Permits and TARs Portal

Customer User Guide

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The following user guide has been compiled by KiwiRail to support users accessing our new Permits and TARs Portal. This document should contain the answer to any questions you might have about the Permits and TARs portal. Additional information on the Rail Corridor access process can be found on the 'Help' Page of the Portal. If you cannot find the answer to your question, you can contact the Protection Team at nationalpermits@kiwirail.co.nz.

Permits and TARs

The Rail Corridor is a dangerous environment where heavy machinery operates at high speeds with no possibility of diversion. According to Section 73, (1)(a) and (b) of the Railways Act 2005, no person may enter the rail corridor without the express authority of the appropriate licensed access provider. The KiwiRail Protection Team the appropriate, licensed access provider for all Third Parties entering the Rail Corridor. To keep those who work on the railway safe, KiwiRail employs a division of Rail Protection Officers and Site Protectors, whose job it is to keep workers safe on site. On top of protecting workers, KiwiRail also reviews prospective works and ensures that the contractors carrying out those works have a good plan and are competent. The review, authorisation and scheduling of works is the purpose of the Permits and TARs process.

Trying to explain the relationship between Permits and TARs can be difficult, but the best example we've heard came from a member of KiwiRail's Executive Team. He said: applying for a Permit to Enter, is like applying to join a golf club. Once you're a member you're allowed to access the course, but it doesn't mean that you can turn up whenever you want to. You still have to book your round of golf, even if you're a member of the club. The Permit to Enter is like a membership. It gives you written permission to access and certain area of KiwiRail land for a specific purpose. A Track Access Request (TAR) is like the booking. A TAR gives you specific dates and times that you can use your Permit to access the site.
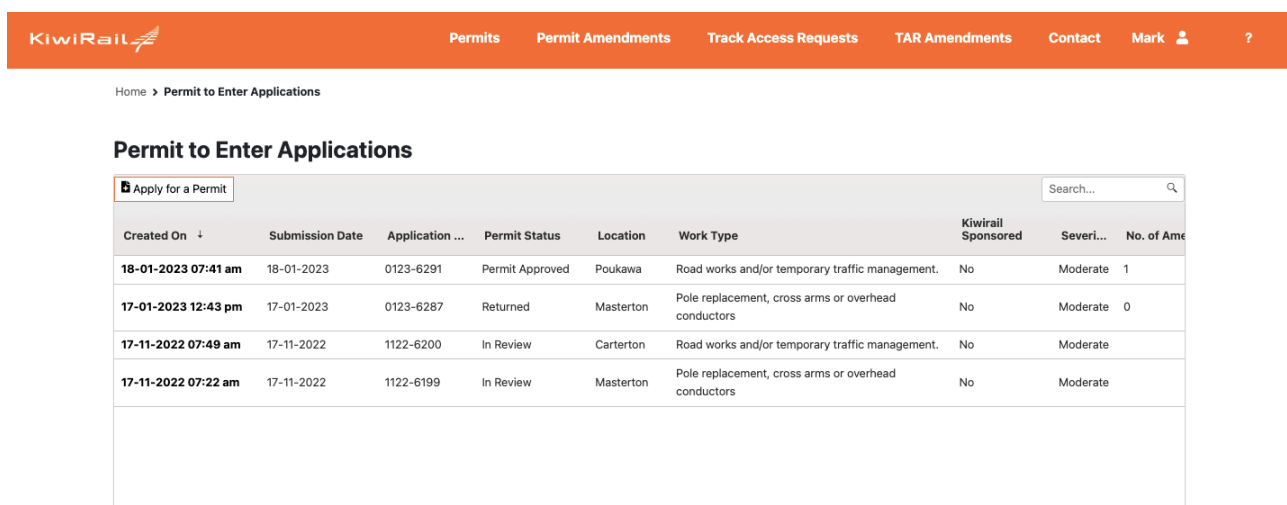
Signing Up and Logging In

The Permits and TARs portal required customers to create an account. Creating account takes only a few minutes and allows customers to enjoy the benefits of being enrolled to the portal, which includes a reduction in time-consuming data entry. The Permits and TARs Portal will use the data you use when you sign up to automatically fill in the contact details fields on all of your Permit and TAR applications. As such, please make sure to answer as accurately as possible and not make any spelling errors. Please note that it is not possible to lodge a Permit or TAR without an account with the portal.

When you sign up, our portal will ask you to verify your email address using a six-digit code. The code will be sent to your email address. Please allow a few minutes for the code to be sent to you. It can take up to five minutes. If you have not received your code in that time, please click the 'Send New Code' button. Once you have entered the code, please click the 'Verify Code' button to confirm your email, then proceed to enter the rest of your contact details. We verify your email address because this address will be used as the primary means of communication between you and the National Protection Team.

Once you enter the Portal you will be asked to complete your User Profile. This includes confirming your name, or the name of person who will be the primary contact for the account. The verified email address will appear on this screen but it it not editable. We then ask that you enter your business contact phone and mobile. Finally, you will be asked for your KiwiRail Customer Account Number. If you have previously applied for an account with KiwiRail then your customer number will have automatically been added to the portal and be available to register against. It is essential that you enter the correct account number at this stage in order to recover your previous Permits. If you do not have a KiwiRail customer account, then please select 'No' and enter your company details. These include the company's name and address. These details are gathered for invoicing purposes. Please make sure you answer these questions correctly, as it will not be possible to change your responses once the form is submitted. It is particularly important to spell the name of your company correctly, as, once again, this will help to link your account to your previous Permits. If your company name is misspelled, then the Portal won't be able to assign your name to Customer Account to your Company and this is not something that can be changed.

Your Portal Dashboard

Once you have completed the Sign up, you will be directed to your portal dashboard. The dashboard displays all of your active applications for Permits to Enter and will appear blank when you first log in:

Whenever you 'save' or 'submit' an application, the data you have entered will appear on the dashboard. Clicking on a 'saved' application will allow you to return to the application form to

complete submission. Clicking on a 'submitted' application will show you the Summary Page. The Summary Page contains all of the details of your application and will be where you'll find updates as to your application's status, as well as updates from the Corridor Access Advisor responsible for your application. To navigate away from the Summary Page, click on 'Permit to Enter Applications' in the chain on the top left hand side of the screen. Clicking on 'Home' will also take you away from the Summary Page. You can also use the 'back' function on your browser.

The Permit to Enter Application Form

If you have applied for a Permit to Enter with KiwiRail before, then you will notice a few differences from our previous 'Corridor Access Request' form. The Permits and TARs Portal features a new Application form, which helps you provide clearer and succinct information about the works that you are applying for. Please make sure that you answer each question correctly.

1. Subcontractor Details

Because you've already entered your personal details when signing up for our portal, there is no longer a requirement to enter your details on our Permit to Enter application form. Your details will be copied directly from your account and attached to your application. This field is for you to enter the details of any subcontractors that you might have working under your principal company on the project. If you have more than one subcontractor, please enter one and make note of any others in the 'Scope of Work' section.
Examples Cases:

Scenario 1: *Verse Networks are upgrading their fibre assets in Marlborough. They require a specialist directional drilling firm to complete the installation of a duct underneath the tracks. Verse Networks' project manager fills out the Permit to Enter Application form and lists the drilling firm, D&D Contracting, as a subcontractor on this page.*

Scenario 2: *Williamson Contracting has been engaged by Black Fern Forests to fell a block of pines that borders the rail corridor. Williamson Contracting applies for their Permit to Enter directly and does not need to fill out the subcontractor section.*

Scenario 3: *Bates Engineering has been engaged by the Matamata-Piako District Council to replace a road bridge that crosses the railway. Bates Engineering have contracted to Kerr Cranes to complete the lifts, Satterthwaite Cement for the abutment pours and Devine Roading to reinstate the road surface. Bates Engineering lists Kerr Cranes in the subcontractor section and lists its additional subcontractors in the 'Additional Information' field in the Scope of Work Section.*

2. Scope of Work

The first question on the Scope of Work tab relates to KiwiRail Sponsorship. If you've been engaged by KiwiRail to complete works on KiwiRail's behalf, to KiwiRail employee who approached you to complete the work may have offered to 'sponsor' your Permit to Enter. In other words, KiwiRail may have offered to cover the cost of your Permit to Enter. If this applies to you, select 'Yes' and enter your Sponsor's details.

The second question relates to asset works. 'Asset' encapsulates any third party (ie: not owned by KiwiRail) object that sits within or encroaches upon KiwiRail's property. An asset could be a utility, such as a fibre cable, telephone line or a water main, but it could also be a road bridge, a radio antenna, a splicing pit or even a tree. Assets on (or encroaching upon) KiwiRail land require a special property right called a Deed of Grant. The Deed of Grant, in its simplest terms, acts like a residential rental contract, giving the asset owner permission to use a specific part of KiwiRail's land for their own purposes. Like residential leases, Deeds of Grant also come with an annual 'rent' payment that the principal must make to continue to have that asset in place.

If you are working on an asset, select 'Yes' and proceed to answer the follow Deed of Grant specific questions, followed by the Scope of Work assessment.

If you are not working on an asset, select 'No' and proceed to the Scope of Work assessment.

If you are unsure whether your work involves an asset, please contact KiwiRail's Property Team at grants@kiwirail.co.nz.

The following questions are designed to help you convey the details of your work to KiwiRail in the simplest terms possible. Please feel free to provide as much detail as you can in the free text boxes on this screen, after selecting a Scope of Work option from the drop down menu. If your scope of work is not listed on the drop down menu, please select 'Other' and describe the works in the boxes below.

Scenario 1: *Verse Networks are upgrading an existing fibre asset by removing the current cable and duct, and replacing them with new infrastructure. Verse Network have previously engaged the KiwiRail Property Team and negotiated a change to their Deed of Grant allowing for an increase in the size of their duct from 250mm to 350mm and the addition of a new fibre cable, taking the total to three cables. The Deed of Grant has been successfully signed and executed. Verse Networks select 'Yes' to the question 'Does your scope of work include installing, maintaining, upgrading or replacing an asset on, beneath or above KiwiRail land?', and enter their Deed of Grant number in the box. They then select 'Trenchless Installation Beneath Rail Corridor' and tick the asset size of 300mm to 899mm. The drilling will take place parallel to a level crossing and temporary traffic management is required, so Verse Networks select 'Yes' to the question 'Will you be deploying traffic management within 100 metres of a level crossing?'*

Scenario 2: *Williamson Contracting is not working on an asset (tree felling), so they select 'No' to the first two questions. They then select 'Tree Felling or Vegetation Clearance' from the drop down menu. They use the free text boxes to elaborate on the height of the trees to be felled and the geographical area of commercial forest that borders the rail corridor.*

Scenario 3: *Bates Engineering has been forwarded a copy of the Deed of Grant agreement for the bridge from the Matamata-Piako District Council. They select 'Yes' to the Deed of Grant question and add the valid number. They answer 'New Structure such as Bridge or Cycleway' from the drop down menu and elaborate on the various construction phases of the project in the free text boxes. Because closing the bridge will cause traffic to be diverted to a level crossing, Bates Engineering requires a Traffic Management Plan and tick 'Yes' to the question "Will you be deploying traffic management within 100 metres of a level crossing?".*

3. Location

The Permits and TARs Portal features a new mapping function that allows customers to view and map of the national rail network and place a pin on their worksite. The location of the pin will then automatically populate the location fields below on the form. You can zoom in to the form and place the pin on the place where the works will take place.

If you are working on an asset, please place the pin where the asset will be installed.

If you are working in an area that encompasses a long, continuous section of the corridor (such as felling trees in a block that has a 1km border with the rail corridor or installing a telecommunications duct parallel to the railway for 300m), then please place the pin in the centre of your worksite.

If you are working in multiple sites, please place the pin at the location of your first site, then select 'Yes' to the question 'Is this application for generic, regional or nationwide access?', and add the other sites in the free text box below.

In more remote regions the pin may not be able to provide a specific street address. If you know of a specific address that is not automatically populated on the form, then please amend the address fields to more accurately reflect the address.

If you cannot see the map on your screen, it may be that you have blocked Third Party Cookies on your browser. Please go to your settings and change this before reporting any issues to KiwiRail.

Scenario 1: *Barrett Surveying have offices in Auckland, Wellington and Christchurch and are frequently contracted by KiwiRail to perform routine surveys of the track formation and ballast. In order to streamline their access, Barrett Surveying apply for a nationwide permit, directed by KiwiRail's Field Production Managers. Because they haven't got one specific site, Barrett Surveying place their pin at the site of their next KiwiRail job, select 'Yes' to the question 'Is this application for generic, regional or nationwide access?', and provide background details in the free text box.*

Scenario 2: *Williamson Contracting's site has a large boundary with the rail corridor (almost 2kms), so they place the pin at a point roughly equidistant from the limits of the block.*

Scenario 3: *Bates Engineering drop their pin in the centre of the bridge they'll be working on. Because the bridge doesn't have an address, they amend the address fields to read the nearest street address to the bridge.*

4. Dates and Times

The next step in the application process is selecting dates and times. The dates and times application form is entered on this form are intended to give the KiwiRail Team reviewing your application an indication of when you'd like to complete the work. The dates entered here are not final and do not bind KiwiRail to providing access on these days. To give a better idea of the work window you can facilitate, feel free to select a large number of dates (eg: three-four months). KiwiRail cannot provide access to any new Permit to Enter applicant within the processing time for their Permit to Enter and TAR (see below regarding 'Urgent Processing'). If you apply for a Major Woks permit, the processing time for your Permit will be 30 working days, with a 10 working day minimum lead time for rostering protection. Please do not select work dates within your processing window. Please bear in mind that if you are working in an electrified area, works are scheduled on a four weekly roster, with various sections of track closed down each week

Times will be used by the Corridor Access Advisor reviewing your permit to get an idea of how long you need to be on site every day and when you'd prefer to work (day works or night works). Generally your Corridor Access Advisor will use these times on your Permit to Enter, so please think carefully before completing this question. In some cases, the times you can get access the track will be affected by the area that you want to access. For example, access in the Auckland Metro area is limited on weekday nights to between 11pm and 4:30am to allow time for the overhead wires to be isolated. In the Wellington Metro area weekday works are generally not allowed and customers requiring isolation will need to wait for a Block of Line.

Urgent Processing can be requested on this screen. Applications for Urgent Processing are sent to the National Corridor Manager for review. If your work is deemed to be Urgent, then the request will be accepted and the application expedited. If your work is not deemed to be Urgent, you will be notified. Please note that all applications for urgent processing are subject to the volume of applications being reviewed by KiwiRail at any given time. If the volume of applications is exceptionally high, urgent processing will not be offered. Applications processed urgently carry an additional fee of $1250 on top of the existing permit fee.

Scenario 1: *Barrett Surveying select 'Yes' to the question 'Is this application for an annual (12 month) permit?', as they hope to use their Permit to complete KiwiRail jobs on an ongoing basis. From the calendars they select the 1st of November 2022 to the 1st of November 2023. They*

select 7am to 6pm from the times, so that they have a wide window during which to carry out their surveys with rail protection on site.

Scenario 2: *Verse Networks are on a tight schedule to complete their maintenance upgrade. They apply for dates starting next week but when their application is picked up for review their Corridor Access Advisor reminds them that processing times are required prior to getting access. D&D Contracting advise Verse Networks that the best time for them to do the work on site is mornings, so Verse Networks apply for 5am to 1pm.*

Scenario 3: *Bates Engineering are undertaking a six month building project, which is beginning in four months time. They select their broad dates on the calendar. They also apply for 12am to 11:30pm (essentially, 24 hours) for their times, as several of the lifts will need to occur at night when trains are not running.*

5. Supporting Documents

The Permits and TARs Portal requires customers to upload/attach their supporting documents to their application at the time of applying. Customers will have to attach the relevant document to each field before being allowed to submit their application. What documents are required is automatically decided by the system based on your Scope of Work submission. If you need to leave your application in order to create the relevant supporting documents, then you can press the 'Save' button at the bottom of the page and come back later to resume where you left off.

You can find all of the information on the requirements for each of these supporting documents on the 'Details of Required Supporting Documents' in the Information and Help Tab on the Permits and TARs Portal.

The Supporting Documents Tab also includes a field for entering your Purchase Order Number. This is the number that will appear for reference on any invoices created for your Permit and TAR applications, so please make sure that it is valid and has enough funds associated to it before completing your Permit to Enter application. Failure to enter the correct number, and subsequent failure to pay, can lead to customers being temporarily barred from accessing the rail corridor until financial disputes are resolved. If your Permit to Enter is sponsored by KiwiRail then please enter the KiwiRail Project Code, WBS or SWO number in this field. If you are sponsored by KiwiRail, please ask your sponsor to double check that their code/WBS/SWO is valid prior to submission of the Permit application.

6. Final Acknowledgement

The final acknowledgement is the last phase of the Permit to Enter application. It is required that you accept the terms of submission listed in this section before you submit your application. Please read the conditions carefully and make sure you understand them. If you need to amend any section of your application prior to submission, you can navigate back through the pages using the 'Previous' and 'Next' buttons.

If at any point during the application process you decide that you no longer need to access the Rail Corridor, you can withdraw your application with the 'Withdraw Application' button at the bottom of the page.

The Permit to Enter Review Process

1. KiwiRail Processing and Document Return

Once you have submitted a full application with the correct supporting documents, your application will be submitted to the Corridor Access Advisory Team for review. Your application

will be given a processing target time based on the severity of your works. KiwiRail aims to review and issue your Permit to Enter in that timeframe. You can find the severity on the 'Summary Page' for your Permit to Enter. The summary page can be accessed by clicking on the time and date that you submitted the application, the furthest left column on your Permits Dashboard. The target processing times for various severities are:

- Minor Works = 10 Working Days
- Medium Works = 20 Working Days
- Major Works = 30 Working Days

While KiwiRail does aim to review your application in this time, it is common for the Corridor Access Advisory Team to receive high volumes of applications, particularly in the lead up to public holiday Blocks of Line, and cannot allows deliver your reviewed application within the stated timeframe.

You can see the real-time status of your Permit to Enter application in the 'Permit Status' column on the Permits Dashboard. When your Permit is picked up by a Corridor Access Advisor, the status is updated to 'In Review'. This status is updated by the Corridor Access Advisor for each step of the Permit issuing process, including the creation of the Draft Permit, arrangement of financial details and final approval.

When a Corridor Access Advisor takes your application for review, the first thing they will do is check your responses to the application form to get a brief understanding of the works. They will then analyse your supporting documentation to ensure that all of the correct contingencies have been planned for. If the required supporting documentation is not complete, or requires amending, the Corridor Access Advisor will return the application to you with a request to amend the submitted documents. If you are unsure of the requirements for supporting documents, you can find a thorough breakdown in the 'Details of Required Supporting Documents' on the Information and Help page of the Permits and TARs Portal. If this occurs, the processing time for your application pauses, as the process targets are based on the submission of complete applications. If you are required to amend your application, you will receive a notification to your verified email address with the details of the required amendments.

Once the supporting documentation is all in order, the Corridor Access Advisor will draft your Permit to Enter and send you a copy to read and sign. It is essential that you carefully read the Permit to Enter, as it is a legally binding document that controls your access to the rail corridor. If there are any clauses on the Permit to Enter that you do not understand, your Corridor Access Advisor will be able to explain them. Please note that a Corridor Access Advisor cannot for legal reasons amend the fine print of a Permit to Enter and the General Conditions will only be amended in exceptional circumstances. The conditions of the Permit have been written for the benefit of third parties and KiwiRail to ensure safe operation.

Permit Document

Your draft permit document is now available. Please upload a signed copy of the document.

Click to download permit document:

[Download Draft Permit Document]

Please accept the permit fee to enable file upload. Upload the signed permit document below:

| Select files... | Drop files here to upload |

Permit Fee

Please review and confirm permit fee details.

[View & Accept Permit Fee]

2. Reviewing and Signing

Once you have reviewed the draft Permit to Enter and agree to its terms, you must initial each page of the Permit to Enter and sign the final page. Signing of the Permit to Enter can be done on a printed copy (which is then scanned and uploaded to your portal) or digitally on a pdf platform like Adobe. Please be aware that our system is not compatible with applications like Docusign and any Permits to Enter signed digitally using verification applications will be returned and require a new signature. Before you upload your Permit to Enter you will be asked to accept the Permit to Enter fee. The fee is based on the severity and/or duration of your works. KiwiRail requires acceptance of the fee before the Permit to Enter can be approved. Permit fees cannot be amended.

3. Payment

If you are a cash customer, you will be presented with two payment options: Debit/Credit Card and Electronic Funds Transfer. Payment via Debit/Credit Card is complete via Windcave with a 2% surcharge fee. Payment via Electronic Funds Transfer (direct bank transfer from account to account) does not carry a surcharge but can take two to five days to process depending on the day that you complete payment and the bank that your account is with.

Customers who have a KiwiRail account will be billed as per KiwiRail's invoicing policy. Customers who are sponsored by KiwiRail will not be asked to pay and their Permit will be processed without intervention from the Business Support Team.

4. Receiving an Authorised Permit and Next Steps

Once the payment details have been settled, the Corridor Access Advisor will upload the authorised Permit to Enter to your portal. You will see it appear as a document on your Summary Page. You will also receive a notification with the relevant next steps for your work. You will need to complete these next steps before moving on to the submission of a Track Access Request. Some of these next steps require contact with other areas of KiwiRail.

Permit to Dig - If your work requires breaking ground in any capacity, then you will need to have an approved Permit to Dig from KiwiRail's Signals and Cables Team before you can apply for your Track Access Request. The contact details for relevant Permit to Dig issuer can be found in the General Conditions on your Permit to Enter and your 'Next Steps' notification email. Permits to

Dig can take up to fifteen working days to process, so please ensure that you allow enough time to factor in this processing when you apply for your Permit to Enter.

EF201 - In areas where the railway is electrified (Wellington south of Waikanae, Auckland between Swanson and Papakura and the central North Island between Hamilton and Palmerston North) you may be required to apply for an electrical isolation. Isolation means that the overhead wires are deactivated (not live) during your works, making the operation of plant machinery and conductive tools safe. Organising an isolation does not require the submission of an application but you will need to contact the regional authority to discuss the dates that you could complete the work under isolation. You can then use the dates provided to you by the regional authority to submit your Track Access Request.

Track Access Request (TARs) Form

The Track Access Request (TAR) is the form used to apply for time on the track. To refer back to our golf club analogy, this the way that you use your membership (the Permit to Enter) to book time on the course. When submitting the TAR you need to have dates in mind when you can carry out the work and be prepared to be flexible. KiwiRail cannot provide access in every area of the country on any given day. There are rostering constraints and train schedule limitations that effect when you can get access to the track. The TAR form is the beginning of a dialogue between yourself (the customer) and the Protection Planner. The Protection Planner will look at your work, the severity of that work, any conflicting projects (either KiwiRail projects or other third parties), dates, times and resource availability to offer you time on track to complete the work. Please be aware that different areas of the country have different rules about where and when access is allowed. For example, the lower frequency of rail services in the lower South Island means that access can be arranged relatively easily. Whereas access in Auckland, where KiwiRail has obligations to AT to provide a usable network, access is much more limited.

1. Accessing the TAR Form

The TAR form can be accessed through the 'Summary Page' on your Permits Dashboard. The access the 'Summary Page' click on the time and date of submission (the furthest left column) on the Permits Dashboard. From the summary page you will see the 'Apply for a TAR' button. Click this button to access the TAR form.

If you are a third party requiring access to one of KiwiRail's Yards (eg: Westfield, Southdown, Middleton), please navigate to the 'Track Access Request' tab in the ribbon at the top of the Permits and TARs portal. Clicking on this tab will direct you to the TARs dasboard. From there you can click 'Apply for a Track Access Request' at the top left of the dashboard panel. This will open the TARs Landing Page, where the possible TAR options are presented. You can select 'Third Party Yard' from the TAR options and proceed to filling in the TAR form.

2. TAR Application

General

The first details added to your TAR come from your Permit to Enter. Your Permit Number will be on your dashboard and summary page. The SWO# number comes from your approval notification email. These two pieces of information will automatically populate if you create your TAR from an existing Permit to Enter. If you are applying for a Yard work TAR, you will not require a Permit to Enter and can enter N/A on this field. Please also add a brief description of your works to the free text box below in order to give the planner an idea of what protection will be required.

Location

Select your region from the drop down list. If you don't know what region your work takes place in you can work it out using the suffix of your Permit to Enter number:

A = Auckland and Northland
Select Auckland or Northland (for works north of Swanson)
UNI = Tuakau to National Park, including the East Coat Mainline line to Tauranga and Murupara
Select North Island
LNI = National Park to Waikanae and Masterton, including New Plymouth, Napier and Gisborne
Select North Island
W = Wellington, south of Waikanae and Masterton
Select Wellington
USI = South Island from Picton to Tinwald including the Midland Line and West Coat
Select South Island
LSI = South Island, south of Tinwald including Otago and Southland
Select South Island

The next boxes are is the Start KM Limits and End KM Limits. Here, please enter the kilometrage of your worksite. These will be pre-populated from your Permit, but will be able to be edited. This is listed on your Permit to Enter as 'Location' and will follow the basic format of a three to five letter code, followed by the kilometres given to three decimal points. If you are applying for a specific site using a regional, generic Permit then please enter your requested location. If you are unsure what the details will be, KiwiRail recommends you use the third party app Mobile Road to identify the site. Simply select KiwiRail from the Mobile Road start up menu and find the site on the satellite image. If you require access at multiple sites then please select 'Yes' and enter the various locations.

The free text box below is a place for you to enter any additional details that could be useful to the protection planner, such as you access point or any quirks of the site such as level crossings, tunnels or bridges.

Select 'Yes' to the question 'Working Clear' if you require access to the Rail Corridor but your site is not at risk of infringing upon the tracks or minimum approach distances.

3. Dates and Times

Here you can enter your requested dates. These are intended to give an indication of when you'd like to carry out the work. The actual dates may not reflect these preferences. Please begin by entering the dates from your approved Permit to Enter, followed by the dates you're requesting (which must be within the approved Permit dates) and finally the times you want to start and end on each day of work (these times must also be within the range allowed for on your permit).

The following question, 'Continuous or Daily Work' relates specifically to multi-day sites and Blocks of Line. If you're not working on a Block of Line then you can select 'Daily' and move on. If you are wanting to occupy a site twenty-four hours a day for multiple days, please select continuous.

The following questions should be answered as clearly as possible. Select all of the options that apply to you from the list. When selecting plant machinery, please tick all of the options that apply to your works. If you select other, please elaborate in the free text box below. If your require machinery appears on the list, please enter the size and weight of the mahcine in the free text box below.

4. Work Party Details

It is essential that all staff who enter the rail corridor have the necessary inductions and are competent. Our team requires you to submit the names of your staff who will be accessing the rail corridor, along with their KiwiRail Learning Exchange (KLE) customer numbers in order to cross reference their competencies. Please upload a document with these details to the TAR

application. You will see the form appear at the bottom of the page. You must also provide the contact details of the site leader who will be on the site on the day of the works. These details will be used by the protection planner to make contact before and during the works.

In addition to the work party's competencies, KiwiRail also requires customers to provide padlocks for their workers to use when participating in KiwiRail's lock-on/lock-off process, the backbone of rail protection methodology. If you do not have padlocks, you can purchase them from NZ Safety Blackwoods. If you cannot purchase padlocks, you may choose to 'rent' padlocks from KiwiRail for the duration of the works. KiwiRail charges a fee for using our padlocks and this will be added to your overall invoice. If you need to rent padlocks from KiwiRail, please list the number of staff that will require padlocks on your competencies document and in the 'Notes/Extenuating Circumstances' section below.

Beneath the padlocks question is a place to upload your approved Permit to Dig, should you require one. If you require a Permit to Dig, but do not attached an approved Permit to Dig, then you TAR will be rejected and you'll need to apply again.

You can save your application as you go if required. Simply click the 'Save as Draft' button at the bottom of the page. When you are ready to submit, tick the acknowledgement and press 'Submit'.

The TAR Review Process

Once your TAR has been received by KiwiRail it will be reviewed by our Protection Planners and allocated time on track. If KiwiRail cannot facilitate your requested dates, our Planner will get in touch via email or phone to discuss other options for access.

Once the dates are set the Protection Planner will generate a quote, which will be viewable in the 'Summary Page' for your TAR application. You can access the 'Summary Page' for your TAR application by clicking on the time and date of the application. Before your booking is confirmed, you will need to accept the quoted amount for the rail protection required. If you are a non-account (cash) customer, you will be required to pay this amount in advance to secure your booking. Payment proceeds in the same way as Permit payment, with the selection of the preferred payment method, etc. If you are an account customer your booking will be confirmed once the quotation is accepted.

Once the quote is accepted (and, if necessary, payment completed) the Protection Planner will send you a Track Access Confirmation note, confirming the times, dates and details of your rostered Rail Protection Officer. On the day of your works, this Rail Protection Officer (RPO) will be the person who meets you on site, completes your site briefing and manages the rail safety elements of your site for the duration of the works.

Amending Permits and TARs

If your Permit to Enter has expired (reached the end of its valid dates) then you may apply for an amendment. Date amendments are only made to permits that are valid for less than twelve months. If you hold an annual permit it will not be amended, it will be reissued (there are some exclusions specifically for KiwiRail directed project works). For annual permit renewals you will have to apply again.

You can also apply for an amendment to increase the scope of work for your site, add new sites/areas and add subcontractors. All amendments cost $600 per amendment, so if you are wanting to amend multiple details on a Permit, it is advised that you wait until all the details are ready before you request the amendment.

1. Permit Amendments:

You can request an amendment to your Permit to Enter through the 'Summary Page'. You can access the 'Summary Page' by clicking on the time and date of submission in the far-left column on your Permit's dashboard. The 'Amend Permit' option can be found at the bottom of the summary page, beneath the 'Track Access Request' button.

Amendment

Click below to apply for a new permit amendment.

Apply for Amendment

Once you open the Amendment request you are presented with the following page. The Permit Amendment Request consists of two questions:

1) A box for entering a description of the requested amendment, as well as the reason for that the amendment is required.
2) The New Permit Expiry Date – if you're requesting a new date, please enter the new expiry date that you would like for the Permit to have.

There is also a place to add any relevant supporting documentation that might be required, such as up-to-date Public Liability Insurance certificates or additional safety plans if your scope of work has changed.

Permit to Enter Amendment Application

Please enter the details of your Permit to Enter that would like amended and justification for your request in the Description box below.
If you are requesting an amendment to your Permit to Enter expiry date, please select the new expiry date in the Date box below.

Please enter a description of the requested amendment:

New Permit Expiry date:

day/month/year

Supporting Documents

Please attach supporting documents:

Select files...   Drop files here to upload

Once you have filled in the relevant fields, you will be asked to accept the $600 Amendment Fee before submitting the request.

Your Amendment Request is processed alongside Permit to Enter applications and does not have a specific target processing date. If your amendment request is urgent then the Protection Team recommends getting in touch at nationalpermits@kiwirail.co.nz. However, please do not leave amendment requests to the last minute. Urgent processing is not always available due to high volumes of processing. If you have paid in advance for protection that cannot go ahead due to an invalid Permit then you will not be eligible for a refund. As a rule of thumb, please expect 10 working days for the processing of a Permit Amendment.

2. TAR Amendments

TAR Amendments are a new part of the Permits and TARs processed, designed to formalise requests for in advance date changes. If you have already booked work with the Protection Team, but intersecting circumstances have since made that access impossible, then we ask that you submit a TAR Amendment Request to change the dates of your TAR. Please remember that TAR Amendments are only valid up to 10 working days before the work is scheduled to begin. If you apply within 10 working days of the work then you will be liable for covering the cost of the cancelled protection.

Summary

Application Number: 10-4A

Permit Number: 003-23A

Status: TAR Approved

[View Application]

Amendment

Click below to apply for a new Track Access Request amendment.

[Apply for Amendment]

You can find the TAR Amendment box below the Summary box on the Summary page of your Approved TAR.

Similar to the Permit Amendment Request, the TAR Amendment request presents you with the following two options:

1) A box for entering a description of the requested amendment, as well as the reason for that the amendment is required.
2) The New Start and End Date – to request a new date, please enter the new dates that you would like for the TAR to have.

There is also a place to add any relevant supporting documentation that might be required.