effect of trains and how this might impact on storage. For further information, please contact the CMO planning & performance manager.



Applying for a storage licence



Guidance for external organisations requiring storage on London Underground

Operational Standards
Issue 2.3

AVA
MAYOR OF LONDON

Documents
Document Sharing Hub