Name of train operator

Address 1

Address 2

Address 3

Postcode

Date:

Our ref:

Transport for Wales CVL Infrastructure Depot/Ty Trafnidiaeth

Trefforest Industrial Estate

Pontypridd

Wales

CF37 5UT

Email: cvltrackaccess@amey.co.uk

Dear

[Insert Sponsor’s name] Core Valley Lines (CVL) Vehicle Change proposal:

(Class)

(Description of Change)

This proposal is issued to Seilwaith Amey Cymru /Amey Infrastructure Wales Ltd (“AIW”) in its capacity as the Core Valley Lines Infrastructure Manager. This change is proposed in accordance with Condition F2.1(a) of the CVL Network Code and constitutes a formal proposal for a CVL Vehicle Change under that Condition.

[Insert Sponsor’s name] wishes to implement the CVL Vehicle Change described above. This notice outlines the details of the proposed CVL Vehicle Change as required under Condition F2.2.

The proposed CVL Vehicle Change seeks to [insert 2-3 lines maximum giving a brief outline of the scheme]. A detailed specification of the scheme is set out in Appendix A to this letter, including details of the CVL Network and associated railway assets likely to be affected.

The change is being proposed by [Insert Sponsor’s name] because [state summary of why the change is proposed] as detailed in Appendix A.

In accordance with Condition F2.1 [Insert Sponsor’s name] hereby gives permission for AIW to consult with the persons specified in Condition F2.1. (b). [Insert Sponsor’s name] requests that AIW completes the consultation process no longer than 90\* days [insert shorter timescale (minimum of 60 days) if required; or insert longer timescale if deemed by Sponsor to be suitable, noting the necessary written agreement required by the definition of “relevant response date” in Part F] from the date upon which AIW notifies the persons specified in condition F 2.1 (b) of the CVL Vehicle Change proposed under Condition F5) of the CVL Network code. [Insert Sponsor’s name] requires AIW to comply with Conditions F2 [and F3] to consult upon and respond to this proposal as necessary and provide a response to [Insert Sponsor’s name].

Please let me know if you require any further details to enable AIW to begin formal consultation of this proposal.

Yours sincerely

**Sender’s name**

**Title, TOC name**

**Appendix A**

[Appendix to be used for detailed scheme specification and vehicle specification. Include, if necessary, more detail than provided in the main letter on reasons why the change is proposed and how it will alter the rolling stock.]

Information should be broken up into headed sections and should include, but not be confined to, the following headings:

**Technical Acceptance**

[Details confirming that the train itself meets the necessary technical standards (Engineering Acceptance) and confirmation of the NRAB acceptance certificate, and that the interface between the train and other vehicles, infrastructure, people or railway systems is safe (Route Acceptance).]

**Reasons for proposed change**

[Include (if necessary) more detail than provided in the main letter on reasons why the change is proposed.]

**Specification of Vehicle**

[To include a detailed description of the CVL Vehicle Change detailing the proposed physical changes to the R/S and a plan showing the parts of the CVL Network and associated railway assets likely to be affected, if applicable.]

**Details of where new R/S will operate**

[Including where it currently runs/where it will run and details of current speeds and weights followed by proposed speeds and weights.]

**Details of CVL Network and associated works required to facilitate CVL Vehicle Change**

[Include details of any CVL Network Change or any related changes that are being undertaken to facilitate the CVL Vehicle Change, if they are substantial and significant to understanding the scope of the proposed scheme.]

**[Variation to original notice]**

[To include all necessary technical details of the additional changes from the original notice.]

**Proposed timescales**

[include proposed timetable for implementing the proposed change, including start and end dates.]

**Costs and compensation**

[To include Sponsor’s proposals (if any) for division of costs including any proposals for calculation or payment of compensation to AIW or any Train Operator.]

**Additional terms and conditions**

[Include any additional terms and conditions to apply to the change.]

**Proposed Variation Procedure**

[include any proposed variation procedure.]

**Any other material facts**

[Include any other additional material facts that cannot be encompassed by the above headings, to describe the effect intended or expected on the operation of the CVL Network or on trains operated on the CVL Network to enable AIW and any person specified in Condition F2.1(b) to assess the likely effect of the proposed change on its business and its performance of any obligations or the exercise of any discretions which it has in relation to railway services.]