

Authority to Work Request

(To be completed by Applicant)

In addition to any other requirements for works (e.g. H&S, CEC Permits), works near the Tramway must be planned and undertaken in accordance with the Edinburgh Tram Bye-laws, Section 152 of the New Roads and Street Works Act 1991 [NRSWA], Edinburgh Trams Procedure ET-EM-007 (Working on or near the Tramway) and CEC Guidance Document ENG-CODE-04.

1. Who you are	Name		Contact No	
	Position		Email	
	Company			

2. Where the work is to take place (give shop or building name, address, Over Head Line pole references or other location detail as appropriate)

3. What work is to be done (brief description including how worksite is to be accessed, where vehicles will be parked, etc.)

4. Who is the named Person in Charge of the work (PIC) (Who will sign on to and collect the ATW and be on site during the works)

	Contact No.	
	Email	

5. Identification of risk to Edinburgh Tram Network [ETN] During the work, (tick as appropriate)

	Yes	No
Is there a risk that anything could hit or fall onto, or within 2 metres of any tram system infrastructure ?		
Will any work or equipment be within, or be able to encroach on to, the Edinburgh Trams Hazard Zone [See Guidance Document ENG-CODE-04]?		
Will there be any excavation near to ET infrastructure e.g embankments, OHL poles, with a risk of rail or ballast movement or subsidence as a consequence ?		
Will traffic or pedestrians be forced onto the tramline (because of road or footway occupation)?		
Will there be an effect on traffic flow through a signalised junction used by the trams?		
Will there be an effect on the movement of trams or other tramline vehicles?		
Is the work within the depot or any other fenced off part of the Tram Network (e.g. substations)?		
Is the work instructed by ET?		
Is the work at or near Edinburgh Airport?		
Is the work registered on the Scottish Road Works Register? L.A. Ref :		
Have you any doubts about your answers to the above questions or other queries?		

If you have answered NO to all of the above questions you should not require an AtW for the proposed works but this form should be submitted to Edinburgh Trams for verification.

Have you (as applicant) discussed and agreed this work with the nominated Person in Charge (PIC) and acknowledge they understand the obligations under this role.

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6. Timing of the Works (complete either A or B)

<p>A Works NOT Requiring OHL isolation Describe how often the work will be carried out, time of day, duration, day of the week etc.</p> <div style="border: 1px solid black; height: 30px;"></div>	<p>B One-off operations OR any work requiring OHL isolation</p> <p>Proposed start date/time <input type="text"/></p> <p>Proposed duration/end date <input type="text"/></p>
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Overhead Line Isolation Requirements (Switching programmes to be specified by AP or EC only)

Electrical Section(s)	Description of area required to be isolated (including required Switching programmes)

7. Comments

Note: Supporting Documentation- e.g. Site Plans, Method Statement etc should be submitted with this AtW request

8. Applicant Signature	<input type="text"/>	Date	<input type="text"/>	ATW No.	<input type="text"/>
					(OFFICE USE ONLY)

THIS IS NOT AN AUTHORITY TO WORK