

Rail Access and Works Application Form for External Parties

Information and Application Package

This package contains information required for External Parties on how to apply to Sydney Trains (acting on behalf of RailCorp) for permission to perform works within or in the vicinity of rail infrastructure.

It is important to remember that the railway is a hazardous environment and careful risk assessment and consideration must be made before any works commence in or around the rail corridor. Legislation specific to railways exists that dictate requirements for working in and around the rail corridor. Compliance with this legislation imposes different, and in some cases, higher standards than would otherwise apply for construction projects.

Access to the rail corridor and working near rail infrastructure is only permitted when Sydney Trains is satisfied that adequate safety and engineering controls are in place.

It is an offence for individuals and organisations to access the rail corridor or interfere with rail assets without Sydney Train's permission.

Introduction

Thank you for your inquiry regarding access to or working around the rail corridor and infrastructure. RailCorp is the Government Agency that owns the rail corridor and rail infrastructure. RailCorp has appointed Sydney Trains as its agent to manage its rail infrastructure, corridor and assets, including the operations and maintenance of these assets, in the metropolitan area. In country areas, Australian Rail Track Corporation (ARTC) and John Holland manage the rail infrastructure.

The External Interface Management (EIM) team is the workgroup within Sydney Trains that will coordinate and manage the review and acceptance of requests from external party applicants on behalf of Sydney Trains, and ultimately RailCorp.

The EIM team have the following responsibilities:

- Act as the single point of contact into Sydney Trains for all Applicants and access or work requests;
- Facilitate the review and assessment by Sydney Trains Subject Matter Experts of the Applicant's proposals, based on safety and technical documentation submitted by the Applicant;
- Coordinate the responses from the relevant stakeholders within Sydney Trains and provide feedback to the Applicant;
- Assist with your rail specific support, access and work requirements;
- Provide timely advice and guidance, pre-Development Application (DA) consultation, acceptance or rejection of the proposed works, monitor the Applicant's works, and acceptance of as-built and related asset information for inclusion into Sydney Trains systems.

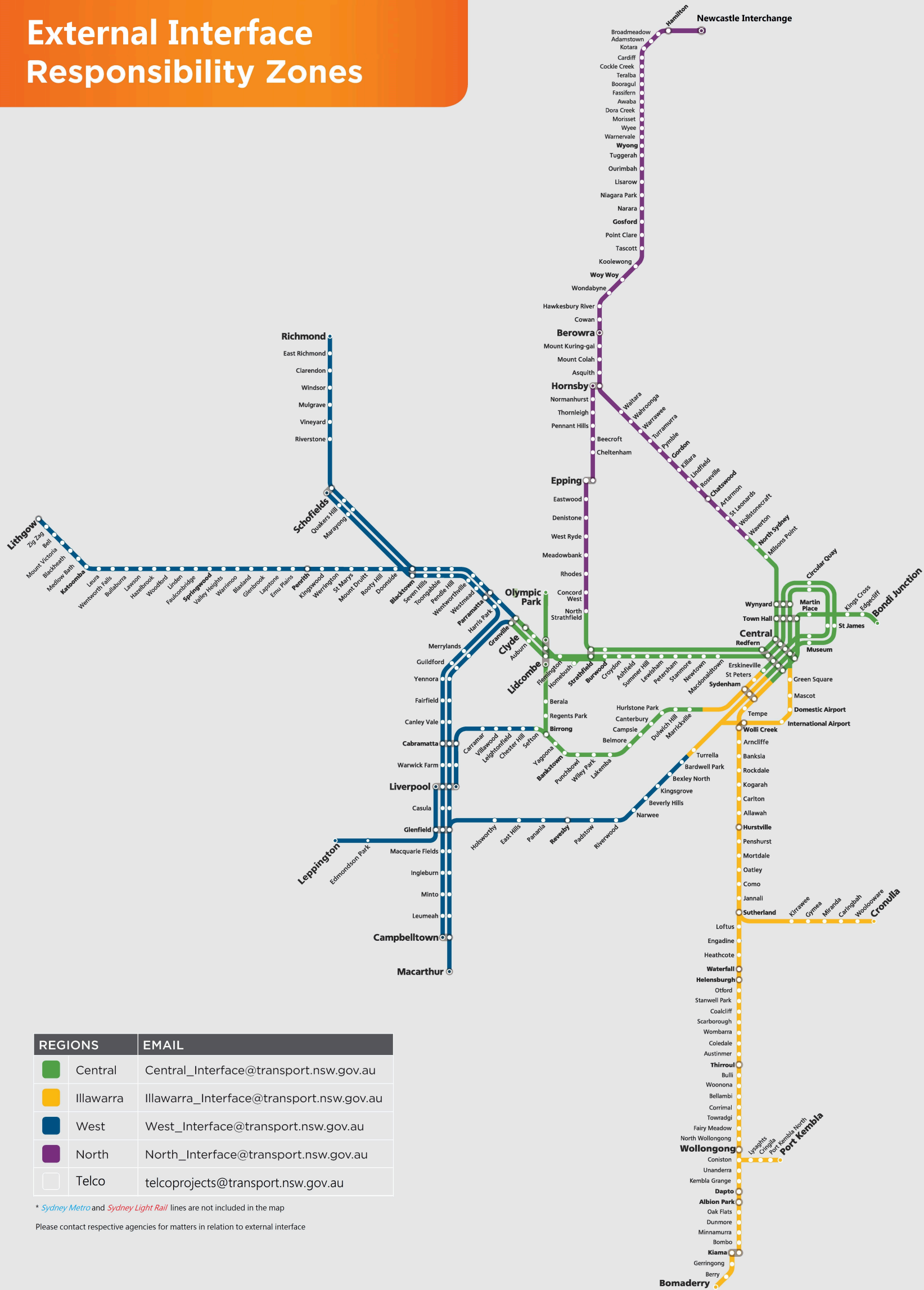
This Information and Application Package describes how Sydney Trains manages your request and includes the following information:

- **Sydney Trains Contact Information**
- **Application Process**
- **Reference Documents**
- **Rail Corridor Interface Considerations**
- **Application Form**
- **Customer Master Data Form**

The External Interface Responsibility Zones map on page 3 provides email addresses as the initial point of contact for each region of the Sydney Trains network. An External Interface Program Manager will be allocated to each project/application, who will:

- Be your single point of contact;
- Manage your inquiry, application and questions regarding any other aspect of Sydney Train's involvement in your project.

External Interface Responsibility Zones



Application Process

1. Application

- Send the application form to the designated region mail box. You will be advised of the appropriate fee and issued with an invoice for the payment.
- The Registration Fee is a fixed, non-refundable fee for Sydney Trains to register and review projects, provide advice and prepare a response and initial cost estimate.
- The following should be submitted with the form and fees
 - Location of proposed works in relation to the corridor- a street map or similar to the site location.
 - Description of works - a brief summary.
 - Site layout - a site plan of the proposed works with adjoining property, including rail property, indicated.
 - Site excavation /services layouts - including details of size, construction and depths.
 - a schedule showing the timing of the key events and milestones associated with your proposal.
- **Note:** One outcome of a desk study is that proposals are either accepted in principle or rejected.
- Any further costs will be charged pro rata with an estimate provided along with the initial response.
- All assessment, consideration or work that Sydney Trains carries out for you is at your cost and payment is required in advance of any proposed work being carried out.
- More information may be requested at any time to assist us in making a determination.

2. Preliminary Review

- Sydney Trains performs a desktop study of application and provides:
 - In principle acceptance or rejection of the proposal.
 - Sydney Train's estimated work and costs in assessing and assisting the project's design process and work planning.
 - An indication of how long Sydney Train's needs to review the proposed design and determine if a deed/agreement is required.
- **Note:** This process requires six to eight weeks due to pre-existing projects

3. Detailed Assessment

- Estimated costs presented from the Preliminary Review stage must be paid before the detailed assessment process begins.
- The detailed assessment process addresses all design and construction project issues that may impact rail operations and provide Sydney Train's formal decision on a project. This design review process may require a response from the designer, additional information to be supplied and/or amendments leading to more than one design review iteration.
- Where a legal agreement (Deed) is required, it will be negotiated during this period. The Deed will confirm the access rights that are being granted by Rail, and define the conditions under which those rights must be performed. If your works are impacting rail infrastructure. You may be subjected to follow the Configuration Change Management Process.
- If you require access to rail corridor during any pre-planned possessions or require support from Sydney Trains resources, such requests are to be made at the start of this step or ASAP.
- Legal and other costs associated with the preparation of the necessary Deed may be charged separately and will not be included in the initial cost estimates presented to you by the External Interface team.
- **Note:** The detailed assessment will typically require 16 to 20 weeks depending on the proposal. It can be longer for matters having significant effects on the rail infrastructure.

4. Construction

- Once the Detailed Assessment is completed, the issued deed or agreement must be signed and returned to Sydney Trains. Written confirmation will then be provided, on behalf of RailCorp, confirming that works can proceed.
- If the works are impacting rail infrastructure, you may be subjected to follow a Configuration Change Management Process which includes various activities and requirements such as presentations at a Configuration Control Board (CCB), stakeholder consultation, provision of assurance documentation and provision of any asset related data, (All of the approved conditions from detailed assessment stage are to be satisfied prior to final CCB approval).
- **Work must not be started until written approval is issued by Sydney Trains.**

5. Completion

- Sydney Trains inspect the completed work and give formal acceptance of work.
- Applicants are required to provide asset data, such as "as-built" information, and manage and issues arising during construction including the rectification of any defects.
- On completion, Sydney Trains will provide applicants with details of the total costs incurred by Rail and confirmation of any adjustment (refunds or additional charges) to be made. It will also manage any outstanding issues and release bonds where required.

Reference Documents

In the first instance you should refer to the Asset Standards Authority (ASA) library of standards covering all work in and around the rail corridor, as well as the Rail Safe website which provides safety, environmental and technical information for external parties and contractors about working in and around the corridor.

The following documents are specifically related to external developments around rail infrastructure and should be viewed during the planning stage of the project. Your allocated External Interface Program Manager can provide more advice on these documents if required.

- **T HR C1 12080ST External Developments**– this provides detailed information for external developments near rail infrastructure.
- **T HR EL 10005 ST Requirements for Electric Aerials Crossing RailCorp Infrastructure**
- **T HR CI 12051 Development Near Rail Tunnels**
- **Department of Planning – Development Near Rail Corridor and Busy Roads - Guideline**
- **T HR CI 12190 ST Service Installations within the Rail Corridor** - this standard covers all ULX and services across bridges.

Working Safely In and Around the Rail Corridor

Sydney Trains (RailCorp) shall provide a safe access regime, for third parties (Applicants) wishing to use, or impact rail lands, infrastructure and property for purposes that do not form part of the core business for Sydney Trains. The objective of this process is to minimise the impact of the activities by third parties on the integrity, safety and operations of the railway.

Sydney Trains will provide advice to Applicants wishing to access the rail corridor, and/or to undertake works, either within the rail corridor, or on adjacent lands. This will include developments in proximity to tunnels, easements, transmission lines and cables etc. Please note it can take several weeks to physically access the corridor due to network operations and closure planning considerations.

Rail Corridor Interface Considerations

These are the common issues that Sydney Trains considers in assessing work in and around the rail corridor. Some of these issues may or may not be relevant to each proposal.

- Clear definition of property/title boundaries, existing easements on land and for tunnels
- Acoustic/vibration treatment of development (generally within 60 metres of the nearest rail) to mitigate noise and vibration arising from rail operations
- Stray currents and electrolysis
- Geotechnical, structural and foundation engineering including effects on tunnels, bridges, tracks, embankments, retaining walls, cuttings, rock bolts and anchors
- Setbacks from the rail corridor for building outlines and balconies
- Derailment protection of structures adjacent to track (within 20 metres of rail line)
- Use of lights and reflective materials
- Dilapidation surveys, and therefore, access to the rail corridor, may be required prior to, during and after any works being undertaken
- Service Searches, e.g., Dial Before You Dig (DBYD) and Detailed Service Search (DSS) to identify the presence of underground, surface and aerial rail and other services, including but not limited to transmission lines, communication and signals cables, pipelines, utility services
- Demolition and excavation impacts on rail infrastructure (vibration, falling material)
- Works near electrical infrastructure including craneage, concrete pump and other aerial movements adjacent to rail with potential to reach over rail and encroach within electrical safety clearances.
- Environmental factors (including contamination)
- Erection and dismantling of scaffolding on or near Rail Facilities
- Stormwater egress to/under Rail Corridor (during and after construction)
- Physical access to the Rail Corridor and associated safety requirements and documents (Rail Safety – maintaining separation of people and equipment from trains, and OH&S) as well as compliance with relevant standards, acts and legislations
- Requirements for track possessions and/or power outages
- Graffiti, screening and landscaping
- Any support required from Sydney Trains such as resources to complete physical works
- Design and construction works are completed by appropriately qualified personnel

- Boundary Fencing between the development site and Rail Facilities
- Consideration of easements, and licensing and leasing of RailCorp land
- General access for Rail Party's to their Facilities for maintenance and work purposes (e.g., road closures) as well as a review of any other projects or maintenance works in the area
- Future maintenance of structures adjacent to rail property that may impact on Rail property and/or require Rail Corridor access
- Future Rail development and operational requirements

These issues and any local conditions affecting the work may result in specific technical requirements being incorporated within the appropriate Access Deed.

This form is to be used by any non-rail entities requiring access to the Railway Corridor, or intending to perform construction or development work in the vicinity of the Rail Infrastructure. Please provide as much detail, in as many sections of this form as possible regarding your proposal. Incomplete information may delay the processing of your application.

The application fee is \$1,650.00 (including GST) and payment details will be provided to you on receipt of your application.

Your application fee typically includes the following services:

- Desktop review of the application and proposal
- Provision of cost estimate and advice on next steps
- Provision of initial access agreement

Any additional advice, engineering or stakeholder reviews, site visits, survey plans or otherwise that are required, will incur additional costs and will be advised to you on review of your application.

1. Application Detail

1. Application Detail		
Non – Intrusive entry to corridor (e.g. limited survey or inspection, no digging/excavation permitted, no track possession required), generally can be addressed by Release & Indemnity (with insurances, if required)		Please choose one of the following
Maintenance	Routine Maintenance	<input type="checkbox"/>
	Urgent Rectification	<input type="checkbox"/>
	Non Routine / Fault Rectification	<input type="checkbox"/>
Replacement of Facility	Existing Location	<input type="checkbox"/>
	New Location	<input type="checkbox"/>
Relocation of Facility	Temporary	<input type="checkbox"/>
	Permanent	<input type="checkbox"/>
New Facility		
Other (please explain details)		

2. Location of Proposed Activity	Please provide full details of the geographic location for the proposed activity. Please provide a map or a sketch to assist in describing the location.			
Address	Number and Street			
	Suburb			
	Post Code			
Map Reference	Map Publication		Map Ref	
Nearest Rail Location <i>(station / facility)</i>				
Outline of Proposed Activity				
Estimated Cost of Proposed Activity in Rail Corridor				

3. Applicant and Financial Details	<p>The applicant is the single point of contact for the application, e.g., a project manager applying on behalf of the principal contractor.</p> <p>All communications should come from this representative to the Sydney Trains' single point of contact, who is the allocated External Interface Program Manager.</p> <p>Please complete the Customer Master Data Form. Details of the financial entity is the <u>recipient and payer of RailCorp invoices</u> for the costs incurred during the application process</p>		
Name		Email	
Position/Company		Contact Number	
Estimated Cost of Proposed Activity in Rail Corridor		Application on behalf of	



4. Hazards Check

Rail Corp requires applicants to identify potential hazards which may trigger potential risks to any personnel working within the Rail Corridor.

The applicant holds the responsibility of addressing these hazards and implementing control measures to either eliminate or reduce these hazards. A separate Safe Working Statement Method (SWMS) shall be provided.

Please tick or provide a list of potential hazards which may arise from the project and additionally list control measure which can be undertaken)

	Hazards	Potential risks associated with hazards	Control measures
<input type="checkbox"/>	Moving Rail Traffic	Worker / construction machinery being struck or hit by moving rolling stock / locomotive	
<input type="checkbox"/>	Electrical Infrastructure (Overhead Wire Structures, Feeder Lines)	Electrocution from Sydney Trains live electrical infrastructure	
<input type="checkbox"/>	Points	Slipping or tripping / getting caught in moving parts	
<input type="checkbox"/>	Uneven Surfaces	Slip, trip, fall	
<input type="checkbox"/>	Platform Edge	Falling off platform edge / struck by moving traffic	
	Other Potential Hazards		

5. Details of Access and Activity to Rail Corridor	<p>Please provide the reason or need for any PHYSICAL ACCESS TO THE RAIL CORRIDOR and the proposed activity to be undertaken. (Physical access includes; the movement and activities of personnel, and/or plant and equipment within the railway corridor boundaries, and installation of under bore, conduits, pipes, cables, rock anchors and bolts above, below and across the railway corridor.)</p> <p>(Please provide a map, sketch, plans or drawings to assist in describing the proposed works or activities with respect to the Rail Corridor and associated rail infrastructure – electronic copy preferred to enable distribution to other rail groups)</p>
Reason For Access	
Proposed Activity	
Planned dates	

6. Details of Activity Adjacent to Rail Corridor	<p>Please provide details of the activity to be undertaken ADJACENT TO RAIL CORRIDOR. This may include:</p> <ul style="list-style-type: none"> • Any type of Construction or proposed Works adjoining the Railway Corridor. • Any type of activity or usage adjoining the Railway Corridor. <p>(Please provide a map, sketch, plans or drawings to assist in describing the proposed works or activities with respect to the Rail Corridor and associated rail infrastructure – Electronic copy preferred to enable distribution to other rail groups)</p>
Proposed Activity (if applicable, please attach the proposed work programme)	
Planned or key dates	



7. Checklist

To ensure timely processing of your application please ensure you have included the following:

• Completed Application Form	
• One electronic set of Drawings and other related documentation via email or USB	
• Completed Customer Master Data Form	

Email your completed application form and associated paper work (maps, plans, work programme, etc.) to your Sydney Trains single point of contact, the allocated External Interface Program Manager.

A cost estimate will be provided to you for your acceptance. You will be issued an invoice with the payment details.

The application cannot be processed until payment has been received and the application has been registered.