## Application for a safety case variation

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

**Note**: This application may take up to 20 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] |

**Change and variation details:**

|  |  |
| --- | --- |
| Date of planned change | [Applicable if you need to carry out an activity by a planned date] |
| Change summary:  [Provide a summary of and the rationale for the planned change(s) to your operation] | |
| How does this change affect your safety case?  [Outline why this change requires a variation to your safety case] | |
| Safety case variation details:  [Outline the specific changes you’re making to your safety case here, referring to the sections you’re amending as appropriate ] | |

**Risk management:**

|  |  |
| --- | --- |
| Infrastructure involved | [Detail any tunnels, bridges, vehicles or additional infrastructure involved in the change 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 change] |
| Other | [Detail any other risks arising or affected by the change] |

**Additional documentation:**

Please ensure the following documents are also attached with this form:

* A summary of your planned change process
* A copy of your risk management process
* A copy of your risk assessment
* A summary of communications with staff and affected parties (if required).

#### Waka Kotahi use only

|  |  |  |  |
| --- | --- | --- | --- |
| Application received date |  | Due date |  |
| 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.