

Proposal requirements

If you want to carry out utility works close to the railway we need the following information:

- A scaled colour plan of the site showing the works to be carried out (1:1250) and the general location to allow identification of the proposed site (1:50,000)
- A completed Schedule of Minimum Information

Clearance process

Once we have received these documents you will be contacted to discuss the proposal prior to your application being submitted for clearance.

All relevant parties within Network Rail will be notified of your proposals and given the opportunity to comment. This may include a site visit by the relevant engineer, the identification of historic issues such as mine workings and any other relevant proposals for this area.

Obtaining clearance is a two part process:

- **Business clearance**
- **Technical clearance**

The clearance process can take up to eight weeks.

These timescales are for guidance – the process can take longer, depending on a number of factors. Clearance is valid for two years from approval.

There is a charge for clearance and you will be notified of this once we have the required information. Clearance will only start once the fee has been received.

If your proposal is rejected it cannot be progressed.

Once clearance is approved we will look to agree heads of terms on a commercial basis.

Please note that we are unable to provide a lease; the agreement is likely to be a terminable licence. The licensee will be responsible for ongoing repair, maintenance and the removal of the privileges at the end of the term.

Costs

The applicant will be required to pay all clearance and surveyor fees. Should there be a need to instruct solicitors to complete a legal agreement; the applicant will be required to bear all our legal costs. These are payable whether or not the matter proceeds to completion.