**Standard Form F**

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

AKIL reference: [xxxxxxx]

Dear

**[insert Sponsor name] CVL Network Change proposal:**

**(Location)**

**(Nature of Change)**

This proposal is issued to Amey Keolis Infrastructure Limited (“AKIL”) in accordance with Condition G3.1 of the CVL Network Code and constitutes a formal proposal for a CVL Network Change under that Condition.

[Insert Sponsor name] wishes to implement the CVL Network Change described above. This notice outlines the details of the proposed scheme as required under Condition G3.2.

The proposed CVL Network 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 a plan showing where the work is to be done and the parts of the Network and associated railway assets likely to be affected.

The change is being proposed by [insert Sponsor name] because [state reasons why the change is proposed] as detailed in Appendix A.

In accordance with Condition G3.1 [insert Sponsor name] hereby gives permission for AKIL to consult with the persons specified in that Condition. [insert Sponsor name] requests that AKIL completes the consultation process no longer than 90 days\* [\* 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 G] from the date of issue of the appropriate G3 CVL Network Change. [Insert name of Sponsor] requires AKIL to comply with Conditions G3 and G4 to consult upon this proposal as necessary and provide a response to [insert Sponsor name].

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

Yours sincerely,

**Sender’s name**

**Title, Train Operator name**

**Appendix A**

[Appendix to be used for detailed scheme specification. Information should be broken up into headed sections and should include but not be confined to, the following headings:]

**Reasons for proposed change**

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

**Costs and compensation**

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

**Additional terms and conditions**

[Include any additional terms and conditions to apply to the change and/or the proposed variation procedure. The following wording may be used as the proposed variation procedure:

Once this CVL Network Change has become an established CVL Network Change (as defined in Part G of the CVL Network Code), the Sponsor 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:

AKIL shall at the request of the Sponsor and following a process in accordance with Condition G3.3.1(a) 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 G3 and G4 in respect of the proposed variation, 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 AKIL to re-issue the entire CVL Network Change notice for consultation.]