

## PERMIT APPLICATION PROCESS FOR THIRD PARTY ACCESS TO STATE RAIL NETWORK LAND

Access to any part of State Rail Network land (also known as the rail corridor) is strictly prohibited without a TasRail Permit Authorisation issued by [property@tasrail.com.au](mailto:property@tasrail.com.au)

### HOW DO I APPLY?

#### STEP 1:

- To provide you with the necessary guidance and direction through the TasRail Permit Process, we need to firstly understand the reason for your access or works request.
- Please set out the location, reason for the permit, the works required and access dates to [property@tasrail.com.au](mailto:property@tasrail.com.au)
- No fees are payable for the initial works request.
- The information submitted will determine the category of TasRail Permit required, the estimated timeframe for assessment and the likely applicable fees.

#### STEP 2:

- The TasRail Property Department will contact you by email within two (2) business days of receiving the Initial Request.
- The email will include a [TasRail Permit Application Form](#) for you to complete, commensurate with the type of access or works being proposed. It will also include a Property Department Reference Number which you will need to reference in any subsequent correspondence about the access or works request.
- The TasRail Permit Application Form will require you to provide more detail about the reason for the requested access including the submission of supporting documents as described on the form.

Please provide as much relevant information as possible to inform the assessment process. The information will be used to evaluate the potential impact the proposed works may have on safety, people, assets, rail operations and the rail corridor generally. It will also help us to determine appropriate risk controls and inform any Special Terms and Conditions that an approved TasRail Permit Authorisation may be subject to.

- Please note the Permit Application process will incur a fee which will be determined by the type of access or works required, and any other costs to apply such as Track Protection Officer fees.

These may not be known until the submitted Permit Application has been evaluated and a tentative date discussed. At this stage in the process, you will be asked to provide a Purchase Order or Credit Card details to cover the Permit Application Fee. A Tax Invoice will be forwarded to the nominated contact within the Financial Section of the Application Form.

- Before submitting a completed TasRail Permit Application Form to [property@tasrail.com.au](mailto:property@tasrail.com.au) please check the document to ensure it is signed and including copies insurance certificates and your payment details.

In submitting a TasRail Permit Application, please be mindful of the following:

- The Permit Application Fee is applicable to all Permit Applications and is non-refundable;
- Non-payment of the Permit Application Fee will render your application invalid and cause rejection of the Application.
- Incomplete data may impede the evaluation of your application and can cause either a delay in processing time while we wait for you to submit the omitted information, or rejection of your application.

For standard or routine access or works requests, you can expect a response from the TasRail Property Department within 20 business days of it receiving a valid TasRail Permit Application Form.

The timeframe for assessment of major works proposals and/or non-standard access or works requests will be determined commensurate with the level of complexity involved.

### STEP 3:

Within 20 days of receiving a valid TasRail Permit Application Form the TasRail Property Department will contact you to discuss the outcome of the assessment process.

There are three (3) potential outcomes that can result from assessment of your proposal:

1. Acceptance (terms and conditions apply);
2. Request for amendments and/or further information ahead
3. Rejection.

## FURTHER DETAILS FOR POTENTIAL OUTCOMES AND OTHER INFORMATION

### 1. ACCEPTANCE

If your application has been accepted, you will be provided with an estimate of other applicable fees and charges which may apply.

You will then be issued with a TasRail Permit for your signature. The TasRail Permit will include Terms and Conditions that must be complied with. These will comprise Standard Conditions and Special Conditions. If you have any questions about any of these conditions, please discuss with the Licensing & Permits Manager or you can email [property@tasrail.com.au](mailto:property@tasrail.com.au)

Please be aware that non-compliance with any of the Permit Conditions or Special Condition may result in a Stop Work Demand and suspension of the TasRail Permit, or if the Permit has been granted for Access Only (No Works) you may be told to leave State Rail Network land or be escorted off out of the rail corridor.

It is also important to note the TasRail Permit will not be valid unless you sign and return the document to [property@tasrail.com.au](mailto:property@tasrail.com.au) no later than one (1) business day prior to the commencement of the requested access or works.

As soon as the signed TasRail Permit is returned it will be assigned a Permit Authorisation Code and be signed by the authorised TasRail Officer before being re-issued to you as a valid TasRail Permit Authorisation.

Along with the TasRail Permit Authorisation, you will also be sent a [TasRail Permit Completion Form](#) which must be signed and returned within one business day of the access or works completion.

On completion of the access or works, a Tax Invoice will be forwarded to the nominated contact within the Financial Section of the Application Form covering any other charges e.g. TPO. If credit card details have been provided, the costs will be transacted against the card details provided.

**All permit applicants must be aware of the requirement to carry the TasRail Permit Authorisation with them at all times they are on State Rail Network.**

The TasRail Permit Authorisation must be able to be produced for inspection at any time during the approved access period. A demand to produce the TasRail Permit Authorisation may be made by any authorised representative of TasRail or the Office of the Rail Safety National Regulator.

## 2. REQUEST FOR AMENDMENTS AND/OR FURTHER INFORMATION

If during the assessment process an issue is identified with the proposed access or Works request, the TasRail Property Department will work with you to suggest a remedy which may include alternative methodologies or a change to the design etc. This may result in a request for resubmission of alternative methodologies or a change to the design to ensure compliance with Rail Standards and/or safety requirements.

If this occurs, it will necessarily extend the overall process timeframe. The amount of additional time required will depend on the quality and timeliness of the information submitted.

## 3. REJECTION

At its discretion, a TasRail Permit Application may be rejected.

The reasons for a rejection may include (but are not limited to) the following:

- Omission of requested information and/or signatures;
- Refusal to complete all required sections set out on the application form;
- Non-compliance with Rail Standards or other mandatory requirements;
- Non-compliance with TasRail Policy Principles;
- Non-payment of the applicable application fee;

Where an application is rejected, the application fee is non-refundable.

## 4. COMPLETION OF THE TRACK SAFETY AWARENESS COURSE (IF APPLICABLE)

The TasRail Track Safety Awareness (TSA) course is mandatory online training for anyone that is accessing the rail corridor. Completing this course is a requirement to meet permit conditions.

The TSA course is available through TasRail's Contractors Management System, Sitepass. The course takes approximately 30 minutes to finish and is valid for two years.

Upon completion, you can download the certificate, which must be accessible for presentation to the Track Protection Officer or TasRail staff, if required.

To request the Sitepass link, complete the request form held on the [TasRail website](#). Please allow up to 48hrs to receive the link.

It is important to note that completing the TSA course does not grant automatic access to the rail corridor for the following two years. Each time access is required, permission must be obtained from the property department.

## 5. EMERGENCIES:

In the case of a genuine emergency requiring access to State Rail Network land, the TasRail Network Access Manager or the on-duty Train Controller is accountable to authorise and manage the access.

## 6. OTHER INFORMATION

The application process also applies to land adjacent to the rail corridor which may have the potential to impact or impede current or future operation of the railway.

Please note TasRail Policy Principles **do not allow** any of the following to be installed within the boundaries of State Rail Network land:

- No new structures or services to be installed above ground (excludes overhead HV power);
- No cyclepaths, footpaths, recreational infrastructure or other incompatible infrastructure;
- No new at-grade level crossings;
- No easement or wayleaves over State Rail Network land; and
- No discharge of stormwater or other run-off into rail drains which are not designed or maintained to take 3<sup>rd</sup> party run-off.

Please direct any questions about the process to [property@tasrail.com.au](mailto:property@tasrail.com.au) or you can telephone the TasRail Property Department direct on 6335 2604 during business hours.

