

WORKING WITHIN THE RAIL CORRIDOR

Permit to Enter

A Permit to Enter is required for working in, or impacting on our rail operational areas, unless you are working under direct KiwiRail supervision.

If you do not have a Permit to Enter, or you need to renew your Permit to Enter, please apply online here. Please ensure that you supply a Purchase Order or Credit Card details on the form.

The failure to have a current Permit to Enter when in the rail corridor is a breach of s73(1) and (2) and s75 of the Railways Act 2005.

For projects managed by KiwiRail, the KiwiRail Project Manager may be the work sponsor and confirm that they have reviewed the methodology and health and safety plan with the support of the National Permits Team. The sign off process for these projects can take up to 10 working days to complete. Please use the internal sign off form, available on KiwiRail's website here:

www.kiwirail.co.nz/how-can-we-help/access-the-rail-corridor/permit-to-enter/required-documentation/

Where work is proposed within five metres of live rail in a KiwiRail facility (including RSAS Mechanical Facilities), KiwiRail will assess whether a Permit to Enter is required.

Documentation required to complete the Permit to Enter application

To complete your application, we require the following documentation. Please email this to: nationalpermits@kiwirail.co.nz

1. A **site-specific** health and safety plan reviewed and accepted as appropriate for the work and signed by the organisation commissioning the work. This may include the main contractor where appropriate. Minimum requirements include:
 - (a) A risk register addressing risks associated with working in the rail corridor
 - (b) A list of sites covered under the permit application
 - (c) An emergency management plan including notification to KiwiRail emergency number 0800 808 400
 - (d) A procedure and responsibility assigned for notification to KiwiRail for all incidents occurring in the rail corridor.
 - (e) A copy or receipt of notification to WorkSafe for any "Notifiable Works" under the permit.
 - (f) A communication plan for your work site including on site radio channels and contact numbers.
2. An environmental management plan.
3. Site/layout plan and photos of your planned works.
4. Public Liability Insurance Certificate to the value of \$10M (insurance certificates need to be submitted for the organisation requesting the permit, the main contractor as well as any subcontractors working within the rail corridor).



5. Details of any machinery/tools being used.

We would be happy to come along to your team to present and help with the permit application and explain the services we provide. If you would like to discuss your application for a Permit to Enter please contact the [National Permits Team](#).

Permit Charges

Permit Category	Cost (Excluding GST and travel)	Delivery Times (Once all requested documentation is received)
Minor Works	\$620	10 working days
Medium Works	\$800	20 working days
Major Works	\$1,100	30 working days
Urgent Fee	\$500	Subject to availability
Amendment Fee	\$300	
Working without a permit	\$1,000	
Working outside permit conditions	\$1,000	

The permit charges are determined by the information provided in the initial online form.

Annual Permits are granted on a case by case basis and will only be issued after meeting with a member of the [National Permits Team](#) to determine need and use. The cost of an Annual Permit is \$1,100 (+GST).

Protection Service Charges

It may be a condition of your Permit to Enter that a KiwiRail approved rail protection officer be present during works. Rail protection is required whenever work is carried out in the vicinity of the rail corridor as defined by KiwiRail [Rail Operating Rules and Procedures](#) (RORP). The National Permits Team will arrange all rail protection services, and will engage third party service providers, as required.

The table below sets out KiwiRail's rail protection service charges:

Activity	Rates
Protection – Metro Area	\$95 per hour
Protection – Non Metro Area	\$95 per hour
Auditing/Revalidations/Safety Observations	\$150 per hour
Daily Vehicle Rate	\$125 a day
Travel	\$1.00 per kilometre



Other Permits

Grant Agreement: If you are installing or replacing any of your own assets within the rail corridor, a Grant Agreement is required from our Grants/Property team before the Permit to Enter can be released by the [National Permits Team](#). Once we have received your Permit to Enter application, someone from the Grants/Property Team will be in touch with you directly should they require any further information.

Permit to Dig: If you are breaking ground within the rail corridor, you will also need to complete and submit a Permit to Dig form. A form will be sent to you by the [National Permits Team](#) once we have reviewed your initial application.

Electrical Safety Permit: If you are working within 8 metres of an overhead electrical cable, you may also require an Electrical Safety Permit. The [National Permits Team](#) will contact you and put you in touch with the right member of the STTE Operations Team.

Site Safety / Yard permits: If you are working on KiwiRail land e.g. in depots, yards, maintenance facilities or CT terminals you may also need a site safety or yard permit and be required to do an induction. You will need to contact the relevant site supervisor for more information.

Audit of compliance with Permit to Enter

We will audit your worksite to ensure that your activities are covered by your permit, and that you are complying with the terms of your permit. We will provide feedback based on the audit findings. The audit is likely to take between 20-60 minutes with minimal interaction required.

In the event of a major breach of the Permit to Enter terms, the site will be shut down until further notice.

Track Access Request (TAR) Requirements

Once you are issued with a Permit to Enter, you need to apply to KiwiRail for access to the section of rail track where your activity will be taking place.

Please complete the Track Access Request form for your area and provide it to the area [Protection Planner](#) who will book your request. KiwiRail will need to schedule your work into the wider network programme.

Track Access Requests must be booked two weeks in advance. KiwiRail requires eight weeks' notice where a Block of Line (BOL) is required to complete the works.

Track Access Request Forms are available on KiwiRail's website here:

www.kiwirail.co.nz/how-can-we-help/access-the-rail-corridor/permit-to-enter/track-access-requests/



Protection Planners		
Name	Area	Email Address
Rebecca Takimoana	Auckland and Whangarei Protection Planner	Auckland.access@kiwirail.co.nz
Dave Wilson	Tauranga, Hamilton and Palmerston North Protection Planner	Northislandaccess@kiwirail.co.nz
Stew Gray	Wellington Protection Planner	Wellingtonmetro.access@kiwirail.co.nz
Paul Andrews	South Island Protection Planner	Southisland.access@kiwirail.co.nz

Other Key Contacts		
Name	Area	Email Address
Bryce Ongley	Corridor and Permit Escalations	bryce.ongley@kiwirail.co.nz
Claire Drake	Projects	claire.drake@kiwirail.co.nz
Wallace Rangi	Auckland Metro Protection Supervisor	Wallace.rangi@kiwirail.co.nz
Yel Adhikari	Protection Coordinator	Yel.adhikari@kiwirail.co.nz
Nicole Clarke and Fai Sanele	National Permit Admin /Invoicing Enquiries	nationalpermits@kiwirail.co.nz

