

VicTrack Utility and Services Third Party Asset Application Process

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Contents

Third-Party Utility Assets	1
Third-Party Asset Compliance Requirements	1
Design Standards	2
The Four Phases: Utility and Services Third-Party Asset Application Process.....	3
How to Prepare your application: Applicant Preliminary Actions	3
Phase 1 – External Review and VicTrack Internal Review	4
Phase 2 – Independent Compliance Review	5
Phase 3 – Rail Operator Review for Construction Site Access to their leased rail corridor.....	5
Phase 4 – Licensing and Final Approval.....	6
Application Fee.....	6
Additional costs	6
Application Timeframes	6
Completion of Works	7
Renewal or Replacement of Existing Assets.....	7
VicTrack Enquiries.....	7
Document Owner.....	7

Third-Party Utility Assets

VicTrack accepts applications from various industry sectors, from local government to private individuals proposing to construct, install, maintain, replace or decommission Third-Party Utility Assets within VicTrack land.

Due to the inherent risk which applies to works proposals within operational rail corridors, the process for approving Third-Party Utility Asset Applications undergoes strict evaluation.



VicTrack manages applications to build new, or change existing, Third-Party Utility Assets on our land or adjacent to our infrastructure.

These works include the construction and maintenance of:

- Oil
- Gas
- Water
- Stormwater and other pipelines
- Electricity (over and under the railway)
- Telecommunications cables; including fibre optic cables
- Earthworks (including reforming drains, constructing)
- Ground water monitoring wells
- Underpasses
- Attachments to tram poles

Third-Party Asset Compliance Requirements

All applications need to comply with the following:

- It is illegal to discharge drainage onto railway land
- Railway culverts cannot be used by anyone other than Railway entities:
 - Applicant will need to refer to local drainage authority for a legal point of discharge.
 - VicTrack cannot provide a legal point of discharge, as the railway drainage is not a drainage network.
 - Applicant is to install their own drainage under the railway and must submit an application for a Third-Party Asset Licence Agreement.
- A retarding basin cannot be adjacent to railway land

- Railway land is not a legal point of discharge, please contact the local council where your asset is located
- You are required to build your own pipes or culvert/s to a legal point of discharge (it is illegal to discharge on to railway land)

All proposed service crossings under rail tracks are to be:

- at least 2m below the tracks
- encased (VicTrack boundary to boundary) in encasing compliant with the latest version of AS4799.
- No pits, bend or access points are allowed within VicTrack land.
- Boring is strongly preferred over trenching through rail tracks.
- VicTrack land not used for rail operation will be subject to the same conditions and requirements as regions under active rail operation.

Design Standards

There are two key documents by which your works will be scrutinised.

For all underground construction or maintenance proposals this key document is **Australian Standard (AS) 4799-2000, (AS) 500 Bridge Design, Installation of Underground Utility Services and Pipelines within Railway Boundaries**

For all overhead electrical (meaning crossing over the railway tracks or railway land) construction or maintenance proposals, this key document is the ***Overhead Works Guidelines***.

These standards are considered to be fundamental design documents, and in the concept and design phase of your proposal it is recommended that you continually consult these documents to ensure your design is on track for compliance

Further design guidance, and a copy of the ***Overhead Works Guidelines***, can be found in VicTrack's **Design Requirements and Guidelines** document (available on the VicTrack Website)

The Four Phases: Utility and Services Third-Party Asset Application Process

How to Prepare your application: Applicant Preliminary Actions

The application process requires you to Contact VicTrack for information that will be mandatory to include with your Third-party Asset Application. You will need to complete the steps listed below prior to submitting your online application for a new license for your asset.

1. Contact BYDA (Before You Dig Australia) for site information:

Any further information found will need to be added to your proposed design drawing

2. Source Location Information:

For the above information to be provided as part of your application we require you to provide a GPS location and Google Maps Location (tagged location) or proposed design drawing (which includes the location)

3. Contact VicTrack on services@victrack.com.au for the following:

- VicTrack file reference number (this will allow you to track your new asset application)
- Location - To nearest railway station
- Chainage (km along the railway reserve)
- Name of the Railway Line
- Payment of Third-Party Asset Application Fee to VicTrack. See [VicTrack ABN and Banking/EFT details](#)

4. Site Investigation:

- Engage a Registered Service Locator (as per AS4799 and AS500) to locate services onsite
- Contact the applicable rail operator for access to the railway land for the purpose of:
 - Site Features - topography, visible assets, etc.
 - Geotech investigation (soil sampling)

5. Prepare your drawings

It is important that you send us detailed drawings with your application form. These detailed drawings must:

- show all works occurring within VicTrack land.
- Include your VicTrack file reference number and line name on your drawings.
- be as shown in the following sample drawings for:
 - underground services (see appendix B of the [Design Requirements and Guidelines](#))
 - overhead services (see appendix B of the [Design Requirements and Guidelines](#))
 - be compliant with the [Design Requirements and Guidelines](#) and the [Overhead Works Guidelines](#)
- show all existing services within VicTrack land (once confirmed and depthed on-site) in the vicinity of proposed works.

6. Client Checklist and Online Application Form:

To ensure a smooth process, please consult the VicTrack [Third-Party Asset Application Checklist](#) prior to beginning the 'Install Utilities form'.

All sections of the Install Utilities Form must be complete to proceed with your application.

7. You are now ready to apply online

After you have prepared your documents, you can [apply online](#) and submit your application to VicTrack.

If you have any questions - please contact the Utilities and Services team at services@victrack.com.au

Phase 1 – External Review and VicTrack Internal Review

Compliance Check

- Compliance Check will include verification that you have nominated the owner of the proposed asset and have their agreement to enter into a Third-Party Asset Licence with VicTrack. This may include a written letter from the future asset owner to authorise the applicant to apply on their behalf.
- VicTrack will review your application for any missing information from the application fields.
- VicTrack will review your proposed design drawings for construction.

VicTrack Response to Compliance Check

- VicTrack will respond with any discrepancies to be amended/provided.
- Once VicTrack have completed the compliance check, your application will proceed to the Internal Review stage.
- The Third-Party Asset Application Fee is required before VicTrack will proceed with the Internal Consultation. Once confirmation of payment has been received, VicTrack will proceed with the Internal Review.
- Once VicTrack have completed the Internal Review, you will be provided with your Phase 1 Review Report.

Phase 2 – Independent Compliance Review

At the completion of Phase 2, and subject to approval by all stakeholders, VicTrack will provide to the applicant the In-Principle review report.

In Phase 2 of the application process, the applicant is required to seek and liaise directly with an independent engineering reviewer. The independent engineer may request design modifications; structural calculations or any other information required to satisfy design requirements to enable compliance approval of the application to be given.

VicTrack does not provide this service. Applicant's will need to engage their own Independent Engineering Firm. Please refer to the [Compliance Review Guidelines](#) for more details.

At the completion of the review, the independent reviewer must supply an Independent Compliance Report. The requirements of which will be given at the completion of Phase One together with the In-Principle review report.

Once design drawings are reviewed, there are to be no variations or amendments to the design drawings unless re-approval has been sought from your selected independent reviewer.

Phase 3 – Rail Operator Review for Construction Site Access to their leased rail corridor

- VicTrack will Serve Notice to Head TfV (V/Line Corridor only), and the applicable Rail Operators.
- The Applicant will directly deal with the Rail Operators via their website portal to progress their application for site access.

Where works are proposed within vacant VicTrack land, you will be referred to the Infrastructure Department within VicTrack, who will arrange access to the site to enable the works to be undertaken.

It is the responsibility of the rail operator to satisfy itself that operational and safety requirements are not compromised by the construction and/or installation activities of the third-party infrastructure. Once the review has been satisfactorily completed, the rail operator will notify VicTrack.

The rail operator will charge a fee for this review. Please contact the relevant rail operator for an estimate of these fees.

Phase 4 – Licensing and Final Approval

Upon receipt of the completed rail operator review, VicTrack will send the Approval of Works and the Third-Party Asset Licence Agreement for execution.

Following receipt of the signed documentation, VicTrack will provide the applicant with a notice advising you to contact the rail operator to arrange final access to undertake the proposed works.

You will receive a Conditional Approval email from the rail operators followed by arranging site access with rail operator prior to commencing works.

Application Fee

Our application review process fee is for each application and is \$3,060 + GST*. This fee is non-refundable.

Please ensure you have read the 'application process' section to enable you to submit a fully compliant application as per the relevant code. This will ensure your application is not rejected or delayed.

Additional costs

During the process, some activities may attract additional fees.

For example:

- An independent technical review (to be completed by the applicant)
- Review and site access by the relevant rail transport operator (e.g. Metro Trains)
- Project management fees, if the volume or complexity of your application requires additional resources. However, we will notify you first, if additional fees will apply.
- VicTrack access fee, if asset within vacant VicTrack land, you will be referred to the Infrastructure Department within VicTrack.

Application Timeframes

The Utilities and Services team will reply to your application within 5 business days.

**Subject to change without notice. If no updates are received from the applicant for more than one year, the application will be closed and a new application (and application fee as of the date of submission) will be required to re-assess your application.*

Completion of Works

Within 3 months of the completion of works, VicTrack must be supplied with as-built drawings. This allows VicTrack to ensure the location of your asset is accurately captured on our statewide Geospatial Information System (GIS) RailMap.

Failure to provide as-built drawings within 3 months is a breach of VicTrack's terms.

Renewal or Replacement of Existing Assets

Works that propose the renewal or replacement of pipelines within VicTrack land are subject to the requirements of Clause 3.11 of the Australian Standard AS4799-2000.

Clause 3.11 specifies that any renewal and/or replacement of a service or pipeline shall be considered as a new installation and shall satisfy all the requirements of AS4799-2000.

Works involving renewal or replacement shall be subject to a formal application to VicTrack in accordance with VicTrack's Four Phase Application review process as described within this document. An application may be applicable as part of this process.

VicTrack Enquiries

You can contact the Utilities and Services team at services@victrack.com.au for additional information or queries.

Document Owner

Group	Contact	Queries
Property Group	Utilities and Services Team	services@victrack.com.au