Third Party Application for Attachments to Victrack Tram Poles

How to fill: Application Submission Ver. 1.5

Document information

HPRM ref   RefNo

Date   25 May 2017

Security class

Created by AGB. Approved by. SB   25 May 2017

VicTrack

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1. Headings

Date Lodged 25-May-2017   Applicant Reference No. VRT12345.01

CHECKLIST
Have you:

Attached to your email

☑ Filled in the form completely

☑ Design drawing A3 pdf
☐ Confirmed pole ownership

☐ Provided tram pole number
☐ Electricity supply available (if required)

- Date. Format DD-MMM-YYYY
- Applicant reference No. As per Carrier reference
- Checklist. Select the ones that applies

2. Applicant Details

2.1 Contact

1 Applicant's details

► *Please provide name, address and contact details for applicant.*

Contact

Title Mr	First name John
Surname Smith	
Position Solicitor	
Organisation name(if applicable) Expert Solicitors	
ABN: 12 345 678 901	ACN: 123 456 789

- Title. Select from the Drop Down menu
- First Name. Applicant's First Name
- Last Name. Applicant's Last Name
- Position. Position held on Company
- Organization Name. Applicant's Organization
- ABN. Field with restriction 11 numerical characters, type continuously. Ie: 12354678901. Template will auto format
- ACN. Field with restriction 9 numerical characters, type continuously. Ie: 123546789. Template will auto format

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2.2 Registered Business Address

Registered business address

Building name	Building	Street number	1234
Street	Street Road		
Suburb	Melbourne CBD		
State	Victoria	Post code	3000

- Building name. Type Building Name
- Street Number. Up to 5 Numerical Characters
- Street. Street Name. Street Rd/way/Cr
- State. Select from Drop Down Menu
- Post Code. Up to 4 numerical Characters

2.3   Postal Address & Contact Information

Postal address

PO Box/Locked Bag	PO Box 1234		
Suburb	Suburb		
State	Victoria	Post code	3001

Contact information

Phone	03.1234-5678
Fax	03.1234-5678
Mobile	04.1234-5678
Email	john.smith@email.com.au

- PO Box/Locked Bag. Accuracy, PO BOX 1234
- Suburb. Type Suburb where the PO box is located
- State. Select from Drop Down Menu
- Post Code. Up to 4 numerical Characters
- Phone, Fax, Mobile. Up to 10 Numerical Characters, type continuously, ie: 0312345678, Template will auto format
- Email. Type email address accordingly

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3. Proposed Asset Owner Details & Party Responsible for tax invoices

- These 2 areas of the form will be filled as shown in Section 2 from above and both needs to be addressed

4. The Proposal

- Description of proposed works. Applicant to explain in detail what will be the proposal

5. The Land

5 The land

Please provide full details of the geographic location for the tram pole, the subject of this application

Address

Street number	12345	Street	Street St
Suburb	Suburb		
State	S. Australia	Post code	5800

Tram pole number(s)	12345 67890
Advise which side of road reserve (north etc.)	North side of the street
Nearest street/ intersection or cross-street and street number	Intersection of Collins and Kings, north, next to traffic light number T123
Map reference	Melway

- Street Number, Street, Suburb, State & Post Code. This section of the form will be filled as shown in Section 2 from above
- Tram Pole Number (s). *Only 1 Tram pole per application*
- Advise which side of the road. Ie. North Side of the street/intersection
- Nearest street/intersection of cross-street and street number. Ie. 525 Collins St, intersection of Collins and Kings, next to traffic light Number T123.
- Map Reference. Where applicable as Melway

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6. Attach Files

> NOTES:
> 1. All application fees paid are non-refundable
> 2. Sign Digitally the application once form is fully filled, documents attached (if applicable), and ready for submission.
> 3. Form to be completed and signed on computer. Scan application will not be processed.
> 4. Printed forms and hand writing will not be processed
> 5. Doc Name: PoleNumber_SuburbStreetName_ThirdPartyApplicationForAttachmentToVicTrackPoles_YYYYMMMDD
>
> **Click to Insert Files into Application**   **Attach Files**

- Attach Files. When clicking at the button, the following screen appears,
- IMPORTANT:
    1. When attaching files, the following formats can be added: JPG, DOCX, XLX, PDF, etc
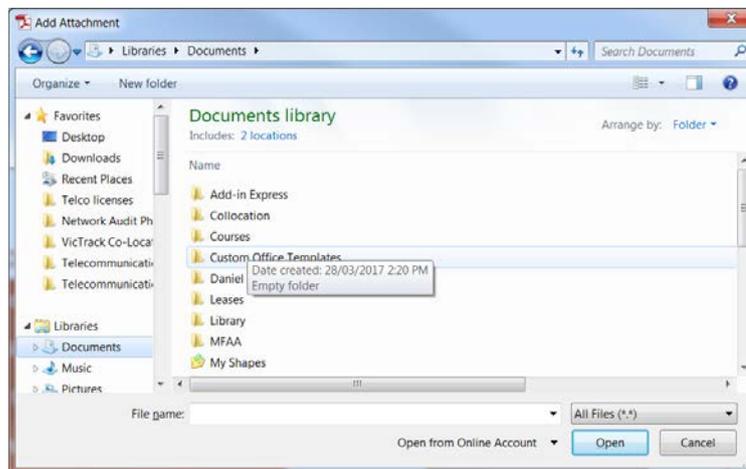
- Go to the folder where documents are stored and select the document is needed to be inserted
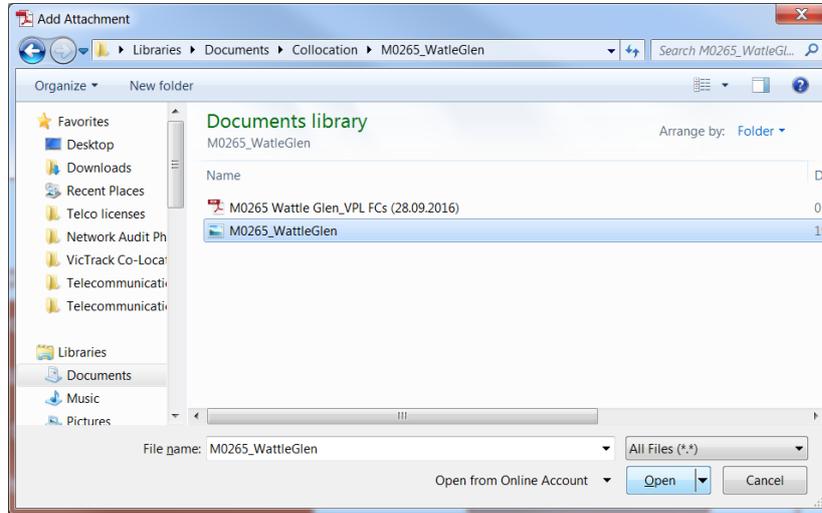
- Click at Open.
- Go the icons at the left and click at the clip as show below
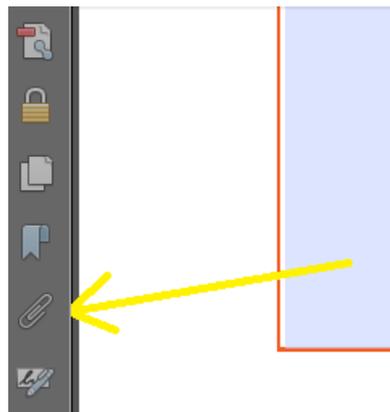
- It will appear the document user has selected

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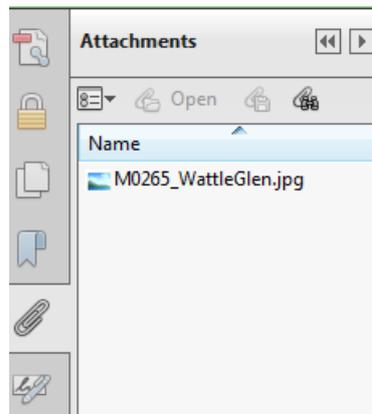
- Repeat this step until all documents needed are selected

7. Signature

- When clicking at Signature, the following Dialog Displays
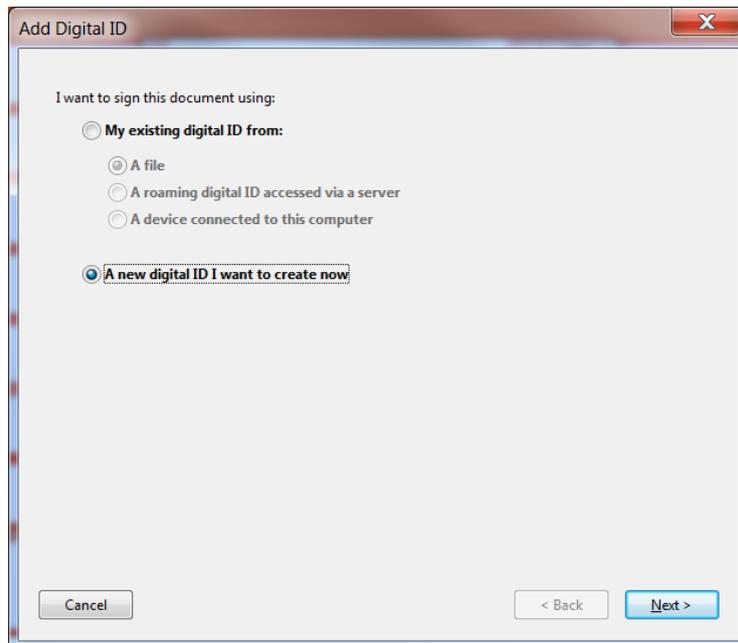
- Select accordingly on how to sign the document. On this Case, it was selected: "A new Digital ID. I want to create now"

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- Click next
- Below, it was selected: "Windows Certificate Store"
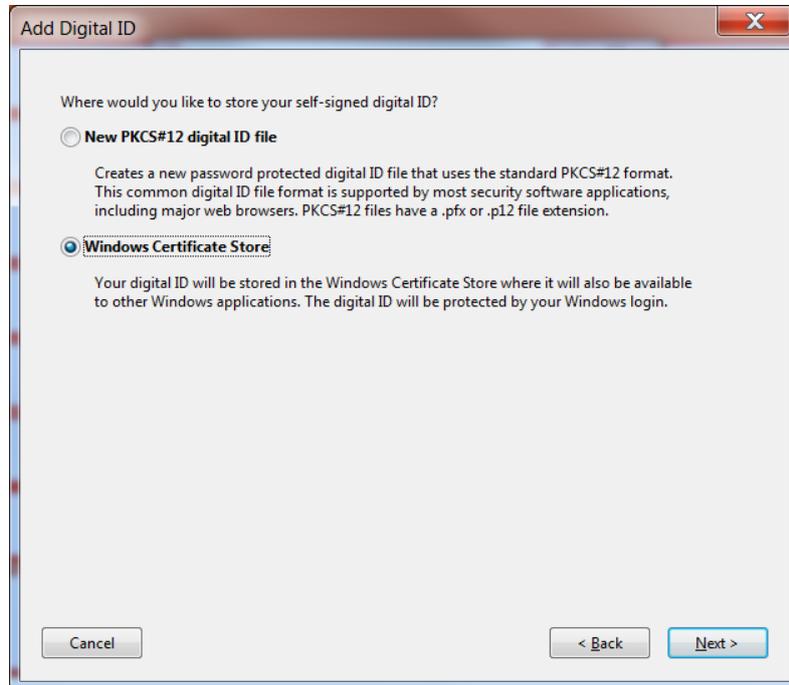
- Click Next
- Fill form accordingly, below example

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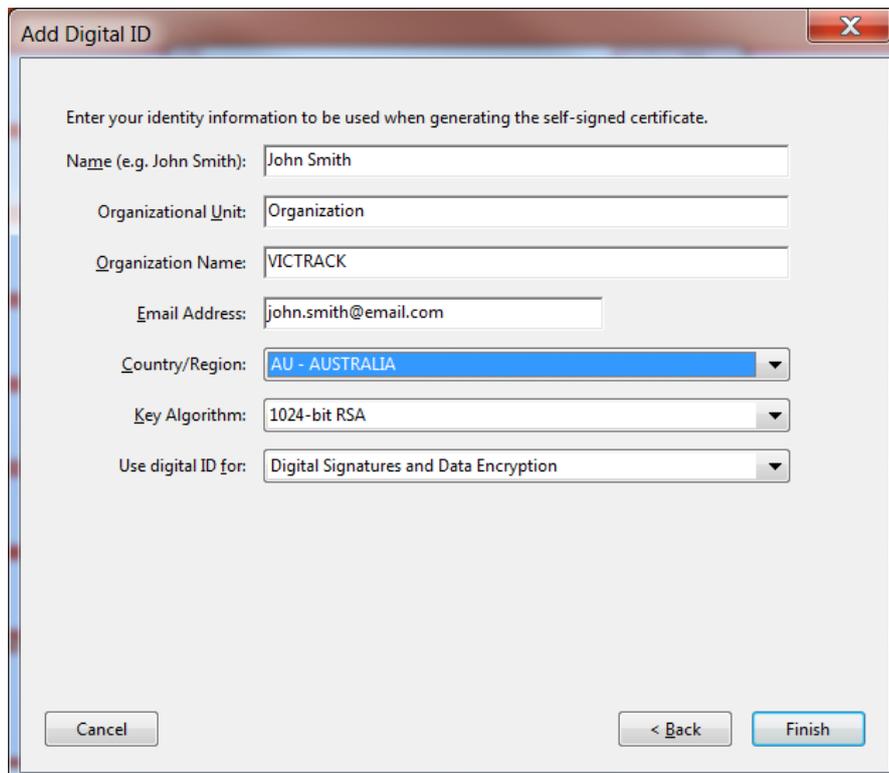
- After Clicking Finish this is how the screen will look like
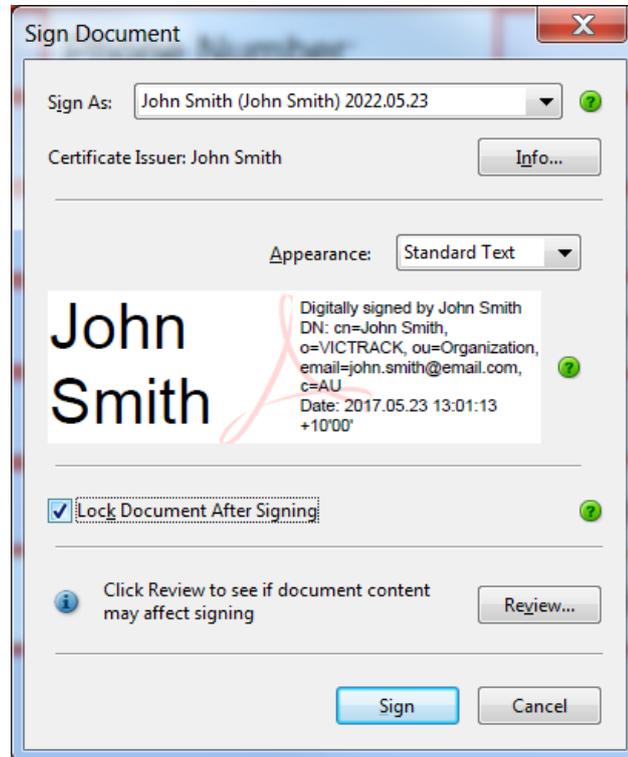
- _Ensure "Lock Document after Signing" is ticked_. By doing this, the document will be locked and no changes will be possible

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