**Standard Form Q**

DATE

REF

To: see distribution list

Email: cvltrackaccess@amey.co.uk

Dear colleague,

**Proposed G9 Competent Authority CVL Network Change**

**[Location]**

**[Nature of Change]**

This CVL Network Change notice is issued in accordance with Condition G9 (Changes imposed by Competent Authorities) of the CVL Network Code and constitutes a formal proposal for a CVL Network Change required as a result of a Change of Law or the Direction of a Competent Authority.

Seilwaith Amey Cymru /Amey Infrastructure Wales Ltd (AIW) is required to implement the CVL Network Change described above as a result of [a Change of Law\*] [a Direction of a Competent Authority (namely [insert name of CA])\*] [\* delete whichever is not applicable] and is obliged under Condition G9.1(a) to comply with Conditions G1.1 and G1.2 in respect of that CVL Network Change. This includes giving notice of the required CVL Network Change to the parties shown on the attached distribution list.

This notice outlines AIW’s proposal to implement this Competent Authority CVL Network Change by [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 and includes a plan showing where the work is to be done and the parts of the Network and associated railway assets likely to be affected. This change has been proposed [state reasons why the change is proposed] as detailed in Appendix A.

 As outlined in Condition G9.1(c) each Access Party shall bear its own costs and losses arising from the implementation of the CVL Network Change or the consequences thereof.

In accordance with Condition G1.2(d), AIW is seeking comments from you and the persons listed in the attached distribution list on the proposed CVL Network Change. We invite you to consider the proposed scheme and forward your comments to us by [insert date 30 days minimum from date of this letter]. If a formal response is not received by this date, it will be deemed that you have no comments to make on the CVL Network Change itself or on AIW’s proposals for its implementation.

Please respond using the standard form (r) which can be located on AIW’s website. Wherever practically possible, please send all responses electronically to [insert e-mail address of CVL Network Change Coordinator]. Please also send a signed hard copy of your response (excluding any appendices if these have already been e-mailed) to the above address.

*Respondents should clearly indicate if they consider that all or part of their response is “sensitive information” as defined in Part A of the CVL Network Code.*

Please note that this consultation is conducted without prejudice to the responsibilities of each affected Train Operator in respect of alterations to railway vehicles and Services as outlined under Condition G9.1(b).

Please let me know if you require any further details to enable you to respond formally to this notice.

I look forward to receiving your response to enable the progression of this proposal.

Yours faithfully,

**Sender’s name**

**Appendix A**

[Appendix to be used for detailed scheme specification. More detail than provided in the main letter on reasons why the change is proposed, may also be included.

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

**Reasons for proposed change**

[Include reasons as to why the change is proposed, as given in the main letter, with more detail if necessary. Also outline the effect intended or expected on the operation of the Network or on trains operated on the Network]

**Specification of works**

[To include a detailed scheme specification and a plan showing where the work is to be done and the parts of the Network and associated railway assets likely to be affected]

**Proposed timescales**

[To include proposed times within which work will be done including start and end dates. If it is not possible to give even an indication of timings, wording such as “*Details of possessions are not yet known. However, any required possessions will be consulted with all parties through the normal planning process”* is permissible]

**Variation Procedure**

[Include any additional terms and conditions to apply to the change and the proposed variation procedure outlined below]

Once this CVL Network Change has become an established CVL Network Change (as defined in Part G of the CVL Network Code), AIW may, if it wishes to make any modification to the terms or conditions (including as to the specification of the works to be done, their timing, the manner of their implementation, the costs to be incurred and their sharing, and the division of risk) on which the change was established, use the following variation procedure will be used:

AIW shall ensure the specific variation (or variations) is formally communicated to all parties to this notice (the original consultation notice) for consideration. The parties to the consultation shall consider and respond to the variation (or variations) in accordance with the procedures set out in Conditions G1 and G2 allowing for the changes in detail that must follow as a result of the procedure applying only to the proposed variation. It shall not be necessary for AIW to re-issue the entire CVL Network Change notice for consultation.