## Application for a safety case replacement

Use this form to request to replace your organisation’s approved safety case with a new one. Once complete, please email it and the other required application documents to your licence manager.

**Note**: This application may take up to 40 working days for consideration and further information may be required. **No changes to your operation can be made until approved**.

**Licence holder details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation name: |  | | |
| Location: |  | Contact name: |  |
| Phone: |  | Email: |  |
| Are you a PCBU?\* | [Answer yes if you have one or more paid employees, or no if you only use volunteers] | | |

**Approved safety case details:**

|  |  |
| --- | --- |
| Safety case name | [Include the current version number and date, including the date approved by Waka Kotahi if possible] |

**Replacement summary:**

|  |
| --- |
| Rationale for replacement:  [Outline the reason(s) you are replacing your organisation’s safety case, including why you’re not applying for a variation] |
| Will your replacement safety case include new content that covers changes to your organisation or to your rail activities that weren’t covered in your previously approved safety case?  If yes, please provide a summary of these specific changes below. |
| [Summarise the organisational or rail activity change and provide reference to the relevant content in the replacement safety case] |
| [Summarise the organisational or rail activity change and provide reference to the relevant content in the replacement safety case] |
| [Summarise the organisational or rail activity change and provide reference to the relevant content in the replacement safety case] |

**Risk management:**

If the replacement safety case contains any changes (as summarised above), complete the following fields as appropriate.

|  |  |
| --- | --- |
| Infrastructure involved | [Detail any tunnels, bridges, vehicles or additional infrastructure involved in any changes here, as appropriate] |
| New service/ operation type | [Detail any new type of service or operation you will be providing] |
| Rail participant consultation | [List any other rail participants affected and the consultation that has taken place with them regarding the changes] |
| Other | [Detail any other risks arising or affected by the changes] |

**Additional documentation:**

If your replacement safety case includes changes to your organisation or rail activities, please ensure the relevant documentation is attached with this form:

* A summary of your planned change process for any changes
* A copy of your risk management process
* A copy of any risk assessments performed in relation to the changes
* A summary of communications with staff and affected parties (if required).

#### Waka Kotahi use only

|  |  |  |  |
| --- | --- | --- | --- |
| Application received date |  | Due date |  |
| WorkSafe comments |  | | |
| NZTA comments | [Include information about the approval process as necessary] | | |
| More information required? |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Licence manager |  | Status | [Approved or declined] |
| Peer reviewer |  | Date reviewed |  |
| Completed date |  | | |

\*See WorkSafe’s [Who or what is a PCBU?](https://worksafe.govt.nz/managing-health-and-safety/getting-started/understanding-the-law/primary-duty-of-care/who-or-what-is-a-pcbu/) page for more information.