

## Wayleave Application for Non-Queensland Rail Service

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 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](mailto:QRPropertyWayleaves@qr.com.au). Please note incomplete submissions will not be processed. For further information please visit [Third party access \(queenslandrail.com.au\)](http://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 \_\_\_\_\_

### Developer/Contractor

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

### 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**

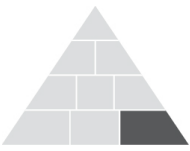
Drawing reference \_\_\_\_\_ Diameter of bore hole (mm) \_\_\_\_\_  
 Angle of service to track (deg) \_\_\_\_\_ Distance to nearest foundation (min 5m) \_\_\_\_\_  
 Distance to nearest existing service horizontally (min 2m) \_\_\_\_\_  
 Min depth on top of protection slab or top of bore below ground 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 2.0 – page 4)*

**Details – Underground Electrical Only**

Crossing depth under track (m) \_\_\_\_\_ Conductor voltage (kv) \_\_\_\_\_  
 Crossing depth other areas (m) \_\_\_\_\_ Conduit material description \_\_\_\_\_  
 Length of crossing beyond outer rails (m) \_\_\_\_\_ 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) \_\_\_\_\_ Above traction equipment (m) \_\_\_\_\_  
 Distance of poles out from rail (m) \_\_\_\_\_ Pole heights above rail (m) \_\_\_\_\_



Application Type	
<input type="checkbox"/>	Type 1 New Telecommunication Service (e.g. Installation of new conduit or fibre optic cable requiring excavation)
<input type="checkbox"/>	Type 2 New Electrical Service (e.g. Installation of new overhead or underground conductor or conduit/housing)
<input type="checkbox"/>	Type 3 Existing Telecommunications or Electrical Works – no excavation (e.g. Conductor renewal, hauling cables)
<input type="checkbox"/>	Type 4 New Underground Sewer, Water or Low Pressure Gas Service (Less than 599mm diameter bore hole)
<input type="checkbox"/>	Type 5 New Underground Sewer, Water or Low Pressure Gas Service (600mm or greater diameter bore hole)
<input type="checkbox"/>	Type 6 New Non-Standard Service (e.g. Service not crossing under track, longitudinal services, private owner etc)
Required Supporting Documentation – <b>NB: No scanned copies will be accepted</b>	
Types 1, 2, & 3	<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) <input type="checkbox"/> Work Method Statement (must be site specific – refer Appendix 1 “Track Safety Considerations”)
Types 4, 5, & 6	<input type="checkbox"/> Aerial map and site plan (must show extent of work site, location of machinery, distance to tracks etc.) <input type="checkbox"/> Details of all plant, machinery, equipment to be used (include specs and methodologies) <input type="checkbox"/> Copy of relevant Council development approval and/or concurrence agency conditions <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.) <input type="checkbox"/> Work Method Statement (must be site specific – refer Appendix 1 “Track Safety Considerations”)

**Acceptance and Acknowledgement of Application Conditions & Fee Schedule**

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 2 - Schedule of Fees**.
- understand these fees upfront and are non-refundable, and that payment of the fee does not guarantee an application approval.
- understand any variation to the standard wayleave licence document, will attract a **Wayleave Agreement Variation Fee** and a quote can be provided, if formally requested.
- understand to assist Queensland Rail in their assessment, **Queensland Rail Project Management Fees** and **Engineering Consultancy Fees** may be payable and fee estimation can be provided, if formally requested.
- advise that all requirements outlined in **Appendix 1 – Track Safety Considerations** 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.
- 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.

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

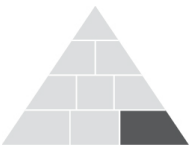
Purchase Order # \_\_\_\_\_

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.

**Important Information 2.0 – Rail Corridor Access & Supervision Bookings**

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

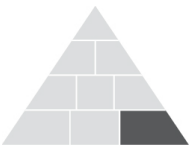
Any applications to gain physical access the rail corridor, via the *Corridor Access Unit* and/or the local Third-Party Access Coordinator, are the responsibility of the applicant. Contact details for these areas can be provided upon receipt of this application.

Please note gaining physical access to the SEQ network corridor is subject to the SEQ Schedule Corridor Assess System (SCAS) Protocols 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. The work method statement must include work processes and procedures which clearly describe *WHAT* you propose to do, *WHERE* you will be doing it, and *HOW* you will be doing it. For Wayleave applications, it is important that your work method statement clearly demonstrates that you understand and will comply with Queensland Rail Civil – Non-Queensland Rail Underground Services in Queensland Rail Property Specification MD-20-173. All items of the standard that are relevant to your proposed works must be referenced in your work method statement.

Items to address in your work method statement	Considerations
<b>Civil Engineering Technical Requirements</b>	Your completed application form, technical drawings and work method statement must all comply with Queensland Rail <u>Civil – Non-Queensland Rail Underground Services in Queensland Rail Property Specification MD-20-173</u> , unless you are requesting a derogation (which must be reviewed and approved by Queensland Rail).  For your work method statement, all relevant sections from within the standard must be clearly referenced under appropriate headings. In particular, sections relating to “On-site Queensland Rail Involvement” and “Track Monitoring” are mandatory and must be included in your work method statement.
<b>Geotechnical Advice</b>	Geotechnical advice must be provided to Queensland Rail for bore holes (excavation) greater than 150mm diameter. The advice must be site and project specific; it must acknowledge and confirm suitability of the proposed excavation based on soil type and location of water table (and include bore logs)
The Danger Zone	The Danger Zone is all space within 3 metres horizontally from the nearest rail, and any distance above or below this 3 metres. 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).
<b>The Electrical Exclusion Zone</b>	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.  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 Module 2, <u>Electric Traction Systems (ETSS) Standard MD-10-191</u> .  <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>



Items to address in your work method statement	Considerations
<p><b>Protection Officer and Track Competent Person</b></p>	<p>A Protection Officer is a qualified competent worker responsible for managing the rail safety component of worksite protection. The Protection Officer has the responsibility for liaising with Train Control.</p> <p>No access to the rail corridor is permitted without the supervision of a Queensland Rail Protection Officer.</p> <p>A track competent person will be appointed and will be on site at all times while under track work is being performed. The track competent person will observe the work and take any appropriate actions to ensure safety of railway traffic.</p>
<p><b>Pre-start Briefing</b></p>	<p>Before work commences, an on-site meeting is to be held between a Queensland Rail representative (usually the Track Maintenance Coordinator) and the contractor. The contractor is to explain all details of the work and also present the work method statement as approved by Queensland Rail. The work method statement must be accompanied by a copy of the geotechnical advice, all relevant plans, as well as an approved track monitoring plan and procedures document.</p> <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>
<p><b>Plant and Equipment Accessing Land</b></p>	<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 showing the worksite location and the proposed method of access, as well as a full list of plant and equipment to be used including relevant specifications.</i></p>
<p><b>Compliance to Standards</b></p>	<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 clearly demonstrate compliance.</p> <ul style="list-style-type: none"> <li>• MD-20-173 <u>Civil – Non-Queensland Rail Underground Services in Queensland Rail Property Specification</u></li> <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 Standard</u></li> <li>• MD-10-191 <u>Electric Traction Systems (ETSS) Standard, Module 2</u></li> <li>• Australian Standard AS4799-2000</li> </ul> <p>Electrical Safety Act 2002 (Qld), Transport Infrastructure Act 1994 (Qld), Environmental Protection Act 1994 (Qld), Planning Act 2016 (Qld), and Regulations</p>
<p><b>Personal Protection Equipment</b></p>	<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 Standard MD-12-140</u>.</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>
<p><b>Special Conditions</b></p>	<p>The Queensland Rail <u>Civil – Non-Queensland Rail Underground Services in Queensland Rail Property Specification MD-20-173</u> provides special conditions for each excavation type and method of installation. Your work method statement must demonstrate that you understand the special conditions which apply to your method of installation and that you have planned appropriately to comply with them.</p>

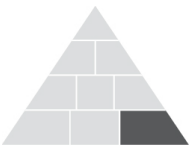
**Appendix 2 – Schedule of Fees**

The below schedule of fees provides the framework for costs associated with the initial administrative aspects of a Wayleave application, as well as the continued retention of any approved services covered by a Wayleave agreement.

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, provision of other qualified personnel, application fees for working on track closures, track isolations, specialist technical review, project management, Queensland Rail cable locating etc. all of which are advised after our assessment and invoiced by the relevant area.



Appendix 2 – Schedule of Fees (cont.)		
Application Fees	Fee (plus GST)	Notes
<b>Type 1 – Application Fee</b>	\$2,402	An application fee is payable to recover Queensland Rail's administrative cost of assessing your proposal. Encumbrance fees also apply for each individual service installation as below. Unless otherwise agreed in a master Land Access Agreement
<b>Type 2 – Application Fee</b>	\$3,687	An application fee is payable to recover Queensland Rail's administrative cost of assessing your proposal. Encumbrance fees also apply for each individual service installation as below
<b>Type 3 – Application Fee</b>	\$2,558	An application fee is payable to recover Queensland Rail's administrative cost of assessing your proposal. Note that no encumbrance fees apply, unless advised by Queensland Rail
<b>Type 4 – Application Fee</b>	\$4,917	An application fee is payable to recover Queensland Rail's administrative cost of assessing your proposal. Encumbrance fees also apply for each individual service installation as below
<b>Type 5 – Application Fee</b>	\$6,146	An application fee is payable to recover Queensland Rail's administrative cost of assessing your proposal. Encumbrance fees also apply for each individual service installation as below
<b>Type 6 – Application Fee</b>	POA	Application fees for a Type 6 application are assessed on a case by case basis. A quote can be provided on receipt of the application.
Encumbrance Fees	Fee (plus GST)	Notes
<b>Type 1 – Encumbrance Fee</b> <i>Per new telecommunications service</i>	\$2,000	An encumbrance fee is payable for all Type 1 applications as reimbursement for the permanent burden to the land. Unless otherwise agreed in a master Land Access Agreement.
<b>Type 2 – Encumbrance Fee</b> <i>Per new electrical service</i>	\$5,000	An encumbrance fee is payable for all Type 2 applications as reimbursement for the permanent burden to the land.
<b>Type 4 &amp; 5 – Encumbrance Fee</b> <i>Per new water, sewer, or gas service</i>	\$10,000	An encumbrance fee is payable for all Type 4 & 5 applications as reimbursement for the permanent burden to the land.
<b>Type 6 – Encumbrance Fee</b> <i>Per new non-standard services</i>	POA	Encumbrance fees (or licence fees or consideration) for a Type 6 application are assessed on a case by case basis. A quote can be provided on receipt of the application.
Legal Preparation Fees	Fee (plus GST)	Notes
<b>Type 1, 2 &amp; 3 – Legal Preparation Fee</b>	\$450	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>Type 4 &amp; 5 - 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>Type 6 - Legal Preparation Fee</b>	POA	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 – Wayleave Agreement Variation Fee</b>	\$2,000 (Minimum)	A fee applies to any variation to the standard wayleave agreement to recover Queensland Rail's administrative and legal costs.
Other Applicable Fees	Fee (plus GST)	Notes
<b>All Types – Derogation Fee (per Derogation)</b>	\$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.



Appendix 2 – Schedule of Fees (cont.)

<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 (including Derogation Applications)</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.

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 service, per location – not per project
- iv) Encumbrance fees are once-off and no annual or ongoing fees apply, unless advised by Queensland Rail
- v) If your proposal changes significantly after initial submission, the amended proposal will be treated as new
- vi) If the works are not completed within 12 months from the date of approval, a new application must be made
- vii) Information and fees quoted on this document are subject to change at any time without notice
- viii) For more information visit <https://www.queenslandrail.com.au/forbusiness/thirdpartyaccess>