

KiwiRail Permit to Enter Process – Accessing the rail corridor

National Protection
June 2023





Who requires a permit?

- **Local Authorities/Utility Providers**
Electricity, Water, Gas, Fibre, Roads, Biosecurity
- **Third Party Contractors**
Working for a Utility Provider, Tree Felling, Traffic Management
- **Contractors Engaged by KiwiRail**
Working alongside KiwiRail to maintain the network or new construction works
- **Neighbouring Properties**
Undertaking work that can foul track or breach MAD to OLE. E.g., cranes, diggers, scaffolding that can encroach on the network.

Installation of Utility Structures on, under or over Railway land

Before issuing a Permit to Enter, an agreement must be in place between KiwiRail (Grantor) and the asset owner (Grantee). This agreement is known as the Grant Agreement. The Grant sets out the responsibilities of each party and the location along the railway line where the Grantee is permitted to have and maintain an asset or structure in railway land.

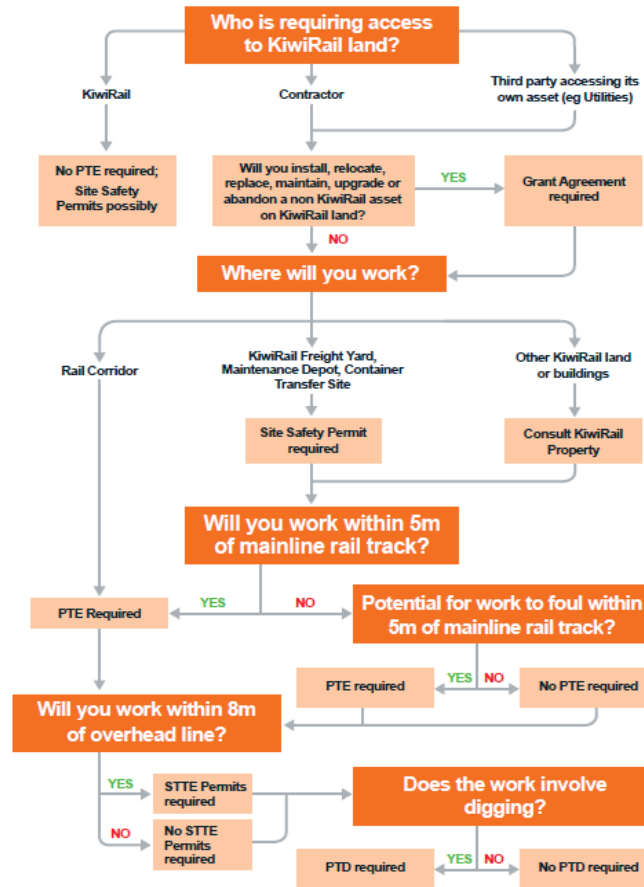
The [Civil Specification for Installation of Utility Structure on Railway Land](#) sets out the conditions governing the installation and maintenance of Utility Structures on, over or under railway land.

For more information, go to [Grants Frequently Asked Questions](#) or email grants@kiwirail.co.nz





Permits required for work on KiwiRail land



KEY | PTE: Permit to enter | STTE Permits: e.g. EF201 permit, structures bonded/earthed permit or ESO
PTD: Permit to dig



Lead Times

Deed of Grant	Property	50 days	Required when installing a utility service or structure not belonging to KiwiRail in on or above the rail corridor. When required, a permit to enter cannot be released without an executed deed of grant. Generally KiwiRail work does not require one unless our work involves relocating an existing asset in which case the deed of grant is updated after consultation with property team and asset owner. Examples of assets : fibre cables, water pipes, power cables, bridges, cell towers, temporary level crossings, telephone cables
Permit to Enter	National Protection	10 days	Minor works - Non invasive type works on foot using hand held tools. <i>E.g. inspections, surveys (excluding geotechnical), investigations and where TTM is applied near a LX where the work area is not within 5m of the rail corridor. * also includes KiwiRail Sponsored permits when Site Specific SHE Plan Assessment check list has been signed and submitted with CAR by both the Project Manager and Zero Harm Advisor.</i>
		20 days	Medium works - Breaking ground, Maintenance or repairs to existing infrastructure, minor construction, work in electrified areas, using plant and machinery in the rail corridor or in the road reserve where the road and rail corridor interface. <i>E.g. geotechnical investigations, road works, small civil works within the rail corridor such as test pits, bridge inspections, utility maintenance and installation via directional drilling, track settlement monitoring, tree felling in KiwiRail land and neighbouring properties when within 2 tree lengths.</i>
		30 days	Major works - Annual permits, Construction activities in, on over or beneath the rail corridor, including neighbouring private developments <i>E.g. - Major project work, Bridge installations above the corridor, tunnel boring beneath the corridor, open trenching under track, station upgrades, vertical construction adjacent to the corridor, track settlement monitoring, 12 month permit.</i>
Rail Protection - BAU	National Protection	10 days	All work that has potential to foul track requires a rail protection officer. All protection is arranged and provided by KiwiRail. Protection will not be arranged without a permit to enter. When the permit to enter has been issued a track access request form must be submitted to the regions protection manager 10 working days in advance. This allows time to roster the protector, send the application to network authorities for approval and have work entered into the bulletin.
Rail Protection - BOL	National Protection	8 weeks	Track access request forms to be submitted
Rail protection - Xmas BOL		16 weeks	Track access request forms to be submitted
Permit to Dig	STTE	10 - 15 days	A permit to dig is required for all work involving breaking ground. The permit to dig is not issued until the permit to enter has been issued. The local STTE team will meet onsite and do required mark outs and issue the permit to dig on site. Examples of breaking ground - directionally drilling or tunnel boring beneath the rail corridor, open trenching, hand digging, driving stakes or survey pegs into the ground
EF201	STTE	10 - 15 days	The EF201 is issued when working around the electrified areas. An EF201 will not be issued without the Permit to Enter. If an isolation is required this must be arranged through the local STTE team and on the day of isolation a EF201 will be issued. If the work can be carried out safely and been approved by the STTE team but there is potential to breach the minimum approach distances then an Electrical Safety Observer must be on site and an EF201 issued before commencing work.



How to apply for a Permit to Enter

- www.kiwirail.co.nz – how can we help?
- Submit a Corridor Access Request (CAR) using the following link - [Sign in | Permits and TARs \(b2clogin.com\)](http://Sign%20in%20|%20Permits%20and%20TARs%20(b2clogin.com))
- Public GIS viewer
<https://gis.kiwirail.co.nz/maps/?viewer=kiwirailpropertyview>



Supporting Documents

This documentation is to show KiwiRail's Permit Office that the job has been planned, risks identified and managed. The permit processing lead times will not start until the following is received;

1. Site specific safety, health and environment plan –
 - Scope of work
 - Project structure and contacts
 - Access and welfare
 - Training and competencies
 - Risk management
 - Emergency plan
 - Incident management
 - Environmental plan
 - Sub-contractor management
 - Traffic management
 - Security
2. Detailed methodology of work and plant required with aerial plan showing the work area. Access points and the work location must be identified.
3. A current public liability insurance certificate \geq \$10mil
4. Evidence of KiwiRail inductions being completed.
5. When Traffic Management is required, all TMP's within 100m of a Level Crossing or within 10m of the rail corridor where the road and rail corridors run parallel, must be sent to nationalpermits@kiwirail.co.nz for risk review.



Inductions/Competencies to work in Rail Corridor

- All persons working in the rail corridor are required to complete the KiwiRail online HSE induction
- All persons working in Electrified Areas are required to complete the KiwiRail online Electrification Awareness Basic course when working on station platforms
- All persons working in Electrified Areas are required to complete the KiwiRail online Electrification Awareness Basic and Intermediate course when working between stations in the rail corridor
- Tunnel Infrastructure training is required for all persons working in a tunnel. Course is done in a classroom and tunnel simulator at a KiwiRail location

Accessing the Rail Corridor

Once you have your Permit to Enter; your access needs to be planned 2 weeks in advance. This is done by submitting a Track Access Request (TAR) to the following access teams

- northlandaccess@kiwirail.co.nz (Swanson North)
- Auckland.access@kiwirail.co.nz (Pukekohe to Swanson)
- Northislandaccess@kiwirail.co.nz (Waikanae to Pukekohe)
- Wellingtonmetro.access@kiwirail.co.nz
- Southisland.access@kiwirail.co.nz

- Note; Protection is subject to scheduling and resourcing. Your preferred dates may not be available.

