

## SIDING CONNECTION / TURNOUT APPLICATION

Thank you for your inquiry regarding your Siding proposal.

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

ARTC will facilitate the assessment and provide feedback in relation to acceptability of your proposal, please allow for 20 business days for processing of the application.

There are three (3) potential outcomes for 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 fee. You will be advised of the relevant fee once your application is received. You will be requested to provide a Purchase Order and a Tax Invoice will be forwarded to the nominated contact within the Financial section of the Application.

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 the email address provided at the end of the 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            New Connection
- 2            Existing Connection
- 3            Use of Existing Siding/s
- 4            Relocation of Existing Siding/s
- 5            Agreement in Principle Only

## 2. Location

<b>L O C A T I O N</b>	<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"/> | Contractor on behalf of Other | <input type="checkbox"/> | Contractor on behalf of Utility |
| <input type="checkbox"/> | Operator                      | <input type="checkbox"/> | Other                           |

### 4. Contact Details

<b>A P P L I C A N T</b>	<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:		

<b>E N D O W N E R</b>	<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:		

<b>F I N A N C I A L</b>	<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. Development Application from Local Council – Please indicate stage reached**

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

**6. Planned Activities & Program**

<b>A C T I V I T I E S</b>	<p><i>Describe fully the activities that will be conducted, with the related works program.</i></p> <ul style="list-style-type: none"> <li>• <b>Include any requirements for track possessions and/or power outages</b></li> </ul>

<b>A C C E S S</b>	<p>If <u>PHYSICAL ACCESS</u> to the Railway Corridor <u>IS REQUIRED</u>, describe fully the reason why the Applicant wants to gain access.</p> <p><b>Physical access includes:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
	<p><i>(Please provide a map or sketch to assist in describing the proposed activities)</i></p>

## 7. Adjoining Development

<b>A D J O I N I N G</b>	<p>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.</p> <p><b>This may include:</b></p> <ul style="list-style-type: none"> <li>• Any type of Construction, use of heavy equipment or proposed Works adjoining the Railway Corridor.</li> <li>• Any type of activity or usage adjoining the Railway Corridor.</li> </ul>
	<p><i>(Please provide a map or sketch to assist in describing the proposed activities)</i></p>

## 8. Plans/Reports

<i>Please provide the following documentation to support your application (if applicable)</i>	
<b>D O C U M E N T S</b>	<input type="checkbox"/> Independently certified engineering plans or concept design for the proposed work.
	<input type="checkbox"/> Geotechnical and foundation engineering reports including effects on tunnels, bridges, tracks, embankments and retaining walls, cutting, rock bolts & anchors etc.
	<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.  <b>Please Note: This is a separate Search from Dial Before You Dig.</b>

## 9. Estimated total cost of your proposal

\$Click here to enter text.

## 10. Risk & Compliance Details

<i>Please provide the following documentation to support your application (if applicable)</i>	
<b>D O C U M E N T S</b>	<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 One Track, Track Safety Induction Certification
	<input type="checkbox"/> Copy of Protection Officer Certification
	<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 - <a href="http://www.artc.com.au/Content.aspx?p=279">Welcome to ARTC's online training portal - Online Training Portal (kineoportal.com.au)</a>
	<input type="checkbox"/> Access to ARTC Safety Management System - <a href="http://www.artc.com.au/Content.aspx?p=279">http://www.artc.com.au/Content.aspx?p=279</a>
<input type="checkbox"/> I have received/viewed a copy of SP-05-02 - Protocol for Entering the ARTC Rail Corridor - <a href="https://www.artc.com.au/uploads/RLS-PR-003.pdf">https://www.artc.com.au/uploads/RLS-PR-003.pdf</a>	

## 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:**

Please return the completed application and any attachments to the email address for the relevant region as follows. Note: any queries relating to completion of the application are also to be sent to the relevant email address:

<b>North Coast</b>	<a href="mailto:TPWNorthCoast@ARTC.com.au">TPWNorthCoast@ARTC.com.au</a>
<b>Hunter Valley</b>	<a href="mailto:HVPPropertyServices@ARTC.com.au">HVPPropertyServices@ARTC.com.au</a>
<b>South &amp; West NSW</b>	<a href="mailto:TPWSouthWestNSW@ARTC.com.au">TPWSouthWestNSW@ARTC.com.au</a>
<b>SA, WA &amp; Broken Hill</b>	<a href="mailto:TPWSAWA@ARTC.com.au">TPWSAWA@ARTC.com.au</a>
<b>Sydney Freight Network</b>	<a href="mailto:TPWSydneyFreight@ARTC.com.au">TPWSydneyFreight@ARTC.com.au</a>
<b>Victoria</b>	<a href="mailto:TPWVictoria@ARTC.com.au">TPWVictoria@ARTC.com.au</a>

System Maps; <http://www.artc.com.au/customers/maps/system/>