



Application for Wayleave Approval in Principle

This form may only be used for applications lodged in the 2024-25 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 completed applications, along with supporting documentation to QRPropertyWayleaves@qr.com.au. Please note incomplete submissions will not be processed. For further information please visit [Third party access \(queenslandrail.com.au\)](https://www.queenslandrail.com.au)

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

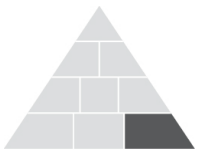
Queensland Rail Lot / Plan _____ Street, Suburb _____

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?	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
For excavation >150mm you must submit a geotechnical report, have you?	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Entry and exit pits must be located outside the rail corridor, are they?	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Permanent markers must be provided as described in AS4799, will they be?	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you received <i>Queensland Rail 'Wayleave Approval in Principle'</i> ? (if yes, please attach a copy)	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does this application comply with <u>Civil – Non-Queensland Rail Underground Services in Queensland Rail Property Specification MD-20-173</u> ?	_____	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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**.
- understand these fees are upfront and 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:** Applications submitted without a Purchase Order number noted or a copy of, will not be processed. All Purchase Orders should be made out to Queensland Rail and reference the applicant contact and location of the proposed access/works.

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 ([Application for a Derogation](#) 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.

Application Fees	Fee (plus GST)	Notes
Type 1 – Application Fee	\$936	An application fee is payable to recover Queensland Rail's administrative cost of assessing and processing your proposal
Type 2 – Application Fee	\$1,531	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)	\$10,000	A fee applies to any deviation from <u>MD-20-173 Civil – Non-Queensland Rail Underground Services in Queensland Rail Property Specification</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 Queensland Rail 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 2024
- 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>