

Request a variation 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 variation 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

## Variation details

Give the date the changes will be effective from.

Give a summary and reason for the planned changes.

Outline why the changes need a variation to your safety case.

Outline the specific changes to your safety case and the sections being changed.

\*Date of change

\*Change summary

\*How change affects your safety case

\*Variation details

## 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

### \*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 process
- ☐ A copy of your risk assessment
- ☐ A summary of communications with staff and affected parties (if required)
- ☐ Any submissions or representations received from any other rail participant, rail personnel or representatives of rail personnel