

# Application for Accreditation or Variation of Accreditation



## How to Lodge this Application

### METHOD OF APPLICATION

Use this form to apply for accreditation in respect of specified railway operations carried out, or proposed to be carried out, by or on behalf the rail transport operator pursuant to section 64 of the Rail Safety National Law.

The application may be submitted to the National Rail Safety Regulator:

- electronically via email
- hard copy (via post or by hand delivery)

Applicants will be invoiced on receipt of this application.

Payment should be made via Electronic Funds Transfer (EFT) as outlined on your invoice.

Please include the invoice number as the payment reference.

Application fees are set out in Schedule 3 of the Rail Safety National Law National Regulations.

### SUPPORTING MATERIAL

Appropriately referenced supporting material may be submitted by prior arrangement with the Office of the National Rail Safety Regulator via email.

### APPLICATIONS FOR VARIATION TO EXISTING ACCREDITATION

Applications for variation to an existing accreditation may be lodged electronically or in hard copy using this form. Documentation supporting the application must accompany the application where applicable.

Office of the National Rail Safety Regulator  
Level 1, 75 Hindmarsh Square, Adelaide 5000  
PO Box 3461, Rundle Mall, Adelaide 5000  
P: 08 8406 1500  
F: 08 8406 1501  
E: [operations@onrsr.com.au](mailto:operations@onrsr.com.au)  
W: [www.onrsr.com.au](http://www.onrsr.com.au)

## To complete this form

- This is an electronic form in Microsoft Word – you will need to complete it electronically except where signatures are needed.
- Responses to questions can be made either:
  - \* in text boxes that look like this  - type your answer in the box and it will expand as you add information
  - \* in check boxes that look like this  - click in the box that indicates your answer and the check box will be marked like this

## SECTION 1 INFORMATION ABOUT THE APPLICATION

1.1 Please indicate whether the applicant is seeking a new accreditation or variation of an existing accreditation:

- new accreditation*
- variation to existing accreditation*

1.2 Please indicate which type of accreditation the application is for:

- rail infrastructure manager*
- rolling stock operator*
- both of the above*

1.3 Please indicate the regions in which railway operations are currently undertaken (if any):

- Australian Capital Territory*
- New South Wales*
- Northern Territory*
- Queensland*
- South Australia*
- Tasmania*
- Victoria*
- Western Australia*
- None*

1.4 Please indicate the regions in which railway operations will be undertaken:

- Australian Capital Territory*
- New South Wales*
- Northern Territory*
- Queensland*
- South Australia*
- Tasmania*
- Victoria*
- Western Australia*

## SECTION 2 APPLICANT DETAILS

2.1 Please indicate what type of entity the rail infrastructure manager is:

- company*
- partnership*
- incorporated association*
- unincorporated association*
- individual*
- other – please explain*

2.2 Name and contact details

**Registered business name**

**Trading name**

 *same as registered business name*

**Registered business address**

Street number and name

City/suburb

State

Postcode

**Postal address**

 *same as the registered business address*

Street name and number /  
PO Box or locked bag

City/suburb

State

Postcode

**Phone**

**Fax**

**ACN**

9 digit number – please don't put spaces  
between the digits

**ABN**

11 digit number – please don't put  
spaces between the digits

2.3 Details of the person accountable for the organisation

**Name**

**Position**

**Phone**

**Fax**

**Email**

2.4 Details of the application key contact representative

**Name**

**Position**

**Phone**

**Fax**

**Email**

**SECTION 3 ACCREDITATION / VARIATION REQUIREMENTS**

3.1 Describe the nature and scope of the activities for which the applicant is seeking accreditation. In the case of a variation to accreditation describe the nature and scope of the new railway operations or the change to be made to existing railway operations.

3.2 Period of requirement

**Preferred commencement date**

**Requested expiry date (optional)**

3.3 Indicate what railway operations will be covered by the accreditation:

Rail Infrastructure operations

- construction*
- management*
- commissioning*
- maintenance*
- repair*
- modification*
- installation*
- operation*
- decommissioning*

Rolling stock operations

- construction*
- commissioning*
- maintenance*
- repair*
- modification*
- decommissioning*
- operation or movement of rolling stock by any means on a railway*
- movement of rolling stock for the purpose of operating a rail service*
- Scheduling, control and monitoring of rolling stock being operated or moved on rail infrastructure*

3.4 Describe the railway including its geographic boundaries. Attach a map if required.

- map attached*

**SECTION 4 RAIL INFRASTRUCTURE**

**4.1 Evidence of effective control and management of rail infrastructure**

- applicant is the owner of the rail infrastructure*
- applicant has a statutory or contractual right to use the rail infrastructure or to control or provide access to it*
- a combination of the above*
- other*

Documentary evidence must be attached to the application. List below any supporting documentary evidence attached.

**4.2 Provide details of specific rail infrastructure. Attach documents if required.**

**4.3 Electrification**

Does the railway include electrified railway tracks?

- no*
- yes – please provide details of the electrification*

**4.4 Rail infrastructure operations**

Will there be any third parties involved in the proposed operations?

- no*
- yes – please provide details below*

List any third parties who will be undertaking the construction, management, commissioning, maintenance, repair, modification, installation, operation or decommissioning of railway infrastructure on behalf of the applicant and the manner in which these persons' services are engaged.

Names of parties	Details

**4.5 Rail interfaces**

Does the railway interface with the railway operations of another rail transport operator, public roads or other roads?

- no*
- yes – please provide a copy of or references to the applicant's register of interface agreements*

**SECTION 5 ROLLING STOCK**

**5.1 Evidence of effective control and management of the operation or movement of rolling stock**

- applicant owns the rolling stock*
- applicant hires or leases the rolling stock*
- a combination of the above*
- other – please provide details*

Documentary evidence must be attached to the application. List any supporting documentary evidence.

**5.2 Right of access to rail infrastructure**

Provide details of the rights of access to the rail infrastructure on which the rolling stock is to operate.

**5.3 List below or attach a register describing the rolling stock to be moved or operated.**

- register attached*

**5.4 Parties undertaking movement or operation of rolling stock**

List third parties who may be undertaking movement or operation of rolling stock on the applicant's behalf and the manner in which the parties are engaged.

Names of third parties	Details

**5.5 Providers of train crews**

List third parties who may provide train crews.

**5.6 Rolling stock operations**

Will there be any third parties who will be undertaking the commissioning, maintenance, repair, modification, decommissioning, operation, movement or causing the operation or movement by any means, of rolling stock on behalf of the applicant and the manner in which the parties are engaged?

- no*
- yes – please list and explain their involvement*

Names of third parties	Description of their involvement

## SECTION 6 INSURANCE AND FINANCIAL CAPACITY

### 6.1 Details of third party property insurance

<b>Insurer</b>	
<b>Policy Value</b>	\$
<b>Excess</b>	\$
<b>Policy number</b>	

### 6.2 Details of public liability insurance

<b>Insurer</b>	
<b>Policy Value</b>	\$
<b>Excess</b>	\$
<b>Policy number</b>	

Are copies of insurance policies or certificate of currency attached?

- yes*  
 *no*

### 6.3 Audited accounts

Are copies of the company's audited accounts for the past financial year attached?

- yes*  
 *no*

(please note: Audited accounts are not required if insurance policy information is attached under 6.2)

## SECTION 7 CONSULTATION IN THE PREPARATION OF THE SAFETY MANAGEMENT SYSTEM

### 7.1 Have you consulted with stakeholders?

- no*  
 *yes – please provide a list of who has been consulted with and supporting information of consultation (provide below or attach)*

## SECTION 8 DESCRIPTION OF THE SAFETY MANAGEMENT SYSTEM

8.1 Please attach a description of the Safety Management System (including a description of the measures to be taken to manage identified risks).

### 8.2 Network rules

Describe the network rules to be used by the applicant.

8.3 Health and fitness requirements

Attach copies of and provide references for the following

**Health and fitness management program**

[Redacted]

8.4 Drug and alcohol requirements

**Drug and alcohol management program**

[Redacted]

8.5 Fatigue risk requirements

**Fatigue risk management program**

[Redacted]

**SECTION 9 KEY CONTACTS (IF DIFFERENT FROM KEY APPLICATION CONTACT PROVIDED IN 2.4)**

9.1 Accreditation key contact representative

<b>Name</b>	[Redacted]
<b>Position</b>	[Redacted]
<b>Phone</b>	[Redacted]
<b>Fax</b>	[Redacted]
<b>Email</b>	[Redacted]

9.2 Safety management system key contact representative

<b>Name</b>	[Redacted]
<b>Position</b>	[Redacted]
<b>Phone</b>	[Redacted]
<b>Fax</b>	[Redacted]
<b>Email</b>	[Redacted]

9.3 After hours contact

<b>Name</b>	[Redacted]
<b>Position</b>	[Redacted]
<b>Phone</b>	[Redacted]
<b>Mobile</b>	[Redacted]
<b>Fax</b>	[Redacted]
<b>Email</b>	[Redacted]



9.4 Email address for official correspondence

**Email address for receiving official  
correspondence from the Regulator**

## SECTION 10 SAFETY PERFORMANCE REPORTING

10.1 Do you wish to make an agreement with the Regulator in relation to the reporting period for annual safety performance reports? Note the standard reporting period is 1 July to 30 June (financial year), with reports due before 30 September.

- no – please go to section 11*
- yes – please provide details (below or attach)*

## SECTION 11 APPLICANT DECLARATION

### 11.1 Supporting documentation and fee

Supporting documentation required by the above sections of this application form has been submitted with the application

- yes*  
 *no – please provide details of how and when this will be supplied*

The fee for an Application for Accreditation or Application for Variation is provided with this application

- yes*  
 *no*  
 *not applicable*

### 11.2 Declaration

Please read the following declarations carefully before signing.

These are personal declarations and undertakings by each signatory to this application. Where the applicant is a company, by making this declaration the nominated directors and managers of the company are assuming the company's compliance with these declarations and undertakings.

Declaring falsely, or failing to fulfil any undertakings you give as part of these declarations, may result in accreditation being suspended or cancelled, or other legal action as prescribed in the relevant rail safety legislation.

I declare that:

- all information provided in relation to this application is complete and correct, and
- I do not fall within the categories of persons defined by Part 2D.6 of the Corporations Act 2001 relating to disqualifications from managing corporations.

**Name**

**Signature**

**Date**

**Name**

**Signature**

**Date**

**SECTION 12 SUPPLEMENTARY: ACCREDITATION OR VARIATION OF ACCREDITATION APPLICANT DECLARATIONS**

This additional sheet may be provided to applications where additional persons are required to sign the application.

Name of applicant organisation

[Redacted]

**The signatories below make the Declarations as stated on the application lodged by the above date:**

**Name of signatory**

[Redacted]

**Position**

[Redacted]

**Signature**

[Redacted]

**Date**

[Redacted]

**The signatories below make the Declarations as stated on the application lodged by the above date:**

**Name of signatory**

[Redacted]

**Position**

[Redacted]

**Signature**

[Redacted]

**Date**

[Redacted]

**The signatories below make the Declarations as stated on the application lodged by the above date:**

**Name of signatory**

[Redacted]

**Position**

[Redacted]

**Signature**

[Redacted]

**Date**

[Redacted]