

ACCESS FOR EXTERNAL PARTIES

Thank you for your inquiry regarding potential access to, or works adjacent to, the Rail Corridor.

ARTC will co-ordinate, administer and manage the Application for the proposed works to be undertaken within or adjacent to the Rail Corridor, Rail Infrastructure, Operations or Property that may have the potential to impact on the safety, integrity and operation of the Railway.

ARTC Property is the initial point of contact for all Applicants and we will facilitate the assessment and provide feedback in relation to acceptability of your proposal, please allow for 20 working days for processing of the application.

There are three (3) potential outcomes from ARTC assessing your proposal;

- Acceptance,
- Acceptance, subject to conditions or amendments,
- Rejection.

ARTC Access Application Form

To evaluate and provide you with necessary guidance and direction, we need to understand what impact your works will have on the rail corridor. Please provide as much relevant information as possible on the Application Form. Accordingly, the completed form and associated supporting documentation is to be returned to ARTC Property.

Please note this process incurs a review fee upon application to allow ARTC to register your request. A Tax Invoice will be forwarded on application to the nominated contact. Indicative fees are available on the ARTC website, <http://www.artc.com.au/work/external-parties/fees/> or by contacting ARTC Property.

Safety and Communication Protocols – RLS-PR-003 and ANWT 300

In accordance with these protocols the following will need to be addressed in your Safe Work Method Statement or Site Specific Safety Plan;

- a. Identify the tasks, risks and controls with particular regard to the increased risk of working within the Railway Corridor, entry to the danger zone (which is the area within 3 metres of the outer running line rail) and potential to foul the operating railway line. You should also include any travel to and from the work site within the rail corridor ensuring vehicles and personnel remain outside the Danger Zone.
- b. Establish contact with the “*Team Manager and Train Control at least 7 days prior to the commencement date of the works and making contact again on the day the works commence prior to entering the Rail Corridor*”.

Your application will be assessed and if approval is granted for your proposal, the commencement of any access or works is dependent upon the execution of a legal document and the acceptance of all terms and conditions.

No work shall commence until the execution of the legal documentation and the payment of the application fee.

Should you require further information or clarification please do not hesitate to contact ARTC Property.

APPLICATION TO ENTER ARTC PROPERTY

This form is to be used by any person/s or entity who wishes access to the Rail Corridor for any reason, or is intending to carry out any Construction or Development work over, under, near or adjacent to the Rail Corridor. Please provide as much detail, in as many sections of this form as possible regarding your proposal. Incomplete data may impede the processing of your application.

Where there is insufficient space in these boxes to provide all the information requested, the Applicant should attach additional papers or documents to this Application form.

1. Reason for Application

Please describe the reason for this Application, please tick the appropriate boxes

- 1 Non-intrusive (eg Survey)
- 2 Routine Maintenance
- 3 Urgent rectification works
- 4 Non Routine Maintenance / Fault rectification activity
- 5 Replacement of existing facility - existing location
- 6 Replacement of existing facility - new location
- 7 Removal of existing facility
- 8 Relocation – temporary
- 9 Relocation – permanent
- 10 New facility
- 11 Other/specify
- 12 Agreement in Principle Only
- 13 Lessors Works – TfNSW (Agents and Contractors only)

2. Location

L O C A T I O N	<i>(Describe fully the geographic location where the construction/development works or access is proposed. Please provide a map or a sketch to assist in describing the location)</i>
	Street Address:
	Rail Kilometrage:
	Line Detail:
	Nearest Rail Location:
	Project Description:
Title Details of adjoining property:	

3. Applicant Details

Please describe the role of the individual/organisation making this Application, please tick the appropriate boxes:

- | | |
|---|--|
| <input type="checkbox"/> Land Owner | <input type="checkbox"/> Developer |
| <input type="checkbox"/> Architect | <input type="checkbox"/> Project Manager |
| <input type="checkbox"/> Construction Company | <input type="checkbox"/> Utility |
| <input type="checkbox"/> Council | <input type="checkbox"/> Contractor on behalf of Council |
| <input type="checkbox"/> Water Utility | <input type="checkbox"/> Contractor on behalf of Utility |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other |

4. Contact Details

A P P L I C A N T	<i>(Details of the Individual/Company making the application)</i>		
	Individual/Company Name:		
	ABN / ACN:		
	Address:		
	Suburb:		State & Post Code:
	PO Box / Locked Bag:		
	Suburb:		State & Post Code:
	Contact Person:		
	Phone:	Fax:	Mobile:
	E-mail Address:		

E N D O W N E R	<i>(Details of the Owner of the Infrastructure)</i>		
	Individual/Company Name:		
	ABN / ACN:		
	Address:		
	Suburb:		State & Post Code:
	PO Box / Locked Bag:		
	Suburb:		State & Post Code:
	Contact Person:		
	Phone:	Fax:	Mobile:
	E-mail Address:		

F I N A N C I A L	<i>(Details of the Individual/Company who will make the necessary payments to ARTC)</i>		
	Individual/Company Name:		
	ABN / ACN:		
	Address:		
	Suburb:		State & Post Code
	PO Box / Locked Bag:		
	Suburb:		State & Post Code:
	Contact Person:		
	Phone:	Fax:	Mobile:
	E-mail Address:		

5. Fee

Indicative fees are available on the ARTC website or contact ARTC Property for a quote.

- Cheque attached (non-refundable)
- Remittance advice attached (non-refundable)

Account Name: Australian Rail Track Corporation Ltd
Bank: National Australia Bank
 22 King William Street
 ADELAIDE SA 5000
BSB: 085 005
Account Number: 45 192 5598
Fax No. for Remittance: (08) 8217 4170
E-mail for Remittance: rent@artc.com.au

6. Planning Approvals – Please indicate stage reached

D A S T A G E	<input type="checkbox"/>	Not yet submitted
	<input type="checkbox"/>	Currently being considered
	<input type="checkbox"/>	Issued by Authority (please attach a copy with application)
	<input type="checkbox"/>	Not applicable

7. Planned Activities & Program

A C T I V I T I E S	<p><i>Describe fully the activities that will be conducted, with the related works program.</i></p> <ul style="list-style-type: none">• Include any requirements for track possessions and/or power outages
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A C C E S S	<p><i>If PHYSICAL ACCESS to the Railway Corridor IS REQUIRED, describe fully the reason why the Applicant wants to gain access.</i></p> <p>Physical access includes:</p> <ul style="list-style-type: none">• The movement and activities of personnel, and/or plant and equipment within the railway corridor boundaries, installation of underbores, conduits, pipes, cables, rock anchors and bolts above and below the railway corridor.
	<p><i>(Please provide a map or sketch to assist in describing the proposed activities)</i></p>

8. Adjoining Development

A D J O I N I N G	<p><i>If the Applicant is carrying out Construction or Development works adjoining the Railway Corridor and <u>PHYSICAL ACCESS</u> to the Railway Corridor <u>IS NOT REQUIRED</u>, describe fully the details of the works.</i></p> <p>This may include:</p> <ul style="list-style-type: none"> • Any type of Construction, use of heavy equipment or proposed Works adjoining the Railway Corridor. • Any type of activity or usage adjoining the Railway Corridor.
	<p><i>(Please provide a map or sketch to assist in describing the proposed activities)</i></p>

9. Plans/Reports

D O C U M E N T S	<p><i>Please provide the following documentation to support your application (if applicable)</i></p>
	<p><input type="checkbox"/> Certified engineering plans for the proposed work.</p>
	<p><input type="checkbox"/> Geotechnical and foundation engineering reports including effects on tunnels, bridges, tracks, embankments and retaining walls, cutting, rock bolts & anchors etc.</p>
	<p><input type="checkbox"/> A Service Search has been organised prior to work commencing and evidence provided to ARTC that the Service Searches have been completed (if required). Includes presence of ARTC underground and surface services – i.e. Aerial transmission, signal and communication cables.</p> <p>Please Note: This is a separate Search from Dial Before You Dig.</p>
	<p><input type="checkbox"/> Lessors Works Notification.</p>

10. Risk & Compliance Details

D O C U M E N T S	<i>Please provide the following documentation to support your application (if applicable)</i>	
	<input type="checkbox"/>	Copy of Certificate of Currency for Public Liability Insurance
	<input type="checkbox"/>	Safe Work Method Statement – relating to working within rail corridor
	<input type="checkbox"/>	Copy of Induction for Construction Worker Certification
	<input type="checkbox"/>	Copy of Track Safety Awareness Certification or Rail Industry Worker Card (including a copy of all competencies and highlighting those to be used as part of the works)
	<input type="checkbox"/>	Copy of Protection Officer Certification (including a copy of all competencies and highlighting those to be used as part of the works)
	<input type="checkbox"/>	Access or works within ARTC Network (including the Hunter Bulk Terminal (HBT) - requires induction and access permit)
	<input type="checkbox"/>	Copy of ARTC Contractor Safety Induction - http://artc.ourintranet.net/
	<input type="checkbox"/>	Access to ARTC Safety Management System - http://www.artc.com.au/Content.aspx?p=279
<input type="checkbox"/>	I have received/viewed a copy of the Protocol for Entering the ARTC Rail Corridor - http://www.artc.com.au/library/RLS-PR-003.pdf	

11. Environmental

Provide the following evidence where applicable (not required for non-intrusive works):

- 1 Copy of Environmental Impact Assessment (ie. REF, EA or SOH) & associated approval/permits/licences – these should consider the works in the rail corridor
- 2 Copy of Environmental Management Plan (EMP)

Name of applicant:

Date:

Signature of applicant:

Signed for and on behalf of:

ARTC PROPERTY

Please return the completed application and any attachments to **one** of the following:

North Coast

Attention: Nicole Spear
Property Officer North Coast

Unit 5, 33 Newton Street
Broadmeadow NSW 2292

(02) 4941 9620

Locked Bag 1, Broadmeadow NSW 2292

<mailto:TPWNorthCoast@artc.com.au>

(02) 4941 9600

Hunter Valley

Attention: Property Officer Hunter Valley

Unit 5, 33 Newton Street
Broadmeadow NSW 2292

(02) 4941 9602

Locked Bag 1, Broadmeadow NSW 2292

(02) 4941 9799

<mailto:HVPropertyServices@artc.com.au>

(02) 4941 9600

South West

Attention: Josephine Beckmans
Property Officer Wagga

20 Station Place
Wagga Wagga NSW 2650

(02) 6939 5438

P O Box 2150, Wagga Wagga NSW 2650

<mailto:TPWSouthWestNSW@artc.com.au>

(02) 6939 5444

SA/WA

Attention: Daniel Minther
Property Officer Adelaide

11 Sir Donald Bradman Drive
Keswick Terminal SA 5035

(08) 8217 4138

P O Box 10343, Gouger Street, Adelaide SA 5000

<mailto:TPWSAWA@artc.com.au>

(08) 8217 4366

Sydney, Metro Freight Network

Attention: Derek Rogers
Property Manager Metro Freight Network
Sydney

Level 15, 60 Carrington Street
Sydney NSW 2001

(02) 8259 0708

GPO Box 14, Sydney NSW 2001

<mailto:TPWSydneyFreight@artc.com.au>

(02) 8259 0700