

Utilities and Services Application Four Phase Process

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Utilities and Services

VicTrack accepts applications from various industry sectors, from local government to private individuals proposing to construct, install, maintain, replace or decommission their services within VicTrack land.

Due to the inherent risk which applies to works proposals within operational rail corridors, the process for approving Utilities and Services Applications undergoes strict evaluation;



Design Standards

There are two key documents by which your works will be scrutinised.

For all underground construction or maintenance proposals this key document is **Australian Standard (AS) 4799-2000, Installation of Underground Utility Services and Pipelines within Railway Boundaries**

For all overhead electrical (meaning crossing over the railway tracks or railway land) construction or maintenance proposals, this key document is the **Standard Conditions for Electric Power Overhead Lines on or Over Land Vested in Victorian Rail Track (VRT)**.

These standards are considered to be fundamental design documents, and in the concept and design phase of your proposal it is recommended that you continually consult these documents to ensure your design is on track for compliance

Further design guidance, and a copy of the *Standard Conditions for Electric Power Overhead Lines*, can be found in VicTrack's Design Requirements and Guidelines document (available on www.victrack.com.au/utilities)

Lodging an Application with VicTrack

To commence the application process the following documentation should be submitted to VicTrack through services@victrack.com.au:

- A completed Utilities and Services application form. This application form is available on www.victrack.com.au/utilities
- Design drawings (in line with those described in VicTrack's Design Requirements and Guidelines document) in A3 PDF format
- Photographs (if available)
- VicTrack reference if known (applies to an existing asset)
- Geotechnical report for bores greater than 100mm undertrack
- Loading calculations independently certifying the capacity of the proposed asset to resist rail track forces

Each application lodged with VicTrack will be charged an application review fee. The application fees can be accessed at any time on www.victrack.com.au/utilities.

The Application Process

Phase 1 – In-Principle Review

The Utilities and Services team will acknowledge receipt of each application within 3 working days of submission, at which time the contact details for the project officer will be confirmed.

As part of the Phase One process, VicTrack will liaise with internal and external stakeholders to seek advice as to the impacts (if any) of the proposed works on current and future rail operations or other matters that require attention.

In reviewing the design drawings submitted, VicTrack may require amendments to design or additional information to be provided by the applicant on a case by case basis.

Phase 2 – Independent Compliance Review

At the completion of Phase One, and subject to approval by all stakeholders, VicTrack will provide to the applicant the In-Principle review report.

In Phase Two of the application process, the applicant is required to seek and liaise direct with an independent engineering reviewer. The independent engineer may request design modifications; structural calculations or any other information required to satisfy design requirements to enable compliance approval of the application to be given.

At the completion of the review, the independent reviewer must supply an Independent Compliance Report. The requirements of which will be given at the completion of Phase One together with the In-Principle review report.

Once design drawings are reviewed, there are to be no variations or amendments to the design drawings unless re-approval has been sought from your selected independent reviewer.

Phase 3 – Rail Operator Review

At the completion of Phase Two, your application is referred to the rail operator as appropriate (including Tourist and Heritage Railways if relevant) for a construction methodology and design review.

It is the responsibility of the rail operator to satisfy itself that operational and safety requirements are not compromised by the construction and/or installation activities of the third party infrastructure. Once the review has been satisfactorily completed, the rail operator will notify VicTrack.

The rail operator will charge a fee for this review. Please contact the relevant rail operator for an estimate of these fees.

Phase 4 – Licensing and Final Approval

Upon receipt of the completed rail operator review, VicTrack will send the asset owner a Letter of Offer or Licence Agreement for execution.

Following receipt of the signed documentation, VicTrack will provide the applicant with a Notice advising you to contact the rail operator to arrange final access to undertake the proposed works.

Where works are proposed within vacant VicTrack land, you will be required to contact the Infrastructure Department within VicTrack, whom will arrange access to the site to enable the works to be undertaken.

Completion of Works

Within 3 months of the completion of works, VicTrack must be supplied with as-built drawings. This allows VicTrack to ensure the location of your asset is accurately captured on our state wide Geospatial Information System (GIS) RailMap.

Failure to provide as-built drawings within 3 months is a breach of VicTrack's terms and will result in a withdrawal of any VicTrack approvals.

Renewal or Replacement of Existing Assets

Works that propose the renewal or replacement of pipelines within VicTrack land are subject to the requirements of Clause 3.11 of the Australian Standard AS4799-2000.

Clause 3.11 specifies that any renewal and/or replacement of a service or pipeline shall be considered as a new installation and shall satisfy all the requirements of AS4799-2000.

Works involving renewal or replacement shall be subject to a formal application to VicTrack in accordance with VicTrack's Four Phase Application review process as described within this document.

Help

For further information and assistance relating to Utilities and Services applications, please contact VicTrack via services@victrack.com.au