

Request a replacement to your organisation's approved safety case.

- Other required application documents must be attached to this form.
- This application may take up to 40 working days for consideration and more information may be needed.
- You must continue to operate under your current safety case until the replacement is approved.

\*Mandatory fields

## Licence holder

\*Organisation name

\*Location

\*Contact name

\*Phone (daytime)

\*Email

Licence manager

## Safety case details

Include current approved version number and approval date if possible.

\*Safety case name and version number

## Replacement details

Outline the reasons you're replacing your organisation's safety case, including why you're not applying for a variation.

Summarise the organisational or rail activity change and provide reference to the relevant content in the replacement safety case.

\*Change summary

\*Will your replacement safety case include new content that covers changes to your organisation or to your rail activities that weren't covered in your previously approved safety case? If yes, provide a summary of these specific changes below.

## Risk management

List the tunnels, bridges, vehicles and infrastructure involved.

Detail any new type of service or operation.

List rail participants affected and consultation you've done with them.

Any other risks caused or affected by the change.

### \*Infrastructure involved

### \*New service or operation

### \*Rail participant consultation

### Other

## Privacy Act 2020

- Your information is collected and held securely by NZ Transport Agency Waka Kotahi (NZTA).
- Your information is only accessed by staff performing our regulatory functions.
- We'll consult you if we receive a request for this information under the Official Information Act 1982.
- Your information is kept for as long as is reasonably necessary in line with the Privacy Act 2020, and is disposed of in line with our retention and disposal schedule.
- You're entitled to access, and request correction of, any readily retrievable information about you held by NZTA.

## Applicant's declaration

After a decision is made on your application, you'll need to pay a further fee based on \$120/hr spent considering and deciding the application.

By signing this form you're acknowledging that the services provided by NZTA in assessing this application are chargeable.

I declare that all the information in this application and form is true and correct.

\*Applicant's signature (type name)

\*Date

## Where to email your application

Email this form along with supporting documentation to: [railregulator@nzta.govt.nz](mailto:railregulator@nzta.govt.nz)

You can also print the form to complete and sign it. You'll then need to scan the form to email it to us.

## Supporting documents

Use the checklist to make sure you've included the required documents with this form.

List any other documents attached as part of your application.

### \*Required documents

- ☐ A summary of your planned change management process
- ☐ A copy of your risk management process
- ☐ A summary of communications with staff and affected parties (if required)
- ☐ Further attachments to support your application, such as copies of any risk assessments performed in relation to the changes.
- ☐ Other documentation as requested by your license manager.