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| **TXXX**  **T - Code** | **Project Name**  **NIR Project Name** | \_ \_ / \_ \_ / \_ \_ |
| **SECTION A: Initial Request**  **Complete blue boxes of Section A, (B if possible) & D and send to** [**thirdpartyworks@translink.co.uk**](mailto:thirdpartyworks@translink.co.uk) | | |

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| **Role** | **Contact Name** | **Organisation** | **Address / Email Address** | **Contact Number** |
| **Request by:** |  |  |  |  |

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| **Nature of Work, Location of Work and Proposed Programme:** Attach Separate Map, Drawings & Programme  *Location:*  *Project Proposals:*  *Elements Near or Affecting the Railway:*  *Proposed Initial Programme: (Please attach, Min Start Date & Duration)* | | | | | | | |
| **SECTION B: Third Party Billing Details**  Budget Estimate typically £5K - £15K depending on proposals & requirements for works around the railway | | | | | | | |
| **Name and address of Company to be invoiced:**  *Enter text here* | | | | | | | |
| **Purchase Order No:** |  | | **Signed:** |  | | | |
| **Budget Estimate** | ***£*** ***+ VAT*** | | **Dated:** |  | | | |
| **NB: No works will be planned by NIR until an Order No is submitted with billing details and signed agreement (by person with said authority)** to pay for NIR costs incurred for safety staff and to mitigate the risks as a result of these proposals as per TPW Procedure / Agreement | | | | | | | |
| **SECTION C: Minor Third Party Works Only:** Applicable for 1-2 days, Translink Insurance Covered or NA, with NO requirement for Lands, Legals, Equipment on track, Technical Assurance required | | | | | | **Yes** | **No** |
| **Risk Assessments & Method Statement (or CPP) of Works Suitable and Sufficient** | | | | | |  |  |
| **Evidence of correct insurance cover in place** | | | | | |  |  |
| **WON Requirements, PTS/TVP Arranged or N/A** | | | | | |  |  |
| **TPW Permission to Proceed granted** | | **Signed:** | | | **Date:** |  | No |

**Notification / Request Date**

*This form is for the Third Party initial request & project set up to provide contact details, billing details, with purchase order number and a description of the proposed works. A separate Third Party Works Permission to Proceed form will be required for each subsequent phase.*

*Permission to proceed with the works is subject to the TPW Procedure and final sign of from Translink for each phase of work. Please note NIR fixed price costs will be charged to the above for each phase unless cancellation notice is received at least 1 week in advance of the works, all other NIR Costs will be charged to the above as per the TPW Procedure (and TPW Agreement where applicable).*

*NIR TPWE can provide a budget estimate at outset of each project when sufficient information on proposals affecting the railway have been provided by the third party. Fixed price costs will be provided in advance and billed following completion for each NIR Phase (For proposals potentially affecting the railway).*

**PTO: Please Complete relevant parts of Section D Checklist for all requests**

| **TXXX**  **T - Code** | **Project Name**  **Notification / Request Date**  **NIR Project Name** | \_ \_ / \_ \_ / \_ \_ |
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| **SECTION D: Asset Protection / Risk Checklist**  Complete sections relevant to you, relevant information omitted initially may delay your programme | | |

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| **General** | **Details / Ref** | **Yes** | **No** |
| **Access**: Do you require access within the railway boundary |  |  |  |
| **Survey & Investigation:** Are your proposals for Surveys or Investigation (Site Investigation / Ground Investigation) |  |  |  |
| **Asset Works:** Do you propose to maintain, repair, modify, enhance, or replace an existing asset. State type &Ref |  |  |  |
| **Works near a Level Crossing** involving Temporary Traffic Management (Mandatory within 200m refer to website for info) |  |  |  |
| **Planning Consultation:** Do your proposals requiring Planning Consent?  Please advise applicable planning reference(s) |  |  |  |
| **Building Work**: Are constructing a building(s) development adjacent or carrying out maintenance, repairs or alterations (Also complete S&T checklist below) |  |  |  |
| **Major Accident Hazard:** Do your proposals fall under COMAH regulations or result in emergency planning for Translink |  |  |  |
| **Lands & Legals** (NITHC owned railway lands) | **Details / Ref** | **Yes** | **No** |
| Do your proposals involve or affect any existing Wayleaves, Easements, Agreements, restrictive conditions, or Licences? |  |  |  |
| Do your proposals include land transactions with NITHC or your works require Permanent / Temporary lands proposals on NITHC lands |  |  |  |
| Are your above ground proposals within 5m of the railway boundary and assets or otherwise require a maintenance & access agreement? |  |  |  |
| Is any part of the proposals a former track bed / railway land or lands that could be potentially used for future transport plans (I.e. Active Travel, Railway or Highways). These lands are afforded protection under planning development policy |  |  |  |
| **Construction, Plant or Equipment** | **Details / Ref** | **Yes** | **No** |
| Do your proposals required a crane or mobile plant. Please specify type (Mobile Crane, Tower Crane or SETC, MEWP, Excavator, Long Reach) |  |  |  |
| Does your work include scaffolding, mass climbers or working at height |  |  |  |
| Do your proposals include demolition |  |  |  |
| If your proposals include temporary works near or on the railway, refer to Structural checklist below. |  |  |  |
| **Utility & Telecoms Works** | **Details / Ref** | **Yes** | **No** |
| Are your proposals utility works, please advise which utility and type of asset/infrastructure, existing or new, overhead or underground |  |  |  |
| Do your works require an Under Track Crossing (Culvert, Pipe, Duct, cable) |  |  |  |
| Do your works involve overhead poles or cables over or adjacent to the railway, are the poles within or outside the railway boundary. |  |  |  |
| Are your proposals for erection, modification, repair or replacement of a telecoms mast or CCTV |  |  |  |

| **SECTION D: Asset Protection / Risk Checklist** (Continued)  Complete sections relevant to you, relevant information omitted initially may delay your programme |
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| **Structural Assets, DFI / Highway & Property** | **Details / Ref** | **Yes** | **No** |
| Inspection: Do you propose to inspect, examine, CCTV survey, condition survey or assess an existing asset. State type & Ref |  |  |  |
| Works to Existing Third Party Structural Asset: Do you propose to decommission, maintain, repair, modify, enhance, or replace an existing asset. State type &Ref |  |  |  |
| New Structure: Are your proposals for a new bridge over the railway or a new retaining / boundary wall |  |  |  |
| New Highways Equipment Support Structure: Are your proposals for a new Lighting Column, Hi mast, Sign, CCTV or TICC Gantry. |  |  |  |
| Are your proposals a Flood or Coastal Defence Scheme |  |  |  |
| Translink Asset Protection: Are your works near a Translink Asset Level Crossing, Railway Bridge or Tunnel, Retaining/ Boundary Wall, Culvert, Platform, Equipment support structure or Railway Station Building access or other Translink property |  |  |  |
| Do your works involve works, resurfacing, paving or changes to highway or access at or near a Level Crossing, Railway Bridge or Railway Station / Halt access or other Translink property |  |  |  |
| Engineering Assurance: Do your works involve temporary or permanent works proposals to an existing railway asset or near the railway boundary, including piling, tunnelling or lifting equipment within 50m of the railway (Or greater for cranes & loads of greater failsafe distance) |  |  |  |
| Road vehicle Incursion: Do your proposals involve a road or area where vehicles could park near or above the railway or proposals for a new or modification to an existing vehicle restraint system (crash barrier) or parapet |  |  |  |
| **Earthworks & Drainage** | **Details / Ref** | **Yes** | **No** |
| Slope Stability: Are your proposals near a slope above or below the railway or a retaining wall. Any proposals (permanent or temporary case) for excavation, tunnelling, loading, vibration or drainage need to be identified. |  |  |  |
| Do your proposals include foundations, including piling. Or an engineered slope. |  |  |  |
| Do your proposals involve drainage, discharge, affect existing drainage, result in potential flood risk. Provide any details of Flood Risk Assessment (FRA), Drainage Assessment (DA), Discharge Consents, Schedule 6 and Drainage proposals associated with the proposals. |  |  |  |
| **Permanent Way** (Track, Trees & Fencing) | **Details / Ref** | **Yes** | **No** |
| Do your proposals affect the railway boundary, fencing or any access, is the existing boundary secure for your works, do you propose to remove or replace it. |  |  |  |
| Do your works include any tree felling or vegetation management adjacent to the railway. Are there any trees of height that could foul the track if they fell or a group of trees both sides of the boundary |  |  |  |
| Do your proposals include any tree planting or landscaping adjacent to the boundary |  |  |  |

| **SECTION D: Asset Protection / Risk Checklist** (Continued)  Complete sections relevant to you, relevant information omitted initially may delay your programme |
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| **Signalling & Telecoms** | **Details / Ref** | **Yes** | **No** |
| Signal Sighting: Do you have proposals near the boundary which could affect sighting of signals including structures on railway curves and glazed facades facing towards the railway |  |  |  |
| Protection of S&T Assets: Do you proposed to excavate or proposals which may result in vibration/ undermining or settlement near to or within the boundary of the railway or tunnel under. |  |  |  |
| **Other Considerations** | **Details / Ref** | **Yes** | **No** |
| Nosie & Vibration: Will your proposals result in noise or vibration to Translink and its neighbours. Consider existing noise and vibration from the railway on your proposals. |  |  |  |
| Ecology: Is an ecology survey required prior to works including tree or vegetation management. Your work may need to be programme to avoid bird nesting season |  |  |  |
| Interface with Translink Projects: Will your works potential have an interface with an ongoing or proposed Translink project. |  |  |  |

**End of Checklist: Send completed form to** [**thirdpartyworks@translink.co.uk**](mailto:thirdpartyworks@translink.co.uk)

**Date Updated**