



# KiwiRail Sponsored Permit to Enter Process

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National Protection  
June 2023



# Who requires permission?

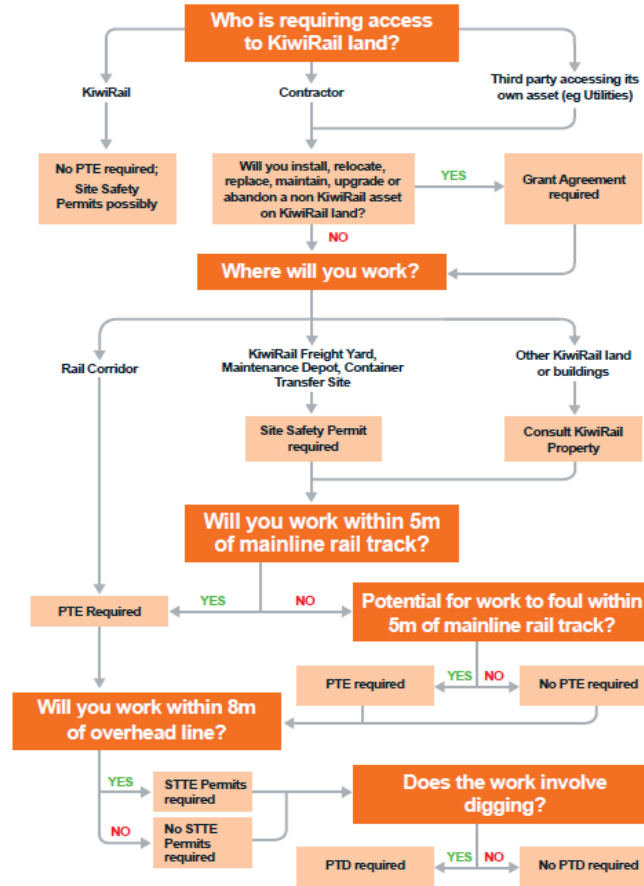
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- **Local Authorities/Utility Providers**  
Electricity, Water, Gas, Fibre, Roads, Biosecurity
- **Third Party Contractors**  
Working for a Utility Provider, Tree Felling, Traffic Management
- **Contractors Engaged by KiwiRail**  
Working alongside 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.



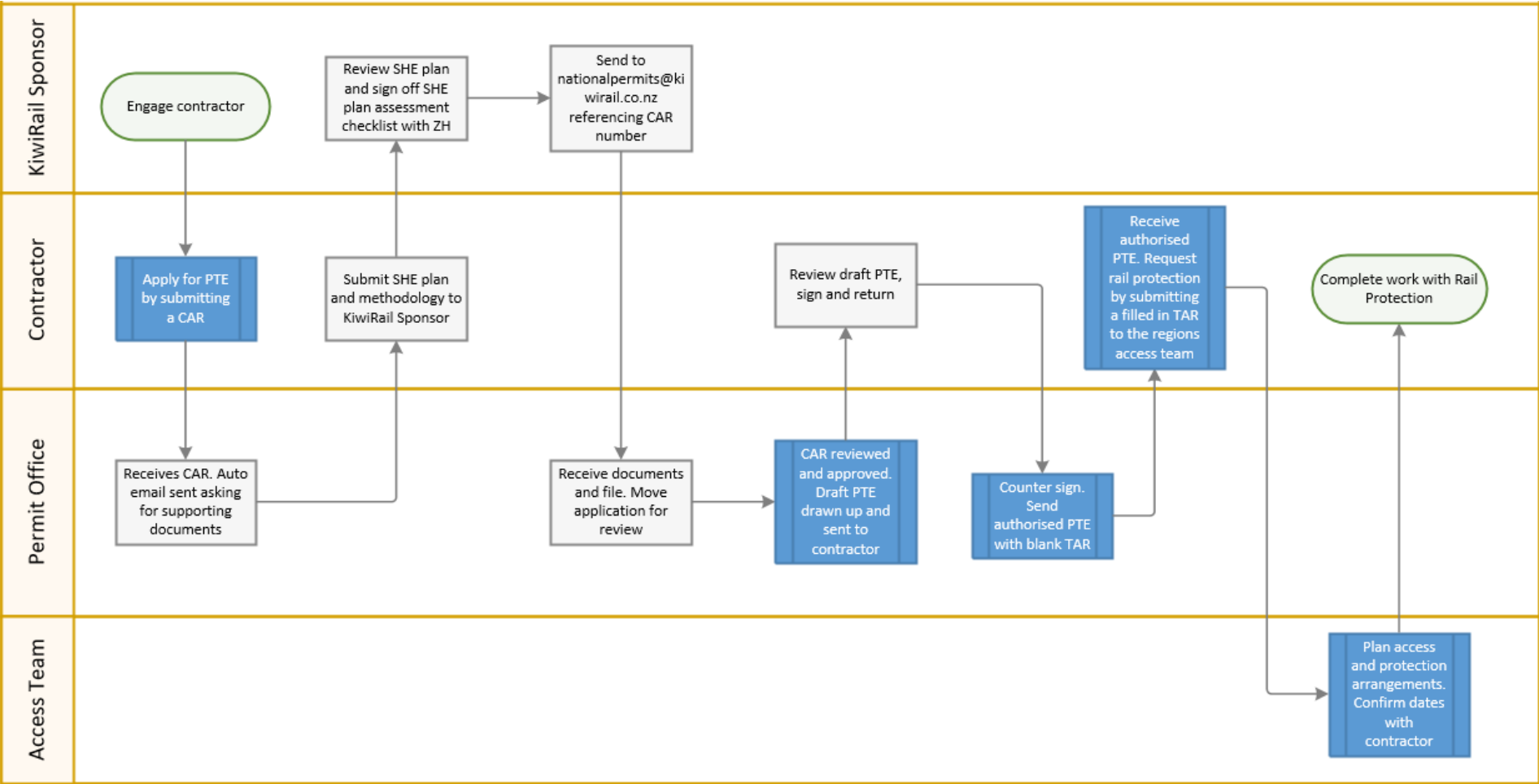
## Permits required for work on KiwiRail land



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



# Key Steps in Permit Process



CAR – Corridor Access Request    SHE – Safety Health Environmental  
 PTE – Permit to Enter            ZH – Zero Harm  
 TAR – Track Access Request



# 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	<b>Minor works</b> - 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	<b>Medium works</b> - 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	<b>Major works</b> - 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

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- [www.kiwirail.co.nz](http://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

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This documentation is to show KiwiRail's Permit Office that the job has been planned, risks identified and managed. The 10 day permit processing lead time 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. Site Specific SHE Plan Assessment Check List signed by both the Project Manager and ZH Advisor.
3. Detailed methodology of work and plant required with aerial plan showing the work area. Access points and the work location must be identified.
4. A current public liability insurance certificate =/> \$10mil *subject to any written agreement.*



# Site Specific SHE Plan Assessment – Project Manager and ZH to sign off



## SAFETY, HEALTH AND ENVIRONMENT

### ENTERPRISE-WIDE SHE TEMPLATE

#### 08-TEM-004-SHE SITE SPECIFIC SHE PLAN ASSESSMENT

This checklist is a guide for the review of a Site-Specific SHE Plan (SSSHEP) before it is accepted by KiwiRail. This assessment shall be reviewed and approved by the following:

- The Project Manager responsible for the work within KiwiRail; and
- A Zero Harm representative

Business Unit:	Project:
Prepared by Author:	Signature: _____ Date: _____

Assessment Criteria	Yes	No	N/A
<b>1 Overview</b>			
1.1 Client details included			
1.2 Brief scope of works included			
1.3 Special conditions of project described			
<b>2 SHE Structure</b>			
2.1 Organisational structure for the project			
2.2 Key contacts for those involved in the project i.e. Project Manager, Project Supervisors, Client contact			
2.3 Systems structure and system accreditations the document supports			
<b>3 Access and Welfare</b>			
3.1 Process for sign in/out for workers and visitors			
3.2 Welfare facility arrangements for the project			
3.3 Protection arrangements described			
<b>4 Training</b>			
4.1 SHE induction arrangements for the project			
4.2 Confirmation of Rail HSE Induction achievement if working in the rail corridor			
4.3 Confirmation of Electrification Awareness competency if working in electrified areas			

4.4	Training matrix included referencing training/competency, experience and qualifications for the specific work related to the project			
<b>5</b>	<b>Environmental Management</b> <i>(this may be developed separately from Site Specific SHE Plan)</i>			
5.1	Is any environmental consents/approval required for any of the activities undertake on this site? Refer to consenting triggers checklist if you have not consulted with an RMA advisor.			
5.2	Have the potential environmental hazards on the site been identified and control measures defined? (e.g. including following but not limited to - waste, land disturbance, environmentally hazardous substances, noise, air quality, vibration, water ways and coastal areas etc.)			
5.3	Is there an Environmental Management Plan required?			
5.4	Waste management procedure for the project			
<b>6</b>	<b>Risk Management</b>			
6.1	Notifiable works identified and evidence of notification to the regulator attached			
6.2	High risk activities identified and corresponding documentation attached			
6.3	KiwiRail Critical Risk activities identified and critical controls are in place			
6.4	Notification receipt of notifiable work attached			
6.5	Site Specific risk/hazard register included			
6.6	Reference to PPE required in the rail corridor			
6.7	Hazardous substance register included and relevant Safety Data Sheets attached			
6.8	Risk management procedures for project			
6.9	Verification that the correct Rail Medicals are in place for the activity			
<b>7</b>	<b>Permits to Work</b>			
7.1	Have the necessary Permits to Work for high risk activities been identified and copies attached?			
<b>8</b>	<b>Verification</b>			
8.1	Details and frequency of safety inspections			
8.2	Auditing/monitoring procedures			
<b>9</b>	<b>Communication Procedures</b>			

9.1	Details and frequency of pre-start briefings, toolbox talks, safety briefings etc			
<b>10</b>	<b>Emergency Preparedness</b>			
10.1	Potential likely emergency situations identified relevant to the site and plans in place			
10.2	Emergency contact numbers included (Including Network Control)			
10.3	First aid provision for the project			
10.4	Nearest medical facilities identified			
<b>11</b>	<b>Incident Management</b>			
11.1	Process for incident reporting, recording and investigating incidents			
11.2	Process for escalating and reporting incidents to KiwiRail			
11.3	Process for notification to Regulators for notifiable events			
<b>12</b>	<b>Subcontractor Selection</b>			
12.1	Procedures for selection of subcontractors			
12.2	List of subcontractors supplied			
12.3	Subcontractor management procedure for project			
<b>13</b>	<b>Traffic Management</b>			
13.1	Parking areas, site access determined			
13.2	Approved Traffic Management Plans supplied			
13.3	Materials and equipment storage areas identified			
<b>14</b>	<b>Security</b>			
14.1	Procedure to control unauthorised access to site			

#### APPROVAL

KR Project Manager Approval:	Signature	Date
Zero Harm Representative Approval:	Signature	Date





# Inductions/training to work in Rail Corridor

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- 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
- Individual Train Detection (ITD) training is required for persons working without a Rail Protection Officer and within 2 meters of track or wanting to cross a track where ITD can be performed. Course is done in a classroom at a KiwiRail location
- 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

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

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

