Transport for London
London Dial-a-Ride

EMAIL GROUP BOOKING REQUEST

Please complete this form on your computer and then email as an attachment to **DarGroupBookings@tfl.gov.uk**
You can use the tab key + shift key or mouse pointer to move forward and backward between the fields you have to fill in
It is important you fill in all fields for us to correctly process your booking

ORGANISER DETAILS

Name of Organisation **if any**:

Title:	Surname:	Forename:
Email:		Contact Number:

OUTWARD

Date of Travel **(dd/MM/yyyy)**:	Trip Purpose:

Are the customers travelling from their home addresses? Yes   No

Pick up Address **if not from home**:	Post Code:

Pick up Time (24H) **(HH:mm)**:	Start Time (24H) **(HH:mm) appointments, meetings, ticketed events…etc**:

Destination Address:	Post Code:

If you require a certain amount of time at your destination, length of stay e.g. shopping, please state in hours and minutes and do not request a return time:

RETURN

Return Date of Travel **if different from above (dd/MM/yyyy)**:

Return Pick-up Address **if different from destination above**:	Post Code:

Return pick up time (24H) **(HH:mm)**:

Are the customers returning to their home addresses? Yes   No

Return Destination Address **if not home**:	Post Code:

CUSTOMER DETAILS

#	Surname	Forename	Customer Number	Mobility Aid	Companion
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

COMMENTS

Please make any additional comments that feel are important for us to successfully manage your booking request:

DECLARATION

Please note that this form and the personal data contained in it will only be used for the sole purpose of providing registered customers with the Dial-a-Ride service, if your personal details differ from those that we hold in our records we may contact you to confirm them and update our records if necessary. This is in accordance with our obligations under the Data Protection Act 1998. If you have completed the form on behalf of a customer(s) please check the box below. It is important that you do so as we are unable to process your booking without this.

I declare I have permission on behalf of the customer(s) that the information in the above booking request given is correct and has been authorised by me (organiser):

Thank you for using Dial-a-Ride.