**Standard Form N**

DATE

REF

To: see distribution list

Email: cvltrackaccess@amey.co.uk

Dear colleague,

**Seilwaith Amey Cymru /Amey Infrastructure Wales Ltd (AIW) Notice of intended Scope for a CVL Network Change using the Complex Projects Procedure:**

**[Location]**

**[Nature of Change]**

This notice of intended Scope is issued in accordance with Condition G5.4 of the CVL Network Code and constitutes a formal notice under that Condition.

AIW wishes to develop the CVL Network Change described above using the Complex Projects Procedure. The relevant consultation required under Conditions G5.2 and G5.3 has now been concluded and in order to proceed towards a CVL Network Change proposal, AIW is required under Condition G5.4 to issue this notice of intended Scope to all affected Train Operators for consultation. Condition G5.5 allows each affected Train Operator to consider the intended Scope and advise AIW whether it agrees to it.

In summary the intended Scope covers [insert 2-3 lines maximum giving a brief summary of the proposals contained in the Scope]. A detailed explanation of the intended Scope is set out in Appendix A to this letter.

In accordance with Condition G5.5 AIW is seeking comments from you and the persons listed in the attached distribution list to establish whether or not you agree to the Scope. We invite you to consider the proposal and forward your comments to us by [insert date 30 days minimum from date of this letter]. If a formal written response is not received by this date, it will be deemed that you have agreed to the Scope as if you had given notice to AIW under Condition G5.5(a).

Please respond using either standard form (o) or (p) which can be located on AIW ’s website. Wherever practically possible, please send all responses electronically to cvltrackaccess@amey.co.uk . 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 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 specification of the Scope.

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

**Details of the proposed CVL Network Change**

[This should include as much detail as AIW can reasonably make available about the proposed change]

**Reasons for the proposed CVL Network 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 it is intended or may reasonably be expected to have on the operation of the Network or on trains operated on the Network]

**Reasons why the CVL Network Change should be established in accordance with the Complex Projects Procedure**

[Outline why this is preferable to issuing a G1 CVL Network Change notice straight away e.g. size of the proposed project, complexity, extended timescales, need for development of technology etc.]

**Draft plan of the intended stages of work to be done under the Complex Projects and a timetable**

[E.g. the preparatory works to be undertaken and their timings, timescales for issue of a full G1 CVL Network Change notice]

**Any other information**

[Include any other information which AIW reasonably believes an affected Train Operator may reasonably require to understand the proposed CVL Network Change]

**Distribution List**

[Insert here]