



## Application for Access to Queensland Rail Land

This form may only be used for applications lodged in the 2024-2025 financial year

### Form Instructions

This form contains important information on how to apply for access to land controlled by Queensland Rail, 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](mailto: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 \_\_\_\_\_

### Location Details

Queensland Rail Lot / Plan \_\_\_\_\_

Street and Suburb \_\_\_\_\_

Proposed commencement date \_\_\_\_\_

Proposed duration of Licence \_\_\_\_\_

Distance (m) of location of works from nearest rail \_\_\_\_\_

Minimum clearance (m) of any person/machinery/equipment to nearest overhead traction wire \_\_\_\_\_

### Detailed Scope of Works



Application Type	
<input type="checkbox"/> Type 1	Survey (excluding geotechnical) or visual inspection on foot – standard access is one business day E.g. Survey using light hand-held equipment, or inspection with no equipment from outside Danger Zone
<input type="checkbox"/> Type 2	Low impact non-commercial access for works on property boundary not related to a development E.g. Repairs, maintenance or other access by private property owner from outside the Danger Zone
<input type="checkbox"/> Type 3	Maintenance or repairs to existing infrastructure, minor construction, or other potentially invasive access E.g. Geotechnical investigations, road works, bridge inspections, pipe maintenance, track access
<input type="checkbox"/> Type 4	Earthworks, temporary encroachment, or any construction or activities related to a private development E.g. Cut and fill, rock anchors, scaffold, temp fencing, track monitoring, drainage works, crane over-sail
<input type="checkbox"/> Type 5	Earthworks, temporary encroachment, or any construction or activities adjoining, above or within a railway tunnel E.g. Cut and fill, rock anchors, scaffold, temp fencing, track monitoring, drainage works, geotechnical investigations, demolition works

Required Supporting Documentation	
Type 1 & 2	<input type="checkbox"/> Aerial map or sketch of the work site ( <i>must show access routes and approximate distance to tracks</i> ) <input type="checkbox"/> Full list of equipment to be used ( <i>must include height and length specs and methodology</i> ) <input type="checkbox"/> Work Method Statement ( <i>must be site specific – refer Appendix 1 “Track Safety Considerations”</i> )
Types 3 - 5	<input type="checkbox"/> Aerial map and site plan ( <i>must show extent of work site, location of machinery, distance to tracks etc.</i> ) <input type="checkbox"/> Details of all plant, machinery, equipment to be used ( <i>include specs and methodologies</i> ) <input type="checkbox"/> Copy of relevant Council development approval and/or concurrence agency conditions <input type="checkbox"/> RPEQ certifications and engineering assessment reports ( <i>e.g. geotechnical reports, hydraulic reports, track/vibration monitoring plans etc.</i> ) <input type="checkbox"/> RPEQ certified Technical or concept drawings ( <i>e.g. proposal plans/sections of all existing services, distance to existing services and any rail infrastructure, elevations, crane radius plans, scaffolding plans, borehole location plans etc.</i> ) <input type="checkbox"/> Work Method Statement ( <i>must be site specific – refer Appendix 1 “Track Safety Considerations”</i> )

Acceptance and Acknowledgement of Application Conditions & Fee Schedule	
<p>I/we hereby:</p> <ul style="list-style-type: none"><li>• understand that the relevant application process will take a minimum of 45 business days, depending on the complexity of the proposal.</li><li>• agree to pay all fees relevant to the <b>Application Type</b>, in accordance with <b>Appendix 2 - Schedule of Fees</b>.</li><li>• understand these fees are upfront and non-refundable, and that payment of the fee does not guarantee an application approval.</li><li>• understand any temporary, or mid – long term, use or occupation may attract additional <b>Licence Fees</b> and a quote can be provided upon receipt of this application, if formally requested.</li><li>• understand any extension or variation to an agreed licence term, will attract a <b>Term Extension or Licence Variation Fee</b> and a quote can be provided, if formally requested.</li><li>• understand to assist Queensland Rail in their assessment, <b>Queensland Rail Project Management Fees</b> and <b>Engineering Consultancy Fees</b> may be payable and fee estimation can be provided, if formally requested.</li><li>• advise that all requirements outlined in <b>Appendix 1 – Track Safety Considerations</b> have been read and considered, and it is understood that additional time, supervision, and costs may apply in order to gain physical access the Queensland Rail corridor.</li><li>• agree to meet the requirements of all relevant Queensland Rail policies, procedures and/or standards, and I/we confirm that the information provided on this form is complete and correct.</li></ul>	
Contact Name _____	Phone Number _____
Purchase Order # _____	
Queensland Rail Customer* # _____	
Name of Authorised Person _____	
Signature of Authorised Person _____	Date _____
<p><b>* Note:</b> If you do not have a Queensland Rail Customer Number, you must submit and return a Credit Application Form with your Licence Application. A copy of the form can be requested from the Queensland Rail Property Team.</p>	



## Important Information – Rail Corridor Access & Supervision Bookings

Please note that the Property Team – Third Party Access are responsible for providing the Licence to Enter document only.

Any applications to gain physical access the rail corridor, via the *Corridor Access Unit* and/or the local Third-Party Access Coordinator, are the responsibility of the applicant. Contact details for these areas can be provided upon receipt of this application.

Please note gaining physical access to the SEQ network corridor is subject to the SEQ Schedule Corridor Assess System (SCAS) Protocol Instruction MD-13-545 and extended timeframes (i.e. minimum 4 – 6 months) may be applicable in gaining the necessary access. NB: These timeframes are additional to the Licence application process.

## Appendix 1 – Track Safety Considerations

Queensland Rail requires a site specific “Track Safety” work method statement with each application for access. The work method statement must include daily work processes and procedures which clearly describe *WHAT* you propose to do, *WHERE* you will be doing it, *HOW* you will be doing it and *HOW* you are going to access the work site.

Your work method statement must clearly demonstrate to Queensland Rail that you will be able to work safely in a rail environment, and that you understand and will comply with all relevant Queensland Rail standards.

Items to address in your work method statement	Considerations
<b>The Danger Zone</b>	<p>The Danger Zone is all space within 3 metres horizontally from the nearest rail, and any distance above or below this 3 metres.</p> <p><i>Your work method statement should identify the distance of your works to the Danger Zone, and if you intend to enter the Danger Zone. If you will not be entering the Danger Zone, you must clearly state that you will not enter the Danger Zone, and describe the measures you will implement to control the risk (e.g. safety barrier).</i></p>
<b>The Electrical Exclusion Zone</b>	<p>The Electrical Exclusion Zone is the area within a 3 metre radius below the wiring and supporting Overhead Line Equipment (OHLE), or any distance above. All OHLE are to be treated as live and dangerous.</p> <p>For any work that encroaches or has the potential to encroach within the 3 metre exclusion zone, no work shall commence until the Traction Power Engineer has received an Isolation of the OHLE and Permit to Work (Form C), or a Safety Clarification Advice (SCA) has been issued. Refer <u>Electric Traction Systems (ETSS)</u> Standard MD-10-191, Module 2.</p> <p><i>Your work method statement should identify the distance of your works to the OHLE, and if you intend to enter the Exclusion Zone. If you will not be entering the Exclusion Zone, you must clearly state that you will not enter the Exclusion Zone, and describe the measures you will implement to control the risk.</i></p>
<b>Protection Officer</b>	<p>No access to the rail corridor is permitted without the supervision of a Queensland Rail Protection Officer. All entrants must follow instructions given by the Protection Officer.</p> <p>A Protection Officer is a qualified competent worker responsible for managing the rail safety component of worksite protection. The Protection Officer also has the responsibility for liaising with Train Control.</p>
<b>Pre-start Briefing</b>	<p>All entrants to the rail corridor must attend a daily pre-start briefing conducted by a Queensland Rail Protection Officer prior to accessing the rail corridor.</p>
<b>Plant and Equipment Accessing Land</b>	<p>Unless approved by a Protection Officer, crossing of any railway tracks must only be carried out at approved rail level crossings.</p> <p><i>Your work method statement must include an aerial map or sketch showing the worksite location, the proposed method of access and the minimum clearance of plant and equipment to the Danger Zone and the Exclusion Zone. Your work procedures should reference the aerial map or sketch that you have provided.</i></p>
<b>Compliance to Standards</b>	<p>All entrants to land controlled by Queensland Rail must comply with all relevant Queensland Rail policies, procedures and standards, and any relevant legislative requirements. Your work method statement must demonstrate compliance.</p> <ul style="list-style-type: none"> <li>• CIVIL-SR-002 “Work in or about Queensland Rail Property”</li> <li>• CIVIL-SR-003 “Basic Electrical Safety Requirements”</li> <li>• MD-12-140 <u>Personal Protection Equipment</u> Standard</li> <li>• MD-10-191 <u>Electric Traction Systems (ETSS)</u> Standard, Module 2</li> <li>• Electrical Safety Act 2002 (Qld), Transport Infrastructure Act 1994 (Qld), Environmental Protection Act 1994 (Qld), Planning Act 2016 (Qld), and Regulations</li> </ul>



Items to address in your work method statement	Considerations
<b>Personal Protection Equipment</b>	<p>All entrants must wear long sleeve, full safety orange (no two tone) high visibility shirts, wide brim hat, safety glasses, gloves, long trousers and steel cap safety boots as a minimum, in accordance with Queensland Rail <u>Personal Protection Equipment</u> Standard MD-12-140.</p> <p>No red or green clothing, including hats and safety helmets shall be permitted at any time while on the rail corridor. Any entrants not wearing the correct personal protective equipment will be refused access to the rail corridor.</p>

Appendix 2 – Schedule of Fees		
<p>The below schedule of fees provides the framework for costs associated with the Property aspects of a licence application. Depending on the complexity of your application or the track safety requirements determined by Queensland Rail, there may be other costs associated with protection officer supervision, working on track closures, track isolations, specialist technical review, licence amendments etc – all of which advised after our assessment and invoiced by the relevant area.</p>		
Application / Fee Type	Fee (plus GST)	Notes
<b>Type 1 – Application Fee</b>	\$1,229	An application fee is payable to recover Queensland Rail's administrative cost of assessing and processing the proposal
<b>Type 2 – Application Fee</b>	\$2,048	An application fee is payable to recover Queensland Rail's administrative cost of assessing and processing the proposal
<b>Type 3 – Application Fee</b>	\$3,072	An application fee is payable to recover Queensland Rail's administrative cost of assessing and processing the proposal
<b>Type 4 – Application Fee</b>	\$4,337	An application fee is payable to recover Queensland Rail's administrative cost of assessing and processing the proposal
<b>Type 5 – Application Fee</b>	\$5,411	An application fee is payable to recover Queensland Rail's administrative cost of assessing and processing the proposal
<b>All Types – Licence Fees</b>	POA	Monthly licence fees may apply to Type 3 and 4 applications. A quote can be provided upon receipt of the application
<b>All Types - Legal Preparation Fee</b>	\$1,000	A legal preparation fee is payable upon approval to recover Queensland Rail's administrative and legal costs associated with preparing the standard document. Any deviation from the standard documents may incur additional fees.
<b>All Types – Licence Variation Fee</b>	\$2,000 (Minimum)	A fee applies to any variation to the standard agreement to recover Queensland Rail's administrative and legal costs.
<b>All Types - Term Extension Fee</b>	\$750	A fee applies to any extension of a previously agreed licence term, or a licence variation to recover Queensland Rail's administrative costs
<b>All Types – Engineering Consultancy Fees</b>	POA	Fees may apply to recover engineering consultancy fees required to assist Queensland Rail in the assessment of the proposal. A fee estimation can be provided upon receipt of the application.
<b>All Types – Queensland Rail Project Management Fees</b>	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.
<b>All Types – Queensland Rail Supervision &amp; Rail Access Costs</b>	POA	Please contact local Third Party Access Coordinator directly to obtain a quote for required supervision when physical access to the rail corridor is occurring.
<p>Please note:</p> <ul style="list-style-type: none"> <li>i) Fees effective from 1 July 2024</li> <li>ii) Payment of the Application fee does not guarantee approval</li> <li>iii) Separate applications must be made for each individual location – not per project</li> <li>iv) If your proposal changes significantly after submission, the amended proposal will be treated as new</li> <li>v) Information and fees quoted on this document are subject to change at any time without notice</li> <li>vi) For more information visit <a href="https://www.queenslandrail.com.au/forbusiness/thirdpartyaccess">https://www.queenslandrail.com.au/forbusiness/thirdpartyaccess</a></li> </ul>		