

Application for Wayleave Approval in Principle

This form may only be used for applications lodged in the 2023-24 financial year

Form Instructions

This form contains important information on how to apply for an Approval in Principle for a Wayleave, and provides information to assist you in completing your application. Please direct all enquiries and return completed applications and supporting documentation by email or to the Property Team – Third Party Access, GPO Box 1429 Brisbane QLD 4001.

Email qrpropertywayleaves@qr.com.au

Fax 07 3072 8566

Applicant Details

Organisation Name _____
 Contact Name _____
 Postal Address _____
 Email Address _____
 Phone Number _____ Fax Number _____
 Project Reference _____ ABN _____

Service Owner (e.g. Council or Public Utility)

Organisation Name _____
 Contact Name _____
 Postal Address _____
 Email Address _____
 Phone Number _____ Fax Number _____
 Project Reference _____ ABN _____

Reasoning as to why a Wayleave Approval-in-Principle is required (e.g. awaiting funding, contractor tender etc.)

Location Details

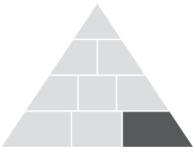
Queensland Rail Lot / Plan _____ Street, Suburb _____

Service Type

Sewer
 Water
 Electrical
 Telecommunication
 Low Pressure Gas
 Other

Excavation Method – All Underground Service Types

Directional Drilling
 Trenching
 Micro-Tunnelling
 Pipe Jacking
 Pipe Ramming
 N/A



Detailed Scope of Works

Details – All Underground Service Types
NB: Specific measurements must be provided in accordance with Civil - Non-Queensland Rail Underground Services in Queensland Rail Property Specification MD-20-173

Drawing reference _____ Diameter of bore hole (mm) _____

Angle of service to track (deg) _____ Distance to nearest foundation (min 5m) _____

Distance to nearest existing service horizontally (min 2m) _____

Min depth on top of protection slab or top of bore below ground level including drains on rail corridor (m) _____

Depth of top of service (if trenched) or top of bore below underside of ballast (m) _____

Diameter of carrier pipe (mm) _____ Carrier pipe material/strength _____

Diameter of enveloper pipe (mm) _____ Enveloper pipe material/strength _____

Do you require a protection slab? _____ Yes No

For excavation >150mm you must submit a geotechnical report, have you? _____ Yes No

Entry and exit pits must be located outside the rail corridor, are they? _____ Yes No

Permanent markers must be provided as described in AS4799, will they be? _____ Yes No

Have you received Queensland Rail 'Wayleave Approval in Principle'? (if yes, please attach a copy) _____ Yes No

Does this application comply with Civil - Non-Queensland Rail Underground Services in Queensland Rail Property Specification MD-20-173? _____ Yes No

(if No, a derogation application will be required – see Important Information 1.0 – page 4)

Details – Underground Electrical Only

Crossing depth under track (m) _____ Crossing depth other areas (m) _____

Conductor voltage (kv) _____ Length of crossing beyond outer rails (m) _____

Conduit material description _____ Cable makers provided? Yes No

Details – Overhead Electrical Only

Drawing reference _____ Angle of service to track (deg) _____

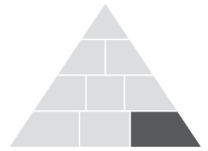
Max conductor design temperature (°c) _____ Conductor voltage (kv) _____

Min conductor clearance above rail (m) _____ Pole reference numbers _____

Min clearance above communications (m) _____

Min clearance above traction equipment (m) _____

Distance of poles out from rail (m) _____ Pole heights above rail (m) _____



| Application Type | |
|--------------------------|--|
| <input type="checkbox"/> | Type 1 New Overhead Electrical Service |
| <input type="checkbox"/> | Type 2 New Underground Sewer, Water, Electrical, Telecommunications or Low Pressure Gas Service |
| <input type="checkbox"/> | Type 3 New Non-Standard Service (e.g. Service not crossing under track, longitudinal services, private owner etc.) |

| Required Supporting Documentation – NB: No scanned copies will be accepted | |
|---|--|
| Types 1 | <input type="checkbox"/> Technical Drawings (e.g. proposal plans/sections of all existing & proposed services, distance to existing services and any rail infrastructure etc.) <input type="checkbox"/> Aerial map or sketch of the work site (must show access routes, location of machinery, distance to rail) <input type="checkbox"/> Catan Profile (Overhead) – Calculated at maximum temperature (temperature must be clearly specified) |
| Types 2 & 3 | <input type="checkbox"/> Aerial map and site plan (must show extent of work site, location of machinery, distance to tracks etc.) <input type="checkbox"/> RPEQ certifications and engineering assessment reports (e.g. geotechnical reports, hydraulic reports, track/vibration monitoring plans etc.) <input type="checkbox"/> RPEQ certified Technical or concept drawings (e.g. proposal plans/sections of all existing & proposed services, distance to existing services and any rail infrastructure etc.) |

Acceptance and Acknowledgement of Application Conditions

I/we hereby:

- understand that the relevant application process will take a minimum of 45 business days, depending on the complexity of the proposal.
- agree to pay all fees relevant to the **Application Type**, in accordance with **Appendix 1 - Schedule of Fees**. I/we understand that these fees are non-refundable, and that payment of the fee does not guarantee an application approval.
- understand that this application is for approval in principle only, and seeks to simply confirm that the technical information, preliminary plans, service location and installation methods associated with this proposal would be acceptable, at this point in time.
- understand that if this application is approved in principle, written confirmation from Queensland Rail will be provided and is valid for 12 months from the date of confirmation and must be included in any future Wayleave Application.
- understand, to gain final and formal approval, a Wayleave Application for Non-Queensland Rail Service Form MD-14-134 must be submitted to Queensland Rail, including detailed work method statements, technical drawings (including excavation permit) and final detailed design drawings.

Contact Name _____ Phone Number _____

Purchase Order # _____

Queensland Rail Customer* # _____

Name of Authorised Person _____

Signature of Authorised Person _____ Date _____

* **Note:** If you do not have a Queensland Rail Customer Number, you must submit and return a Credit Application Form with this application. A copy of the form can be requested from the Queensland Rail Property Team.

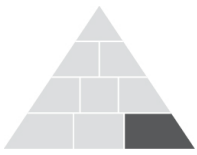
Important Information 1.0 – Derogation Application Process

Please note that any deviation from Civil - Non-Queensland Rail Underground Services in Queensland Rail Property Specification MD-20-173 will require a derogation request to be lodged to Queensland Rail via the appropriate channels (CoreGRC Derogation/Departure Paper - For External Users Form MD-12-954).

If a derogation is required, documentation needs to be provided in accordance with both the Amendments and Derogations to the Safety and Environment Management System Standard MD-18-393 and Safety Risk Acceptance Guideline MD-21-28.

A risk assessment will also need to be provided in accordance with Risk Assessment Criteria Specification MD-13-561 and Risk Assessment Tool Instruction MD-19-61.

Given the complexities with the derogation process, a Queensland Rail Project Manager will also need to be engaged to assist with the project interface.

**Appendix 1 – Schedule of Fees**

The below schedule of fees provides the framework for costs associated with the initial administrative aspects of a Wayleave Approval in Principle application. Depending on the complexity of your application there may be other costs associated with specialist technical review which would be advised upon receipt and initial review of your application.

To request a meeting with Queensland Rail to discuss the application process or technical details of your proposal, please contact the Property Team – depending on the context of your meeting, some fees may apply.

| Application Fees | Fee (plus GST) | Notes |
|--|----------------|---|
| Type 1 – Application Fee | \$903 | An application fee is payable to recover Queensland Rail's administrative cost of assessing and processing your proposal |
| Type 2 – Application Fee | \$1,478 | An application fee is payable to recover Queensland Rail's administrative cost of assessing and processing your proposal |
| Type 3 – Application Fee | POA | Application fees for a Type 3 application are assessed on a case by case basis. A quote can be provided on request |
| Other Applicable Fees | Fee (plus GST) | Notes |
| All Types – Derogation Fee (per Derogation) | \$1,000 | A fee applies to any deviation from <u>Civil - Non-Queensland Rail Underground Services in Queensland Rail Property Specification MD-20-173</u> to recover Queensland Rail's administrative costs. |
| All Types – Queensland Rail Project Management Fees (including Derogation Applications) | POA | Due to the complex nature of a proposal, it may be identified that a Queensland Rail project interface manager is required to be engaged. A fee estimation can be provided upon receipt of the application. |

Considerations Following Successful Approval in Principle Application

There are a number of things which should be considered before engaging a contractor as they may affect construction costs and timeframes. You should discuss these matters directly with the Queensland Rail Property Team.

If your application for approval in principle is successful and you intend on lodging a formal Wayleave Application, you (or your contractor) will be required to lodge a site specific "Track Safety" work method statement. The work method statement will need to clearly describe *WHAT* you propose to do, *WHERE* you will be doing it, and *HOW* you will be doing it.

All relevant sections from within the Civil - Non-Queensland Rail Underground Services in Queensland Rail Property Specification MD-20-173 will need to be clearly referenced within the work method statement under appropriate headings. In particular, sections relating to "On-site Queensland Rail Involvement" and "Track Monitoring" are mandatory and must be clearly addressed in the work method statement.

Regardless of any prior Queensland Rail approval in principle, a geotechnical report will need to be provided with a formal Wayleave Application for bore holes greater than 150mm diameter. The report must be site and project specific; it must acknowledge and confirm suitability of the proposed excavation / installation method, and must include bore logs.

Installations of new services are generally required to take place during planned track closures which are scheduled several months in advance. To work on a track closure you will be required to lodge an application and participate in planning activities with Queensland Rail – this process can add significant time to project schedules.

It should be noted that non-standard services (i.e. Type 3 applications), if approved following a successful Wayleave Application, may attract encumbrance (or licence or consideration) fees which are assessed on a case by case basis and calculated at full commercial rates – please refer to the Wayleave Application for Non-Queensland Rail Service Form MD-14-134 for more details.

Applicants are encouraged to inform potential contractors early in the appointment process of these requirements, and to ensure sure they are familiar with Civil - Non-Queensland Rail Underground Services in Queensland Rail Property Specification MD-20-173 and Wayleave application processes.

Important Information

Please note:

- i) Fees effective from 1 July 2023
- ii) Payment of the Application fee does not guarantee approval
- iii) Separate applications must be made for each individual proposed service, per location – not per project
- iv) If your proposal changes significantly after initial submission, the amended proposal will be treated as new
- v) 'Approval in Principle' is valid for 12 months from the date of written confirmation from Queensland Rail
- vi) Information and fees quoted on this document are subject to change at any time without notice
- vii) For more information visit <https://www.queenslandrail.com.au/forbusiness/thirdpartyaccess>