**Standard Form A**

DATE

REF

Email: cvltrackaccess@amey.co.uk

To: see distribution list

Dear colleague,

**Proposed G1 Network Change: [Enter details]**

This Network Change notice is issued in accordance with Condition G1.1 of the Network Code and constitutes a formal proposal for a Network Change under that Condition.

Seilwaith Amey Cymru / Amey Infrastructure Wales Limited (“AIW”) wishes to implement the Network Change described above and is required under Condition G1 to give notice of its proposal to the parties shown on the attached distribution list. Condition G2 allows all affected train operators to consider the scheme and bring to AIW’s attention any matters that concern them regarding the change. Train Operators may also assess the impact of the proposed change on their business and inform AIW what the direct costs and benefits of implementing the change are likely to be (if any).

This Network Change notice outlines AIW’s proposal to [insert 2-3 lines maximum giving a brief outline of the scheme]. [If the proposal has been progressed using the Complex Projects Procedure, indicate to what extent that process has been followed or state that the Complex Projects Procedure is not being used]. 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. AIW is proposing the change because [state reasons why the change is proposed] as detailed in Appendix A.

In accordance with Condition G1.2(d), AIW is seeking comments from you and the persons listed in the attached distribution list to establish whether or not you are content for the change to be implemented. 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 accept the proposal without compensation.

Please respond using the standard form (b), (c), (d) or (e) as appropriate, each of which can be located on AIW’s website. Please respond using the standard form (b), (c), (d) or (e) as appropriate, each of which can be located at [Enter to location of the forms on the CVL website].

Please send all responses electronically to cvltrackaccess@amey.co.uk .

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

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 details

**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:]

[Progress to date using the Complex Projects Procedure

[If this change proposal has been progressed using the Complex Projects Procedure, a detailed explanation should be provided of the progress to date and the results of any consultation undertaken under Condition G5 and Preparatory Works under Condition G6]]

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 month(s) and year(s) within which work will be delivered. If it is not possible to give even an indication of timings, wording such as “Details of delivery dates are not yet known” is permissible. To include the following wording, “Possession requirements will be/have been negotiated through the normal planning process. Any associated Schedule 4 restriction of use compensation will be calculated through the normal Track Access Contract Schedule 4 process.]

Costs and compensation

[To include AIW’s proposals (if any) for division of costs including any proposals for calculation or payment of Network Change compensation. If no details can be given the following wording should be used: “Network Change Compensation will be paid in line with Part G of the Network Code”]

Additional terms and conditions

[Include any additional terms and conditions to apply to the change e.g. requirement on the Train Operator(s) consulted to provide a preliminary response under either G1.4.1(a) or (b) (note that this may only be requested if response date for Train Operator(s) is 60 or more days from the date of this notice) and the proposed variation procedure outlined below]

Once this Network Change has become an established Network Change (as defined in Part G of the 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:

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 Network Change notice for consultation.

Distribution List

[Insert here]