Email: cvltrackaccess@amey.co.uk

Our Ref:

Date:

To: see distribution list

Dear colleague,

**Core Valley Lines (CVL) Vehicle Change Notice**

**[Insert Sponsor’s name] Proposed Vehicle Change: (Class of Train)**

**Description of Change)**

This CVL Vehicle Change notice is issued in accordance with Condition F2.3.1 (c) of the CVL Network Code and constitutes a formal proposal for a CVL Vehicle Change by Seilwaith Amey Cymru /Amey Infrastructure Wales Ltd (“AIW”) on behalf of [Insert sponsor’s name] under Condition F2.

[Insert Sponsor’s name] wishes to implement the CVL Vehicle Change described above and has, pursuant to Condition F2.1(c), given permission to AIW to consult on its behalf with the parties shown on the attached distribution list. Conditions F2.3.1(b) and F2.5.1(c) enable all affected train operators to consider the CVL Vehicle Change and bring to AIW’s attention any matters that concern them regarding the change. Train operators may also assess 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 (if any).

This CVL Vehicle Change notice outlines [Insert Sponsor’s name] proposal to [insert an outline of the CVL Vehicle Change (and any associated CVL network change requirements if relevant)]. A detailed specification of the changes to the class [insert class] operated by [Insert Sponsor’s name] is set out in Appendix A.

[Insert Sponsor’s name] is proposing the change because [state reasons why the change is proposed] as detailed in Appendix A.

AIW has detailed in Appendix B its estimate of the likely impact of the change on the operation of the CVL network and its own proposals in relation to various matters relating to the proposed CVL Vehicle Change as required under F2.5.1(b).

AIW must respond to this proposed CVL Vehicle Change by [insert date by when response is required] as required under F2.5.1 (b). 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 CVL Vehicle Change and forward your comments to us by [insert date between 7 and 10 days before the relevant response date]. If a formal response is not received by this date, you will be deemed to have accepted the proposal (including any offer of compensation) and to have no issues to raise with regard to the proposed CVL Vehicle Change.

Please respond to this notice using the appropriate standard form (e), (f) or (g), each of which can be found 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 costs, direct losses, expenses (minus the benefits) of implementing the change are likely to be, in line with condition F3.2 and F 3.3, 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 F3.

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 cvltrackaccess@amey.co.uk.

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’s name] will be able to answer your queries, please contact:

[Name of contact

TOC

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

**Distribution List**

Train Operators potentially affected by the CVL Vehicle Change

The Office of Rail & Road

TfW

**Appendix A**

[Appendix to be used for detailed scheme specification and vehicle specification. Include, if necessary, more detail than provided in the main letter on reasons why the change is proposed and how it will alter the rolling stock.]

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

**The following information has been provided by [insert sponsor’s name]:**

**Technical Acceptance**

[Details confirming that the train itself meets the necessary technical standards (Engineering Acceptance) and confirmation of the AIW acceptance certificate, and that the interface between the train and other vehicles, infrastructure, people or railway systems is safe (Route Acceptance).]

**Reasons for proposed change**

[Include (if necessary) more detail than provided in the main letter on reasons why the change is proposed.]

**Specification of Vehicle**

[To include a detailed description of the CVL Vehicle Change detailing the proposed physical changes to the R/S and a plan showing the parts of the CVL Network and associated railway assets likely to be affected, if applicable.]

**Details of where new R/S will operate**

[Including where it currently runs/where it will run, and details of current speeds and weights followed by proposed speeds and weights.]

**Details of CVL Network and associated works required to facilitate CVL Vehicle Change**

[Include details of any CVL Network Change or any related changes that are being undertaken to facilitate the CVL Vehicle Change, if they are substantial and significant to understanding the scope of the proposed scheme.]

**Division of costs & compensation proposals**

[Extract wording from the notice supplied by the Sponsor to AIW under F2]

**Additional terms and conditions**

[Include any additional terms and conditions to apply to the change as specified in the Sponsor’s proposal notice to AIW]

**Any other material facts**

[Include any other additional material facts that cannot be encompassed by the above headings, describe the effect intended or expected on the operation of the CVL Network or on trains operated on the CVL Network to enable AIW and any person specified in Condition F2.1(b) to assess the likely effect of the proposed change on its business and its performance of any obligations or the exercise of any discretions which it has in relation to railway services.]

**Appendix B**

**The following are AIW’s proposals in respect of the proposed CVL Vehicle Change:**

**AIW’s Assessment of the impact of the proposed CVL Vehicle Change**

[include details of the impact proposed change will have on the operation and performance of the CVL Network]

**AIW’s proposals to facilitate CVL Vehicle Change**

[include the following details: Arrangements and proposed terms for CVL Vehicle Change; arrangements for determining and paying compensation in respect of the change; and details of any timetable changes]

**Proposed timescales**

[include proposed timetable for implementing the proposed change, including start and end dates]

**AIW’s proposals for the division of costs and compensation**

[include division of costs for carrying out change and any additional terms and conditions]

**Additional Terms and Conditions**

[If AIW has no additional/ varying proposals, the following wording can be used: “*AIW has no further proposals which vary from those outlined in Appendix A*”. Consider use, if appropriate, of: “If, following confirmation from AIW that this CVL Vehicle Change has become an Established CVL Vehicle Change (as defined in Part F of the CVL Network Code), and the Sponsor wishes to make modifications 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 Established CVL Vehicle Change is to be carried out the following variation procedure will be used:

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 F2 and F3 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, on behalf of [insert Sponsor’s name], to re-issue the entire CVL Vehicle Change notice for consultation.]