

ACCESS TO ARTC PROPERTY – Application Process 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 business 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 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.

Safety and Communication Protocols – RLS-PR-003, ANWT 300 and AMT-WI-001

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.

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.

ACCESS TO ARTC PROPERTY – Application Process for External Parties

This form is to be used by any person/s or entity that 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 - Survey, Inspections, Access, Minor Maintenance, Fault Rectification Activity (Low Impact)
- 2 **Urgent** - Non-intrusive - Survey, Inspections, Access, Minor Maintenance, Fault Rectification Activity (Low Impact)
- 3 Replacement of Existing Facility - existing location, new location (Low Impact)
- 4 Removal of Existing Facility (Low Impact)
- 5 Pipeline – Minor Domestic, 150mm or Less OD
- 6 Pipeline – Mains, Industrial, 151mm to 500mm OD
- 7 Pipeline – Flammable, Chemical, Greater than 500mm OD or along the corridor (>30m)
- 8 Optic Fibre Cable - Along the Corridor (> 50m)
- 9 Overhead Cables – Low Voltage
- 10 Overhead Cables – High Voltage
- 11 Monitoring Wells, Water Production Bores
- 12 Storm Water Drainage
- 13 Other/specify - [Click here to enter text.](#)
- 14 Agreement in Principle Only
- 15 Lessors Works – TfNSW (Agents and Contractors only)
- 16 Rail Safe Worker training

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 (if known):
	Rail Location:
	Line Detail (if known):
	Region:
	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"/> Operator |
| <input type="checkbox"/> Council | <input type="checkbox"/> Contractor on behalf of Council |
| <input type="checkbox"/> Utility Provider | <input type="checkbox"/> Contractor on behalf of Utility |
| <input type="checkbox"/> Other/Specify: | <input type="checkbox"/> Contractor on behalf of 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 and Position:		
	Phone:	Fax:	Mobile:
	E-mail Address:		

L I C E N S E E	<i>(Details of the End 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 and Position:		
	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 and Position:		Purchase order number:
	Phone:	Fax:	Mobile:
	E-mail Address:		

5. 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

6. Planned Activities, Program and Dates

A C T I V I T I E S	<p><i>Describe the scope of works detailing fully the activities that will be conducted, with the related works program and the proposed timing (given that there is a 20 business day review period).</i></p> <p>Include any requirements for track possessions and/or power outages</p>
	<p>Proposed Commencement Date:</p> <p>Proposed Completion Date:</p>

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 (please add pages if there is insufficient space below).</i></p> <p>Physical access includes:</p> <p>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>
	<p><i>(Please provide a map or sketch to assist in describing the proposed activities)</i></p>

7. 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 describe fully the details of the works (please add additional pages if there is insufficient space below).</i></p> <p>This may include: Any type of Construction, use of heavy equipment or proposed Works adjoining the Railway Corridor.</p> <p>Any type of activity or usage adjoining the Railway Corridor.</p>
	<p><i>(Please provide a map or sketch to assist in describing the proposed activities)</i></p>

8. Plans/Reports

D O C U M E N T S	<i>If your project includes excavation or major works please provide the following documentation to support your application (where applicable)</i>
	<input type="checkbox"/> Certified engineering plans 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. Please Note: This is a separate Search from Dial Before You Dig.
	<input type="checkbox"/> Lessors Works Notification.

9. 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 (Newcastle Port NSW)
	<input type="checkbox"/> Copy of ARTC Contractor Safety Induction - ARTC Inductions
	<input type="checkbox"/> I have access to ARTC Safety Management System http://www.artc.com.au/Content.aspx?p=279
	<input type="checkbox"/> I have received and viewed a copy of the Protocol for Entering the ARTC Rail Corridor https://www.artc.com.au/uploads/RLS-PR-003.pdf

10. Environmental

If your project includes excavation or major works provide the following evidence where applicable (not required for non-intrusive works):

- 1 Copy of Environmental Impact Assessment (ie. REF, EA or SOH) and associated approval/permits/licences – these will consider and refer to the works within or adjacent to 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 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:

North Coast (incl Qld border to Acacia Ridge)	TPWNorthCoast@ARTC.com.au
Hunter Valley	TPWHunterCNW@ARTC.com.au
South & West NSW	TPWSouthWestNSW@ARTC.com.au
SA, WA & Broken Hill	TPWSAWA@ARTC.com.au
Sydney Freight Network	TPWSydneyFreight@ARTC.com.au
Victoria	TPWVictoria@ARTC.com.au