

# Document checklist

Please submit the documents to [grants@kiwirail.co.nz](mailto:grants@kiwirail.co.nz). To check if your application complies with KiwiRail specifications, please refer to - [Utility services | KiwiRail and table 5.1 of C-SP-AE-64322 Installation of Utility Structures on Railway Land](#).

## Pipes and ducts less than 100mm diameter

- Location plan (map or aerial photo)
- Drawings showing pipe or duct alignment, offset from track centre line, access points and other pertinent information
- If it's a flammable substance pipe, specific emergency plan to deal with any potential leaking during construction or thereafter needs to be provided

## Pipes greater than 300mm diameter

- Location plan (map or aerial photo)
- Engineering design (including calculations)
- Engineering drawings
- Ground investigation results
- Construction Management Plan
- Producer statement (where applicable)
- If it's a flammable substance pipe, specific emergency plan to deal with any potential leaking during construction or thereafter needs to be provided

## Water race or open drain

- Location plan (map or aerial photo)
- Construction drawings and methodology
- Photos of the site and environs
- Soil test results

## Above ground power or communication duct or cables

- Location plan (map or aerial photo)
- Show the site and a side elevation showing the location of poles and the sag of the conductors from top of rail to the lowest point

## Pipes and ducts less than 300mm diameter but greater than 100mm diameter

- Location plan (map or aerial photo)
- Engineering drawings
- Construction methodology
- If it's a flammable substance pipe, specific emergency plan to deal with any potential leaking during construction or thereafter needs to be provided

## Bridges and Underpass

- Location plan (map or aerial photo)
- Construction drawings and methodology
- Photos of the site and environs
- Soil test results
- Reinstatement of formation and drainage with underpasses
- Overbridges to meet clearance requirements of T-ST-DE-5212 Clearances and E-SP-AE-61319 AEA Traction Clearances

## Other structures or assets

- Location plan (map or aerial photo)
- Construction drawings and methodology
- Photos of the site and environs
- Site plan showing its position with distances from the railway boundary, track centre and any railway structures
- Metal pipes, conduits, metal sheathed cables or other metal-enclosed services in electrified areas shall include Earthing and Bonding Mitigations

## Documenting existing asset

- Location plan (map or aerial photo)
- As built plans
- Document showing when the asset was installed
- Proof that the existing asset will not fail or cause disruption to rail traffic and there's sufficient clearance beneath structures

*\*Pipe size refers to the carrier pipe or encasement pipe whichever is greater*

**Once the asset is installed, the following documents must be emailed to [grants@kiwirail.co.nz](mailto:grants@kiwirail.co.nz) within 30 days:**

- Monitoring Settlement Results
- As-Built Documentation
- Any additional documents requested by KiwiRail

# Fee schedule

Asset type	Application type*
Flammable or non-flammable pipe and ducts less than 300mm diameter (below ground)	Standard
Flammable or non-flammable pipes greater than 300mm (below ground)	Complex
Flammable or non-flammable pipe (above ground)	Complex
Less than two telecommunication or power cables, ducts, poles and signages	Standard
More than two telecommunication or power cables, ducts (all below ground); poles; signages	Complex
Overhead cable along or crossing rail land	Complex
Water structures such as open channel, reservoir, dam; watercourse such as swale or culvert	Complex
Bridge, underpass, retaining wall	Complex
Documenting existing asset, transfer of ownership or renewal of agreement	Documentation fee only
Other structure, unusual item or land use	Complex

## Breakdown of fees

Standard application type is \$1690 plus GST, documentation fee is \$850 plus GST

Complex type is \$3450, documentation fee is \$850 plus GST

Annual fee applies, see Frequently Asked Questions for Grants for information

## Other fees

Departure from Standard fee is \$1300 plus GST in addition to the application fees above

## Quick Links

[Application form for a Grant](#)

[Frequently Asked Questions](#)

[KiwiRail Specifications](#)

[Permit to Enter](#)

## Contact information

For questions, email [grants@kiwirail.co.nz](mailto:grants@kiwirail.co.nz)