

# **Guide to Alterations and Work at Premises We Rent Out**

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# 1 Introduction

We are committed to providing a railway fit for the 21st century. An important part of our vision is to transform our stations and depots into world-class travel facilities for our customers. We are investing millions of pounds in this. However, we understand that we must work closely with everyone involved to meet this commitment.

This document provides guidance and useful information to our tenants who want to make alterations or carry out work at premises they rent from us. We have used plain language throughout the guide to make it easy to understand.

This guide also includes a copy of our online Landlord's Consent application form showing an example of the questions that tenants need to answer via our online system based at <https://lc.networkrail.co.uk/>. The online application should give us all the information we need to be able to consider a tenant's request for alterations as quickly as possible.

This guide covers a wide range of work from small repairs to changes to the structure of buildings. However, it cannot include all the guidance that may be needed and we have included references and internet links to relevant information.

This guide provides information on some of the main areas you should consider when you are planning to make alterations or carry out work to your premises. It also tells you how to apply for any permission you may need.

Safety is at the heart of everything we do and we have produced this guide to make sure that there are no negative impacts on safety and other aspects of our business.

## 2 Permitted work – work you do not need our consent for

You do not need our permission for some alterations or work to premises we rent out. We call this 'permitted work'. It includes:

- painting (in line with the painting regulations we provide), and putting up or changing signs;
- small customer-information schemes that do not affect existing schemes, or the Station, Independent Station or Depot Access Conditions and Annexes.
- small plumbing and electrical work – for more information about gas and electrical work see Appendix B;
- decorating the inside of your premises, unless it is a Listed building;
- installing, or altering, fixtures and fittings that do not affect the structure of the building, water, gas or electricity or the fire-risk assessment;
- glazing and small security measures, such as boarding up broken windows; and
- moving fixtures and fittings.

This list is for guidance only. Work or alterations which affect water or gas services, electrical systems or the structure of the building, and work you carry out on or near the track are not permitted works. You must also keep to the relevant planning laws – see section 5 'Guidance on planning laws'. If you are in any doubt you should e-mail us at [consentsteam@networkrail.co.uk](mailto:consentsteam@networkrail.co.uk)

### 3 Protecting the safety of the railway

We must make sure that we maintain and protect the safety of the railway at all times. Some alterations or work at, and around, your premises may carry a risk to the safety of the railway.

To help you understand whether or not the alterations or work you want to carry out may affect the safety of the railway you should consider the following questions:

#### 1. Could the alterations or work be a risk to the safety of the rail network?

It is likely that there will be a risk to the safety of the rail network if the answer to any of the following questions is “yes”

- are you working within 1.25 metres (4 feet) of the platform edge, hence treated as on or near the line?
- are you to work in positions that might take your personnel or equipment within the safe working distance of 2.75 metres to overhead line electrification equipment, or third rail conductors? This could include, for example, working on station canopies or roofs, on footbridges, on bridge rafts spanning tracks, or working on platform structures.
- are you working on footbridges or other deck structures that span the Network?
- do you require entry upon any part of the Network in order to carry out the works?
- are you planning to use cranes, other mobile plant, scaffolding or temporary hoardings that might fall onto the Network?
- could any materials, pipes, cables etc fall onto the Network, or come within the safe working distance of 2.75 metres from overhead line electrification equipment?
- are you installing equipment (such as Customer Information Systems) or signage that might interfere with the sighting of signals from trains on the adjoining Network? (see Network Rail Standard NR/L3/CIV/162 Version 2 3 September 2011 – Platform Extensions)
- are you installing equipment (such as mobile telephone transmitting equipment) that might generate electro – magnetic interference with any Network equipment?
- is any demolition of buildings or structures proposed?

- are any foundations, (or other excavations) to be dug, and of what type?
- are the works adjacent to a level crossing or tunnel?

If so, Network Rail will need to impose conditions on how the work is to be carried out, to ensure the safety and efficient operation of the Network, which might include the need for a need for an engineer to close a section of track (“possessions”) and / or electrical isolations.

## **2. Will any of the proposed alterations or work require you to gain access to an area outside of the premises you currently rent?**

There will be a need for specific Network Rail permission if the answer to the following question is “yes”

- do you need to enter land outside of your lease demise in order to carry out the intended works?

If so, you will need Network Rail specific agreement to enter onto Network Rail land, which would include any technical or other conditions imposed from completion of the Network Rail internal “Land Clearance” process.

If you are the franchise operator (Station Facility Owner) of the Station then you may have rights to enter into Network Rail adjacent property under the terms of your Station Access Conditions (Condition J9) if you have been granted permission by us to your works and/or alterations.

## **3. Will the alterations or work need specialist skills and knowledge that you do not have?**

Whilst it is recognised that some applicants may not have detailed “railway” knowledge, this is not a situation that Network Rail is comfortable with. The sponsoring train operating company should generally provide any necessary technical support.

However, if there are technical issues arising from, for example, questions posed about signal sighting or electro-magnetic interference then Network Rail would assist the applicant in assessing the risks and issues. This may require completion of a Basic Services Agreement

#### **4. Will the alterations or work affect services and equipment – within the area of the premises you currently rent – which serve the network (such as power supplies and drainage)?**

It is likely that there will be a risk to the operation or safety of the rail network if the answer to any of the following questions is “yes”

- are you planning work on rooms or structures at the station which contain Network equipment, such as signalling equipment, telecommunications equipment etc?
- are you working on or close to equipment used for Driver Only Operation?
- are you working close to overhead line electrification equipment structures or cables?

If so, Network Rail will need to impose conditions on how the work is to be carried out; this might include the need for possessions and / or electrical isolations.

#### **5. Will any of the alterations or work not be covered by your safety management systems (‘safety case’)?**

- generally, are the proposed works, and the methods of carrying them out, compliant with any obligations defined in the safety management system held by the Train Operating Company (TOC)?

Generally, under most TOCs safety management systems, TOCs can only carry out works of maintenance and minor works and their safety management system does not cover major alterations and approval of structural design elements. If the works fall outside of the works permitted under the safety management system, one of the agreements listed below will need to be entered into.

Network Rail would expect that any applicant should satisfy itself not only that the works at the station did not cause safety issues with that property, but also that obligations not to adversely impact on the Network are complied with.

If the answer to any of these questions is yes, you may have to enter into one of the following agreements for the alterations or work to go ahead:

- Basic Services Agreement
- Basic Asset Protection Agreement
- Asset Protection Agreement

We have developed these agreements with the rail industry, customers and stakeholders (people who have an interest in our work). The agreements have been approved by the Office of Rail Regulation (ORR) and they should be used when we agree contracts for alterations or work to Network Rail premises.

You can get more information from our website at [www.networkrail.co.uk](http://www.networkrail.co.uk)

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## 4 Conditions for station and depot operators

The contract between us and station or depot operators is governed by leases, letting conditions and the Station or Depot Access Conditions and Annexes. The leases include conditions about access to stations and depots and conditions about letting stations and depots. You should always refer to your property specific set of documents for more information.

Generally, under the standard letting conditions, you must have our permission in writing to make alterations or carry out work to your premises. If the proposed alterations or works require our consent then you may not start any alterations or works until you have obtained our permission. We will not unreasonably withhold or delay our permission.

However, it is your responsibility to keep to all relevant laws and have all the written permissions you need before making any alterations or carrying out work to your premises. In particular, it is important that your proposed alterations/works comply with all relevant requirements of the Health & Safety at Work Act 1974. Please visit the Health and Safety Executive website at [www.hse.gov.uk/simple-health-safety](http://www.hse.gov.uk/simple-health-safety) for further information.

It is important that you refer to your lease, letting conditions and Station or Depot Access Conditions and Annexes before completing an application for our permission to carry out any alterations or works.

You may also need the Office of Rail Regulation to approve any alterations or work you want to do. You may need to fill in a Change Proposal Form if the alterations or work would affect:

- how the station or depot meets the needs of train operators and their customers, for example, affecting the services provided to passengers and train operators at the Station or the facilities that can be used by rail passengers and train operators;
- when the station (or part of it) is open; or
- station accommodation which is needed by a train operator for its railway business.

If the alterations or work involve closing part of a station, we may need to treat it as a minor modification under the Railways Act 2005.

You may need the Department for Transport or Transport Scotland to approve this work. If you need their approval or the approval of the Office of Rail Regulation, you must have their permission before you make any alterations or carry out work to your premises.

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## 5 Guidance on planning laws

### Planning

As a Government-appointed body, we do not have to have planning permission for certain types of work to our rail network infrastructure (buildings, tracks and so on). However, this is a complicated area and you must get advice from our Town Planning Team as early in the process as you can.

### Listed buildings and conservation areas

In addition to any planning permission that may be required for your works or alterations, you must also have listed building consent before you start any work that may change the appearance or character of listed buildings or buildings in conservation areas. It is a criminal offence to knock down, alter or build onto a listed building, or to change any fixtures or fittings in it, in any way which affects its character, if you do not already have permission. If you carry out any work to these buildings without planning permission, you could be fined, sent to prison, or both.

As with planning, you must get advice from one of our Town Planning Teams and our architects as early in the process as possible. You can write to them at our office located at:

Network Rail  
1 Eversholt Street  
London  
NW1 2DN

You should not contact conservation officers, the local planning authority or English Heritage before we have agreed that you can carry out the work.

### Building regulations

England – Although we (as a Government-appointed body) do not generally have to have our plans approved by building regulations, we still expect you to carry out all work in line with The Building Regulations 2010. You do not have to ask the local authority to approve your plans.

Scotland – You must keep to the building regulations and you must apply for building warrants.

## 6 Structural work

If the work you want to carry out involves changing the structure of one of our buildings (even if it is temporary works as part of the construction process) then, as well as filling in the application form in Appendix A, you must also keep to standard NR/L2/CIV/003 Engineering Assurance of Building and Civil Engineering Works. You can get this by clicking on the link above or by e-mailing us at [consentsteam@networkrail.co.uk](mailto:consentsteam@networkrail.co.uk).

Generally, the above advice does not apply to the following:

- work that does not affect the actual structure of buildings and fixtures.
- work to architectural fixtures and finishes to buildings, except when the work may affect the safety of the railway or the strength and safety of a structure, or where temporary work is needed.
- maintaining and repairing the railway track and its bed as long as no significant realignment of the railway track is needed and the work does not affect signalling controls.
- work that must be approved by Network Rail engineers who deal with structures that carry signalling, telecommunications, lighting or other electrical or mechanical equipment.

## 7 Protecting against fire

Any application you make should comply with:

- The Regulatory Reform (Fire Safety) Order 2005
- The Fire (Scotland) Act 2005
- The Fire Precautions (Sub-surface Railway Stations) Regulations 2009
- The Building Regulations 2010
- Network Rail Company Standard NR/L1/FIR/100 v6 – Company Fire Safety Handbook
- Railway Industry Standard for Station Infrastructure RIS-7700-INS

You can get more information from the following.

- HM Government guidance documents – Fire Safety Risk Assessment – There is a different guide for each type of premises including one for ‘transport premises and facilities’
- The Fire Precautions (Sub-surface Railway Stations) Regulations 2009
- Fire Safety. An employer’s guide. Health and Safety Executive
- The Building Regulations 2010 – Approved Document B Fire Safety
- British Standards
- Railway Safety Approved Code of Practice GE/RC 8505 – Recommendations for the Fire Safety of Materials at Operational Premises

All applications must show how you will protect against fire in line with The Building Regulations 2010. You must provide all the information needed relating to parts B1 to B5 of The Building Regulations 2010 – Approved Document B – Fire Safety in order to allow full consideration of your plans. As long as you keep to the building regulations you will automatically keep to The Regulatory Reform (Fire Safety) Order 2005 and The Fire (Scotland) Act 2005 except that you will have to carry out fire-risk assessments as well.

## 8 Railway Group's standards for working safely

Railway Group Standards are documents which set standards for working safely at and between, stations, depots, the railway network and trains. All members of the Railway Group must work to these standards. Members of the Railway Group hold railway safety certificates or authorisations (these used to be called safety cases), and include us, train operating companies and freight-operating companies.

The standards are produced and maintained by Rail Safety and Standards Board Limited, and you can find full details on its website, [www.rssb.co.uk](http://www.rssb.co.uk)

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## 9 Stations we manage

We own and run 19 of the biggest and busiest railway stations in Great Britain. We call these the 'managed stations'.

We want the facilities we manage to be of very high quality. We recognise that these stations play a vital role in the lives of rail passengers, visitors and local residents. We have included our aims in our guide to managed stations. You can get a copy of this guide from your Retail Operations Specialist at Network Rail. The guide to managed stations also contains any special measures for specific stations.

The guide to managed stations and your Retail Operations Specialist will also be able to explain how you should deal with your application for work to one of our managed stations.

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## 10 Our costs

We reserve the right to ask our tenants to pay all reasonable costs properly incurred by us (including any professional fees and disbursements and value added tax) in connection with considering an application for consent for alterations, the works (whether or not carried out) and the preparation and if the works are approved the completion of a formal licence.

The position on fees as at October 2014 is as follows.

If you are a tenant at a managed station then our costs are £1,500 plus VAT. You will be required to pay this sum when you submit an application for consent. A VAT invoice will be issued to you as soon as reasonably possible after the application has been submitted.

We reserve the right to increase our costs if the matter becomes unduly protracted or we need to instruct specialist engineers or other such professionals.

If you are a tenant at a franchised station, you do not have to pay our costs subject to the following conditions being met:

- the alterations or work you want to carry out are entirely within the area of the premises you currently rent. This includes land you have added to your original lease but have not yet made permanent (please see section 3, Protecting the safety of the railway).
- we have internal employees with the relevant skills, qualifications and equipment to assess your plans. The income which the Office of Rail Regulation has awarded us to run our business is intended to cover the assessment work.
- we have internal employees with the relevant skills, qualifications, and equipment to monitor the work as it is carried out.
- we do not believe that the work will affect the safety of the railway or how we run it.
- the work can be carried out in line with your safety certificate and it does not bring any risk to the railway network.

## **Appendix A – Checklist and Illustrative Online Application Form**

Please note that this Appendix is for illustrative purposes only and all applications must be made online at <https://lc.networkrail.co.uk>

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## Checklist for Applicants to Complete

So that we can progress your request quickly, you must give us all the information relevant to the work you want to carry out. This checklist is for your use, to prepare in advance of completion of the online form.

Description	Tick if you have provided these or note if not applicable
<p><b>Plans</b></p> <ul style="list-style-type: none"> <li>- Copies of all working drawings, plans and technical specification</li> <li>- Plans showing specific details should be 1:50</li> <li>- General layout drawings:               <ul style="list-style-type: none"> <li>1:100 @ A3</li> <li>1:200 @ A1</li> </ul> </li> <li>- Electronic versions of plans must give to us in PDF or Visio Professional</li> </ul>	
Details of how the work will affect the gas supply	
Details of how the work will affect the water supply	
Details of fire alarms and detection systems, escape lighting, fire resistant enclosures, compartments, means of escape, fire safety signage, mechanical ventilation, fixed suppression systems, fire engineered solutions.	
Electrical diversity calculations	
HM Railway Inspectorate approvals	
Copies of any correspondence / documentation from Local Authority Building Control, Planning or Conservation Departments	
A copy of your change proposal	
A copy of your minor modification proposal	
Minutes of the pre-design meeting (Network Rail managed stations only)	
Details of any dispensation you have obtained from the Department for Transport's Code of Practice: "Accessible Train Station Design for Disabled People".	

## Online Application Form Questions

The below questions are presented online at the Network Rail Landlords Consent online application system and require answering in order for your works to be approved by Network Rail's engineers and station/depot management team.

Sections/questions marked with an asterix (\*) are mandatory.

Sub section questions will require answering dependant on the answer to the header question. For example questions A1.1.1 – A1.1.5 will require answering if question A1.1 is answered 'Yes' on the online application form.

Please see following pages for questions that require answering online.

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<b>General Information</b>	
<i>(Please fill in the appropriate fields. Mandatory fields are marked with an *)</i>	
<b>Where will the proposed alteration or work take place?</b>	
Property Name	
Train Operating Company (TOC)	Will be automatically populated by the system
NR Property Reference	Will be automatically populated by the system
Lease Reference	
Unit Reference	
Description of specific work location	
Address	
Postcode	
Email address	
<b>Contact Information (main contact for application)</b>	
Title*	
First Name*	
Surname*	
Address*	
Town*	
County*	
Postcode*	
Phone*	
Mobile	
Fax	
<b>About the principal contractor who will carry out the work (if applicable)</b>	
Email	
First Name	
Surname	
Address	
Town	
County	
Postcode	
Phone	
Mobile	
Fax	

Please give us a brief description of the alterations or works you want to carry out \*

Projected work start date (dd/mm/yyyy)?\*

Projected work end date (dd/mm/yyyy)?\*

### Building Alteration

#### Section A1 - Building and Structural Alterations

The structural elements shall be designed and constructed so that the combined dead, imposed and wind loads are sustained and transmitted to the ground:

- safely; and

- without causing any deflection, deformation or instability of any part of the structure, adjacent structures, premises, or Controlled Infrastructure or ground movement that may cause this, including the disposal or drainage of liquids e.g. rainwater.

This is in line with Part A of Schedule 1 to The Building Regulations 2010

Section	Question	Answer	Notes
<b>A1.1</b>	<b>Is any demolition work planned (including internal partitioning)?</b>	<b>Yes/No</b>	
A1.1.1	Does it affect the station buildings (e.g. roof), external walls, internal partitions and or platform clearances?	Yes/No	
A1.1.2	Does it affect station footbridges?	Yes/No	
A1.1.3	Does it affect the span, nearing and or articulation arrangements?	Yes/No	
A1.1.4	Does it affect the signalling or electrification requirements (including Overhead Lines)?	Yes/No	
A1.1.5	Will any of the work affect public rights of way or passenger flows?	Yes/No	
<b>A1.2</b>	<b>Are any structural alterations or new building works proposed?</b> <i>Follow AIP Approval Process - see section 6 of Guide to alterations and work at premises we rent out.</i>	<b>Yes/No</b>	
A1.2.1	Does it affect the station buildings (e.g. roof), external walls, internal partitions and or platform clearances?	Yes/No	
A1.2.2	Does it affect station footbridges?	Yes/No	
A1.2.3	Does it affect the span, nearing and or articulation arrangements?	Yes/No	
A1.2.4	Does it affect the signalling or electrification requirements (including Overhead Lines)?	Yes/No	
A1.2.5	Will any of the work affect public rights of way or passenger flows?	Yes/No	
A1.2.6	Is there a temporary or permanent disruption to the rail/road/pedestrian/station?	Yes/No	

<b>A1.3</b>	<b>Is any heavy plant or equipment to be installed?</b> <i>Please tell us the load specification and where you need the equipment.</i>	<b>Yes/No</b>	
<b>A1.4</b>	<b>Is the internal layout to be altered?</b>	<b>Yes/No</b>	
<b>A1.5</b>	<b>Are any entrances/exits to be altered?</b>	<b>Yes/No</b>	
<b>A1.6</b>	<b>Are any changes to the floor level or coverings proposed?</b>	<b>Yes/No</b>	
A1.6.1	If so, would the changes to the floor level or coverings result in health and safety issues?	Yes/No	
<b>A1.7</b>	<b>Are any changes to the internal finishes proposed?</b>	<b>Yes/No</b>	
<b>A1.8</b>	<b>Are any disabled facilities or disabled access facilities to be installed?</b> <i>Please provide full details of compliance with the relevant technical standards in the code of practice and, if appropriate, where a dispensation has been granted. Also see section D6</i>	<b>Yes/No</b>	
<b>A1.9</b>	<b>Is any work proposed to existing or new glazing?</b>	<b>Yes/No</b>	
<b>A1.10</b>	<b>Are any temporary works, hoardings, accommodation or temporary on site storage to be installed or used?</b> <i>Please see copy of Station Hoarding Specification (page 25 of Managed Station Manual appendices document - Network Rail Standard NR_L3_OCS_044_MS-07)</i>	<b>Yes/No</b>	
A1.10.1	Does it affect the station buildings (e.g. roof), external walls, internal partitions and or platform clearances?	Yes/No	
A1.10.2	Does it affect station footbridges?	Yes/No	
A1.10.3	Does it affect the span, nearing and or articulation arrangements?	Yes/No	
A1.10.4	Does it affect the signalling or electrification requirements (including Overhead Lines)?	Yes/No	
A1.10.5	Will any of the work affect public rights of way or passenger flows?	Yes/No	
<b>Section A2 - Drainage and Water Catchment</b>			
<i>Any system which carries foul water, that is waste from a sanitary convenience or water which has been used for cooking, from appliances to a sewer must be:</i>			
<ul style="list-style-type: none"> <li>- adequate and minimise risk of blockage or leakage;</li> <li>- prevent foul air from entering the building;</li> <li>- be suitably ventilated; and</li> <li>- will be accessible for clearing blockages.</li> </ul>			
<i>Any system which carries rainwater from a roof of a building to a sewer or outfall shall be:</i>			
<ul style="list-style-type: none"> <li>- adequate and minimise the risk of blockage and leakage; and</li> <li>- will be accessible for clearing blockages.</li> </ul>			
<i>This is in line with Part H of Schedule 1 to the Building Regulations 2010.</i>			
<b>Section</b>	<b>Question</b>	<b>Answer</b>	<b>Notes</b>
<b>A2.1</b>	<b>Are any sanitary appliances to be installed?</b>	<b>Yes/No</b>	

<b>A2.2</b>	<b>Is any general work proposed to the existing drainage system or installation of new drainage including connections?</b> <i>Include details of all connections made to drain and any appliances requiring this facility.</i>	Yes/No	
A2.2.1	Will there be a temporary or permanent requirement for additional drainage facilities?	Yes/No	
<b>A2.3</b>	Will any cooking or similar activities create the need for the specialist removal of grease or oil? <i>Grease or oil must not be discharged into the drainage system. Give details of activities and equipment being used. Provide details of grease trap if required.</i>	Yes/No	
<b>A2.4</b>	Will any works to an existing roof affect its water catchment and removal ability?	Yes/No	
<b>Section A3 - Mechanical</b>			
<i>All mechanical and electrical systems must be designed in accordance with existing statutes with reference to the current industry 'best practice,' that is CIBSE, HVCA and IET. These systems must be installed in line with CDM Regulations and allow suitable access and provision for maintenance and repair or renewal. BS7671: The IEE Wiring Regulations, relate principally to the design, selection, erection, inspection and testing of electrical installations, whether temporary or permanent. All electrical systems should be designed and installed in accordance with these regulations.</i>			
Section	Question	Answer	Notes
<b>A3.1</b>	<b>Is any work proposed to the domestic hot water systems or installation of a new facility?</b> <i>Outline system type, requirements and locations.</i>	Yes/No	
<b>A3.2</b>	<b>Is any work proposed to the existing electrical installation which will affect the power supply loading or usage?</b> <i>Give details of level of changes</i>	Yes/No	
A3.2.1	Are you making any alterations to the existing electrical installation or adding anything new?	Yes/No	
A3.2.2	Will this work increase or decrease the power supply loading or usage?	Yes/No	
A3.2.3	Does the proposed installation involve import/export of power under a G59 agreement or import/export tariff?	Yes/No	
<b>A3.3</b>	Will the project require the installation of any space heating systems? <i>Give details of supply fuel requirements and locations.</i>	Yes/No	
<b>A3.4</b>	Will the project require the installation (or modification of existing) of any natural or mechanical ventilation systems including air conditioning? <i>Include details specifically of locations of proposed terminations of any ductwork.</i>	Yes/No	

<b>A3.5</b>	Will the project require the installation of any application specific extract systems, for example, catering extract facility? <i>Give details specifically of locations of proposed terminations of ductwork and fire spread prevention.</i>	Yes/No	
<b>A3.6</b>	Will the project require the installation, removal or modification of any refrigeration equipment for space heating/cooling and/or catering purposes? <i>Give details of:</i> - all refrigerant types and quantity - all remote condenser locations and proposed heat rejection modes - all evaporator condensate requirements and drain connections	Yes/No	
<b>A3.7</b>	Will the project require the installation, removal or modification of any existing chilled water system?	Yes/No	
<b>A3.8</b>	Will the project necessitate the removal of any redundant equipment? <i>Give details of equipment to be removed and any making good to the fabric of services infrastructure required.</i>	Yes/No	
<b>A3.9</b>	Are any alterations to the existing heat producing appliances proposed?	Yes/No	
<b>A3.10</b>	Are any alterations to existing Customer Information Systems (CIS), Public Address (PA), Closed Circuit Television System (CCTV) and/or Help Point (HP) systems associated with these works? <i>Please also detail the number of systems that will be affected.</i>	Yes/No	
<b>A3.11</b>	Is the introduction of any new Customer Information Systems (CIS), Public Address (PA), Closed Circuit Television System (CCTV) and/or Help Point (HP) systems associated with these works? <i>Please also detail the number of systems that will be affected.</i>	Yes/No	
<b>A3.12</b>	Are there any Driver Only Operation (DOO) CCTV system impacting works associated with this scheme?	Yes/No	
A3.12.1	Will the signal sighting of existing DOO CCTV assets be compromised by the proposed works, e.g. by obscuring of existing camera and/or monitor equipment arrangements?	Yes/No	
A3.12.2	Will DOO CCTV specific power feed arrangements be impacted?	Yes/No	
<b>Section A4 – Utilities</b> <i>Network Rail recognises the valuable role of metering and therefore includes requirements for sub-metering non-domestic buildings. It is necessary to ensure that building designers include appropriate metering at the design stage so that building operators then have a clear way of establishing where energy is being consumed. All meters and sub meters are to be installed so that they are easily accessible and their installation location is clearly identified during the 'hand back' process. The Building Regulations 2010 – Part L2 and General Information Leaflet 65</i>			
Section	Question	Answer	Notes

<b>A4.1</b>	<b>Will the existing electrical supply be sufficient for the proposed project?</b> <i>Provide load diversity calculations and required connection details. If there is less than 20% surplus capacity prior to the installation, consult first with the asset steward.</i>	<b>Yes/No/NA</b>	
<b>A4.2</b>	<b>Will the existing cold water supply be sufficient for the proposed project?</b> <i>Provide details of any new connections and capacity.</i>	<b>Yes/No/NA</b>	
<b>A4.3</b>	<b>Will the existing gas supply be sufficient for the proposed project?</b> <i>Provide details of any new connections and capacity.</i>	<b>Yes/No/NA</b>	

### Section A5 – Certification

*I certify that this proposal for work to the tenanted premises detailed in Section 1 of this document has been reviewed by the tenant's Building Surveyor or other competent person and I can confirm that proposed work meet the requirements of current building legislation.*

Name*	
Address*	
Professional qualifications*	
Phone*	
Mobile*	
Email address*	

### Fire Safety

### Section B1 - Warning and Escape

*The building shall be designed and constructed so that there are appropriate provisions for the early warning of fire, and appropriate means of escape in case of fire from the building to a place of safety outside the building capable of being safely and effectively used at all times.*

Section	Question	Answer	Notes
<b>B1.1</b>	<b>Do the proposed works affect the means of alarm and escape?</b>	<b>Yes/No</b>	
B1.1.1	Is there a means of raising the alarm?	Yes/No	
B1.1.2	Is this strategy compatible with the current means of raising the alarm throughout the premises?	Yes/No	
B1.1.3	Is a manual or automatic fire alarm to be fitted? <i>Describe system type and category in accordance with BS5839 Part 1 and compatibility with premises system.</i>	Yes/No	
B1.1.4	Are any fire alarm call points to be installed? <i>Describe device type and provide plans of design in accordance with BS5839 Part 1 and compatibility with premises system.</i>	Yes/No	
B1.1.5	Are any automatic fire detectors to be installed? <i>Include details of any void detection. Describe device type and provide plans of design in accordance with BS5839 Part 1 and compatibility with premises system.</i>	Yes/No	

B1.1.6	Are any sounders or voice alarm speakers to be installed? <i>Describe device type and provide plans of design in accordance with BS5839 Part 1 or BS5839 Part 8 and compatibility with premises system.</i>	Yes/No	
B1.1.7	Are any electronic door locking systems or automatic pedestrian doors to be installed? <i>Describe type and provide plans of design showing any interfaces with the fire alarm and detection system. Describe how doors lock and are operated in an emergency.</i>	Yes/No	
B1.1.8	Are a suitable number of escapes provided for horizontal and vertical means of escape for the occupants of the premises? <i>Give details of occupancy level and plans detailing all horizontal and vertical escapes including number of escapes and their width.</i>	Yes/No	
B1.1.9	Are there any inner rooms in the current layout that are impacted by the works? <i>Give plans detailing the inner rooms and describe the arrangements for the protection of the occupants of the inner room.</i>	Yes/No	
B1.1.10	Are there any inner rooms being created due to the proposed works? <i>Give plans detailing the inner rooms and describe the arrangements for the protection of the occupants of the inner room.</i>	Yes/No	
B1.1.11	Are any protected escape routes to be installed as part of the alterations? <i>Give plans detailing the arrangements for the protection of escape routes.</i>	Yes/No	
B1.1.12	Are all fire/final exit doors to be fitted with simple single fastenings that do not require the use of a key to open when being operating by occupants making an escape? <i>Describe device type.</i>	Yes/No	
B1.1.13	What provisions are to be made for the escape of persons with restricted mobility in the premises? <i>Describe provisions and provide plans detailing the means of escape for persons with restricted mobility in accordance with BS9999, BS 8300 and Building Regulations Approved Document M.</i>	Provide details	
B1.1.14	Is emergency escape lighting to be installed? <i>Describe system type and category and provide plans of design in accordance with BS5266 Part 1.</i>	Yes/No	
B1.1.15	Are any fire safety exit signs to be installed? <i>Give plans detailing the arrangements for signing escape routes in accordance with BS5499 Part 1.</i>	Yes/No	
<b>B1.2</b>	<b>It is necessary to obtain Building Warrant for this application to be processed?</b> <i>Please attach the building warrant for this application in the attachments section.</i>	<b>Yes/No</b>	
B1.2.1	Do you have a Building Warrant for this application? (Scottish stations only)	Yes/No	

### Section B2 - Internal Fire Spread (Linings)

1) To inhibit the spread of fire within the building, the internal linings must:

adequately resist the spread of flame over their surfaces; and

have, if ignited, either a rate of heat release or a rate of fire growth, which is reasonable in the circumstances.

2) In this paragraph 'internal linings' means the materials or products used in lining any partition, wall, ceiling or other internal structure.

From Part B of Schedule 1 to The Building Regulations 2010

<b>B2.1</b>	<b>Do the proposed works affect the linings of walls and ceilings?</b>	<b>Yes/No</b>	
B2.1.1	Can you specify the surface linings of walls and ceilings and provide classification of lining? <i>Give details of materials and test certificates i.e. Class O.</i>	Yes/No	
B2.1.2	Are thermo plastic materials being used for roof-lights or lighting diffuser? <i>Give details of the classification of the roof-lights or light diffuser and plans showing layout and separation of groups.</i>	Yes/No/NA	

### Section B3 - Internal Fire Spread (Structure)

1) The building shall be designed and constructed so, that in the event of fire, its stability will be maintained for a reasonable period.

2) A wall common to two or more buildings shall be designed and constructed so that it adequately resists the spread of fire between those buildings. For the purposes of this sub-paragraph a house in a terrace and a semi-detached house are each to be treated as a separate building.

3) To inhibit the spread of fire within the building, it shall be sub-divided with fire-resisting construction to an extent appropriate to the size and intended use of the building.

4) The building shall be designed and constructed so that the unseen spread of fire and smoke within concealed spaces in its structure and fabric is inhibited. From Part B of Schedule 1 to The Building Regulations 2010

Section	Question	Answer	Notes
<b>B3.1</b>	<b>Do the proposed works alter the internal structural walls, floors and ceilings?</b>	<b>Yes/No</b>	
B3.1.1	Are there any proposed changes to any elements of structure within the premises? <i>Give details of the changes and detail the fire resistance of that element of structure.</i>	Yes/No	
B3.1.2	Are there any raised (mezzanine) storage areas in the current layout that are impacted by the proposed works? <i>Give details of its use and layout plans. Consideration to be given to elements of structure and fire resistance.</i>	Yes/No	
B3.1.3	Are any raised (mezzanine) storage areas being created due to the proposed alterations? <i>Give details of its use and layout plans. Consideration to be given to elements of structure and fire resistance.</i>	Yes/No	
B3.1.4	Are compartment or fire-resisting enclosure walls, floors or ceilings being provided to separate the building into different parts or to enclose special fire hazards? <i>Give details of the changes and detail the construction of those compartment or fire resisting enclosure walls, floor or ceiling and the level of fire resistance.</i>	Yes/No/NA	

B3.1.5	Are there any protected shafts in the current layout that will be impacted by the proposed works? <i>Give details of its use and layout plans. Consideration to given to the elements of structure and fire resistance.</i>	Yes/No/NA	
B3.1.6	Are there any protected shafts being created due to the alterations? <i>Give details of its use and layout plans. Consideration to given to the elements of structure and fire resistance.</i>	Yes/No	
B3.1.7	Are there any concealed spaces or cavities within the current layout that will be impacted by the proposed works? <i>Give details of the concealed spaces or cavities and the method and materials used to divide those concealed spaces or cavities.</i>	Yes/No	
B3.1.8	Are there any concealed spaces or cavities with being created due to the alterations? <i>Give details of the concealed spaces or cavities and the method and materials used to divide those concealed spaces or cavities.</i>	Yes/No	
B3.1.9	Are there any existing openings in fire resisting separating elements that are impacted by the proposed works? <i>Give details of the openings and the method and materials used to protect and fire stop those openings.</i>	Yes/No	
B3.1.10	Are there any proposed openings in fire resisting separating elements due to the works? <i>Give details of the openings and the method and materials used to protect and fire stop those openings.</i>	Yes/No	

#### Section B4 - External Fire Spread

1) The external walls of the buildings shall adequately resist the spread of fire over the walls and from one building to another, having regard to the height, use and position of the building.

2) The roof of the building shall adequately resist the spread of fire over the roof and from one building to another, having regard to the use and position of the building.

From Part B of Schedule 1 to The Building Regulations 2010

Section	Question	Answer	Notes
<b>B4.1</b>	<b>Do the proposed works alter the integrity of the external walls or roof?</b>	<b>Yes/No</b>	
B4.1.1	Does the proposal require the construction of or modifications to the external walls? <i>Give details of the changes and detail the construction of the external walls and the level of fire resistance.</i>	Yes/No	
B4.1.2	Do the external walls meet the requirements for boundary conditions, space separation and requirements for unprotected areas? <i>Does the proposed building meet the guidelines regarding the distance between buildings? Does the proposed building meet the guidelines regarding the number of door and window exits permitted within the façade with regard to the distance to another building or boundary?</i>	Yes/No	
B4.1.3	Does the proposal require construction or modifications to the roofs and their coverings? <i>Give details of the changes and detail the construction of the roofs and the classification of the roof covering i.e. AA, BB...etc.</i>	Yes/No	

<b>Section B5 - Access and Facilities for the Fire Service</b>			
1) The building shall be designed and constructed so as to provide reasonable facilities to assist fire fighters in the protection of life. 2) Reasonable provision shall be made within the site of the building to enable fire appliances to gain access to the building. From Part B of Schedule 1 to The Building Regulations 2010			
Section	Question	Answer	Notes
<b>B5.1</b>	<b>Do the proposed works alter the existing fire fighting access to the premises?</b>	<b>Yes/No</b>	
B5.1.1	Are any fire mains or fire hydrants fitted to the building? <i>Give details of number, location and construction – including plans.</i>	Yes/No	
B5.1.2	Are any fire mains or fire hydrants proposed to be fitted to the building as part of these works? <i>Give details of number, location and construction – including plans.</i>	Yes/No	
B5.1.3	Is there adequate access to the building for Fire Service vehicles? <i>Give details of access facilities and plans showing access points.</i>	Yes/No	
B5.1.4	Will the alterations require the installation of fire-fighting shafts? <i>Give details of any fire-fighting shafts and plans showing detail of the components and construction of the fire-fighting shafts.</i>	Yes/No	
B5.1.5	Will the alterations require the installation of smoke outlets? <i>Give details of any smoke outlets and plans showing detail of the components and construction of the smoke outlets.</i>	Yes/No	
<b>Section B6 - Miscellaneous</b>			
Section	Question	Answer	Notes
<b>B6.1</b>	<b>Are there any fixed fire suppression systems installed at the location of the works?</b> <i>Give details.</i>	<b>Yes/No</b>	
<b>B6.2</b>	<b>Are there any fixed fire suppression systems to be installed as part of the proposed works?</b> <i>Give details of the installation.</i>	<b>Yes/No</b>	
<b>B6.3</b>	<b>Is mechanical ventilation provided currently at the location of the works?</b> <i>Give details of the system design showing that it meets BS 5720 and BS 5588 Part 9 for example, fire or smoke dampers, fire protection to ductwork.</i>	<b>Yes/No</b>	
<b>B6.4</b>	<b>Is mechanical ventilation to be installed as part of the proposed alterations?</b> <i>Give details of the system design showing that it meets BS 5720 and BS 5588 Part 9 for example, fire or smoke dampers, fire protection to ductwork.</i>	<b>Yes/No</b>	
<b>B6.5</b>	<b>Is the electrical installation to be altered?</b> <i>Provide electrical installation certification as appropriate showing that it meets with BS 7671.</i>	<b>Yes/No</b>	

<b>B6.6</b>	<b>Is this a sub surface station?</b> <i>If yes, application must be in accordance with the Fire Precautions (Sub-surface Railway Station) Regulations.</i>	<b>Yes/No</b>	
<b>B6.7</b>	<b>Are all catering extract systems fitted in accordance to TR19 legislation?</b> <i>Cleaning hatches are to be positioned to allow safe and effective access to clean all areas of ducting.</i>	<b>Yes/No</b>	
<b>Section B7 - Certification</b>			
<i>I certify that this proposal for work to the tenanted premises detailed in Section 1 of this document has been reviewed by the tenant's Fire Safety Manager or other competent person and I can confirm that the proposed work meets the requirements of current Fire Safety Legislation.</i>			
Name*			
Address*			
Professional qualifications*			
Phone*			
Mobile*			
Email address*			
<b>Planning</b>			
<b>Section C1 - Planning and External Appearance</b>			
<i>This section of the document seeks to establish whether or not the proposed works fall within the scope of Permitted Development Rights or if a statutory consent from a Local Authority Planning Department is required.</i>			
<b>Section</b>	<b>Question</b>	<b>Answer</b>	<b>Notes</b>
<b>C1.1</b>	<b>Is any work proposed to the facade or exterior of the premises?</b> <i>Please provide existing and proposed elevation drawings.</i>	<b>Yes/No</b>	
<b>C1.2</b>	<b>Is any new signage to be erected or alterations to existing signage proposed?</b> <i>Please provide existing and proposed elevation drawings.</i>	<b>Yes/No</b>	
<b>C1.3</b>	<b>Is any external illumination proposed? Is it high voltage or fluorescent?</b> <i>Please provide existing and proposed elevation drawings.</i>	<b>Yes/No</b>	
<b>C1.4</b>	<b>Will the proposal create new floor space?</b> <i>Please provide location plan.</i>	<b>Yes/No</b>	
<b>C1.5</b>	<b>Do any of the following apply?</b> <ul style="list-style-type: none"> <li>- the structure is listed.</li> <li>- the structure is close to a listed building.</li> <li>- the structure is within a Conservation Area.</li> <li>- work to the structure could affect a Tree Preservation Order.</li> <li>- work to the structure could affect an Ancient Monument.</li> </ul> <i>Provide full details – if you have answered yes to any of these questions then full planning or Listed Building consent may be required. For further information contact our Town Planning Section on <a href="mailto:townplanning@networkrail.co.uk">townplanning@networkrail.co.uk</a></i>	<b>Yes/No</b>	

<b>C1.6</b>	<b>Are the proposed works wholly within the tenant's lease boundary?</b>	<b>Yes/No</b>	
C1.6.1	If part, or all, of the proposed works fall outside the tenant's lease boundary are they sited on land within Network Rail's ownership? <i>Give full details</i> <i>Important - If any of the proposed works are outside the tenant's lease boundary please see section 3 - Protecting the safety of the railway of the 'Guide to Alterations and Work at Premises we Rent Out' before continuing with this form.</i>	Yes/No	
<b>C1.7</b>	<b>Is any change of use associated with the proposed works including any proposal for new uses for premises such as retail, taxi offices and so on?</b> <i>Give full details –full planning consent may be required. For further information contact our Town Planning Section on townplanning@networkrail.co.uk</i>	<b>Yes/No</b>	
<b>C1.8</b>	<b>Does any part of the proposal impact on a Site of Special Scientific Interest (SSSI)?</b> <i>Give full details.</i>	<b>Yes/No</b>	

### Section C2 - Certification

*I certify that this proposal for work to the tenanted premises detailed in Section 1 of this document has been reviewed by the tenant's Building Surveyor or other competent person and I can confirm that proposed work meets the requirements of current building legislation.*

Name*	
Address*	
Professional qualifications*	
Phone*	
Mobile*	
Email address*	

### Legal/Operations

### Section D1 - Legal and Contractual Framework

*This section of the document seeks to establish whether or not additional consents or approvals may be required under other statutory or contractual arrangements.*

Section	Question	Answer	Notes
<b>D1.1</b>	<b>Will any part of the proposal require a change proposal within the meaning given by the Station or Depot Access Conditions?</b> <i>Give details of any station or depot change that is required and its current status.</i>	<b>Yes/No</b>	
<b>D1.2</b>	<b>Will any part of the proposal result in a minor modification within the meaning given by the Railways Act?</b> <i>Give details of any minor modification required and its current status.</i>	<b>Yes/No</b>	

D1.3	<p><b>Is it anticipated that any of the works will pass to Network Rail to maintain, repair, or renew upon completion?</b>  <i>Give details of all equipment and asset inventory.</i></p>	Yes/No	
D1.4	<p><b>Will any part of the proposal have any affect on the Operational Safety Zone for example, live tracks, traction power supply or signalling supply?</b>  <i>Give a full specification, details of consultation with our Outside Parties Engineer and details of protection. Does the electrical supply additionally feed (directly or indirectly) critical operating services such as control, signalling communications or point's heating equipment?</i></p>	Yes/No	
D1.5	<p><b>Will HM Railway Inspectorate approval be required for any part of the works?</b>  <i>Give details of any submissions or contact with HM Railway Inspectorate and the part of works concerned.</i></p>	Yes/No	
D1.6	<p><b>Do all the works comply with the Department for Transport's Code of Practice: "Accessible Train Station Design for Disabled People"?</b>  <i>Give full details of how the work meets Code of Practice and, if appropriate, where a dispensation has been granted.</i></p>	Yes/No	
<p><b>Section D2 - Station Operations</b>  <i>These questions aim to provide our station team with information regarding the safe and secure ongoing management of the unit/works within the station environment.</i></p>			
Section	Question	Answer	Notes
D2.1	<p><b>Are the works that are being carried out as a result of this application creating a new or altering an existing station retail unit in any way?</b></p>	Yes/No	
D2.1.1	<p>Have you completed a fire risk assessment for your unit and is it/will it be available within the unit for inspection?</p>	Yes/No	
D2.1.2	<p>Have you got a fire log book, including evidence of staff fire safety training, and it is/will it be available within the unit?  <i>Fire log book, either a Network Rail version or unit's own company version, which includes fire safety training details for all staff.</i></p>	Yes/No	
D2.1.3	<p>Is the unit manager aware that a security search of all areas accessible to the public must be conducted once an hour?  <i>This relates to security issues within the unit and the requirements to complete hourly searches for example are cupboards/draws lockable and checked hourly? Are there gaps underneath/behind shelving units and are these being checked?</i></p>	Yes/No	
D2.1.3.1	<p>Have the members of staff doing/ that will be doing the security searches watched the Network Rail 'HOT' protocol training DVD and is evidence of this kept within the unit?</p>	Yes/No	
D2.1.4	<p>Do/will all staff have a permanent station ID pass?  <i>Station ID process, all key holders must have a full station ID and there must be at least one full ID pass holder in the unit at any one time. Only full pass holders may go into public areas on their own.</i></p>	Yes/No	

D2.1.4.1	If the answer to D2.1.4 is 'No' the unit must be aware that a full pass holder must be present in the unit at all times (please tick 'Yes' to acknowledge this)	Yes/No	
D2.1.5	Have key holder emergency contact details for the unit been given to the appropriate station team? <i>Please feel free to add further details regarding these contact details in the comments box.</i>	Yes/No	
D2.1.6	Is the unit manager aware of the station recycling policy that all waste must be separated, recyclable from non-recyclable, and that there are penalties for non compliance?	Yes/No	

### Section D3 - Certification

*I certify that this proposal for work to the tenanted premises detailed in sections 1 and 2 of this document has been reviewed by the tenant's appropriate Business Manager or other competent person and I can confirm that the proposed work meets the requirements of the relevant statutory and contractual documents.*

Name*	
Address*	
Professional qualifications*	
Phone*	
Mobile*	
Email address*	

## Appendix B – Further Guidance on Permitted Electrical and Gas Installation Work

Section 2 of the ‘Guide to Alterations and Work at Premises We Rent Out’ tells you about work you do not need our consent for. The information below gives more details on permitted work to electrical and gas installations.

### Electrical

Permitted work includes:

- replacing any fixed electrical equipment (for example, socket-outlets, control switches and ceiling roses) which does not include the provision of any new fixed cabling;
- replacing the cable for a single circuit only, where damaged, for example, by fire, rodent or impact – see note ‘a’ below;
- re-fixing or replacing the enclosures of existing installation components – see note ‘b’ below;
- providing mechanical protection to existing fixed installations – see note ‘c’ below; and
- installing or upgrading main or supplementary equipotential bonding – see note ‘d’ below.
- Work that is not in a kitchen and does not involve a special installation (see note ‘e’ below) and consists of:
  - adding lighting points (light fittings and switches) to an existing circuit – see note ‘f’ below; and
  - adding socket-outlets and fused spurs to an existing ring or radial circuit – see note ‘f’ below.
- Work (not in a special location) to:
  - telephone or extra-low voltage wiring and equipment for the purposes of communications, information technology, control and similar purposes; and
  - REB’s of FTN equipment and associated flexible leads with integral plug and socket connections.

### Gas

Gas installations must keep to the Gas Safety (Installation and Use) Regulations which say that professional work must be done by a registered gas engineer approved by the Health and Safety Executive (HSE). Because of this, you do not need to tell us about the work if it is only the installation of a gas appliance which is to be done by a registered gas engineer. The Gas Safety (Installation and Use) Regulations cover the safe installation of gas fittings, appliances and flues.

### Notes

- a *On condition that the replacement cable has the same current carrying capacity and follows the same route.*
- b *If the circuit’s protective measures are unaffected.*
- c *If the circuit’s protective measures and current-carrying capacity of conductors are unaffected by increased thermal insulation.*
- d *Such work will need to keep to other applicable legislation, such as the Gas Safety (Installation and Use) Regulations.*
- e *‘Special installations’ are electric floor-heating or ceiling-heating systems, garden lighting or power installations, solar photovoltaic (PV) power supply systems, small-scale generators such as micro CHP units, extra-low voltage lighting installations, other than pre-assembled, CE-marked lighting sets.*
- f *Only if the existing circuit-protection device is suitable and provides protection for the modified circuit, and other relevant safety provisions are satisfactory.*