**Standard Form G**

DATE

REF

To: see distribution list

Email: cvltrackaccess@amey.co.uk

Dear colleague,

**Proposed G3 CVL Network Change: (Location), (Nature of Change)**

This CVL Network Change notice is issued in accordance with Condition G3.1 of the CVL Network Code and constitutes a formal proposal for a CVL Network Change under that Condition.

[Insert Sponsor name] wishes to implement the CVL Network Change described above and has, pursuant to Condition G3.1(b), given permission to Seilwaith Amey Cymru / Amey Infrastructure Wales Limited (“AIW”) to consult on its behalf with the parties shown on the attached distribution list.

The proposed CVL Network Change seeks to [insert 2-3 lines maximum giving a brief outline of the scheme]. A detailed specification of the scheme is set out in Appendix A to this letter, including a plan showing where the work is to be done and the parts of the Network and associated railway assets likely to be affected. Pursuant to Condition G3.3.1(c)(iv) AIW’s own proposals in relation to the scheme are also identified in Appendix A.

The change is being proposed by [insert Sponsor name] because [state reasons why the change is proposed] as detailed in Appendix A.

In accordance with Condition 3.3.1(c) 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 60-90 days 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 (i), (j) or (k), each of which can be located on AIW’s website.

Train Operators who may be materially affected by the change should, if compensation is being claimed, provide evidence of 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, other than any such costs which are attributable to [insert Sponsor name] improving its ability to compete with other operators of railway assets. Such response should be of sufficient detail to enable AIW to provide a comprehensive response to [insert Sponsor name] on your behalf as required under Condition G4.

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.

Wherever practically possible, please send all responses electronically to [insert e-mail address of CVL Network Change Coordinator]. Please also send a signed hard copy of your response (excluding any appendices if these have already been e-mailed) to the above address.

Please let me know if you require any further details to enable you to respond formally to this notice.

If you feel that only [insert Sponsor name] will be able to answer your queries, please contact:

[Name of contact

Address 1

Address 2

Town/City

Postcode

Tel

E-mail]

I would appreciate a copy of any correspondence entered into.

I look forward to receiving your response to enable the progression of this proposal.

Yours faithfully,

**Sender’s name**

**Appendix A**

[Insert detailed scheme specification and plans of the proposed work as provided by the Sponsor under G3.2. Information should be broken up into headed sections and should include the following headings:]

**Reasons for the proposed change**

**a) [Insert Sponsor name’s] comments**

[Extract wording from the notice supplied by the Sponsor to AIW under G3.2(a)(i)]

**b) AIW’s comments**

[Insert AIW’s estimate of the likely impact of the change on the operation and performance of the Network, as required under Condition G3.3.1(c)(iii)]

**Specification of the work to be done (including plans)**

**a) [Insert Sponsor’s name] proposal**

[extract wording from the notice supplied by the Sponsor to AIW under G3.2(a)(ii)]

**b) AIW’s proposals**

[If AIW has no additional/ varying proposals, the following wording can be used: “AIW has no further proposals which vary from those outlined above”]

**Proposed timescales** [To include proposed times within which work will be done including start and end dates] Note that if possession details are not yet known compensation will need to be discussed once they are.

**a) [Insert Sponsor’s name] proposal**

[extract wording from the notice supplied by the Sponsor to AIW under G3.2(a)(iii)]

**b) AIW’s proposals**

[If AIW has no additional/ varying proposals, the following wording can be used: “AIW has no further proposals which vary from those outlined above”]

**Proposals for division of costs and compensation**

**a) [Insert Sponsor’s name] proposal**

[extract wording from the notice supplied by the Sponsor to AIW under G3.2(a)(iv)]

**b) AIW’s proposals**

[If AIW has no additional/ varying proposals, the following wording can be used: “*AIW has no further proposals which vary from those outlined above*”. Consider use, if appropriate, of “*Compensation will be paid in line with Part G of the CVL Network Code”*]

**Additional terms & conditions and Variation Procedure**

**a) [Insert Sponsor’s name] proposal**

[extract wording from the notice supplied by the Sponsor to AIW under G3.2(a)(v)]

**b) AIW’s proposals**

[If AIW has no additional/ varying proposals, the following wording can be used: “*AIW has no further proposals which vary from those outlined above*”. Consider use, if appropriate, of: “Once this CVL Network Change has become an established CVL Network Change (as defined in Part G of the CVL Network Code), AIW will, if instructed by the Sponsor, use the following variation procedure if the Sponsor 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:

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 the variation (or variations) in accordance with the procedures set out in Conditions G3 and G4 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 CVL Network Change notice for consultation.

**Distribution List**

[n.b. Sponsor to be copied in]

[Insert here]