

VicTrack Third-Party Asset Application Checklist

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Contents

Before you apply.....	1
Applicant Preliminary Actions.....	1
Install utilities form.....	2
Asset location information.....	2
Applicant details.....	2
Applicant contact address.....	3
Applicant postal address.....	3
Asset owner details.....	4
Asset owner contact address.....	4
Asset owner postal address.....	5
Payer details.....	5
Payer contact details.....	5
Payer contact address.....	6
Payer postal address.....	6
Location of works.....	6
Work details.....	7
Attachments.....	8
Help.....	8

Before you apply

This form requires specific information regarding your asset and its location. Please ensure you have all supporting documentation prepared, as you will need to upload these files before submitting your application.

Note that for security reasons, your session will time out after 30 minutes of inactivity; we recommend completing the form in one sitting.

Applicant Preliminary Actions

Please complete the preliminary actions listed below to prepare for your online application.

Asset Location Information		
<input type="checkbox"/>	Contact BYDA	Before You Dig Australia for site information
<input type="checkbox"/>	Source Location Information	GPS location and Google Maps Location (tagged location)
<input type="checkbox"/>	Contact VicTrack	<input type="checkbox"/> VicTrack file reference number
		<input type="checkbox"/> Location - To nearest railway station
		<input type="checkbox"/> Chainage (km along the railway reserve)
		<input type="checkbox"/> Name of the Railway Line
		<input type="checkbox"/> GPS location / Google Maps Location:
<input type="checkbox"/>	Site Investigation	<input type="checkbox"/> Contact the rail operator for access to the railway land for the purpose of: <ul style="list-style-type: none"><input type="checkbox"/> Geotech investigation (soil sampling)<input type="checkbox"/> Site Features - topography, visible assets, etc.
		<input type="checkbox"/> Engage a Registered Service Locator. Locate services onsite as per AS4799 and AS500.
<input type="checkbox"/>	Prepare your drawings	<input type="checkbox"/> Provide drawings with your application form to include: <ul style="list-style-type: none"><input type="checkbox"/> Show all works occurring within VicTrack land<input type="checkbox"/> Include your VicTrack file reference number and line name on your drawings.<input type="checkbox"/> Show underground and overhead services<input type="checkbox"/> Be compliant with the Design Requirements and Guidelines and the Overhead Works Guidelines<input type="checkbox"/> Show all existing services within VicTrack land in the vicinity of proposed works

Install utilities form

The 'Install Utilities' form consists of six sections, all of which must be completed to submit your application:

1. Application details
2. Asset owner information
3. Payer details
4. Location of works
5. Work details
6. Attachments

Asset location information

Note: please email services@victrack.com.au if you do not have this information.

Asset Location Information	
<input type="checkbox"/>	VicTrack reference number:
<input type="checkbox"/>	Location to nearest railway station:
<input type="checkbox"/>	Chainage (km along the railway reserve):
<input type="checkbox"/>	Name of the railway line:
<input type="checkbox"/>	GPS location / Google Maps Location:

Applicant details

The applicant is the individual completing this form. The applicant can be an individual or company who is the asset owner or could be applying on behalf of an asset owner such as an entity.

Enduring Entities Examples:	Non-Enduring Entities Examples:
Local Councils	Land Developers
Water Authorities	Consulting/Engineering Firms
Power Authorities	
Telecommunication Entities	

Applicant details

<input type="checkbox"/>	Title	
<input type="checkbox"/>	First name	
<input type="checkbox"/>	Last name	
<input type="checkbox"/>	Organisation Name	
<input type="checkbox"/>	Role title	
<input type="checkbox"/>	ABN/ACN	
<input type="checkbox"/>	Phone number	
<input type="checkbox"/>	Email address	

Applicant contact address

Applicant contact address

<input type="checkbox"/>	Building name	
<input type="checkbox"/>	Address 1	
<input type="checkbox"/>	Address 2	
<input type="checkbox"/>	Suburb	
<input type="checkbox"/>	State	
<input type="checkbox"/>	Post code	

Applicant postal address

Applicant postal address

<input type="checkbox"/>	PO Box	
<input type="checkbox"/>	Suburb	
<input type="checkbox"/>	State	
<input type="checkbox"/>	Post code	

Asset owner details

The asset owner is the individual or company that will own and maintain the asset. They will enter into an agreement for an asset license with VicTrack. The person signing the asset license agreement must be a director or have a delegation of authority to sign as the asset owner.

VicTrack will check that your nominated asset owner has agreed to enter into an asset license with VicTrack. Read this list of information you need to supply.

Asset owner details	
<input type="checkbox"/>	Title
<input type="checkbox"/>	First name
<input type="checkbox"/>	Last name
<input type="checkbox"/>	Organisation Name
<input type="checkbox"/>	Role title
<input type="checkbox"/>	ABN/ACN
<input type="checkbox"/>	Phone number
<input type="checkbox"/>	Email address

Asset owner contact address

Asset owner contact address	
<input type="checkbox"/>	Building name
<input type="checkbox"/>	Address 1
<input type="checkbox"/>	Address 2
<input type="checkbox"/>	Suburb
<input type="checkbox"/>	State
<input type="checkbox"/>	Post code

Asset owner postal address

Asset owner postal address	
<input type="checkbox"/>	PO Box
<input type="checkbox"/>	Suburb
<input type="checkbox"/>	State
<input type="checkbox"/>	Post code

Payer details

There are two types of fees:

Application fee:	Annual license fees:
The application fee occurs once and is paid by the applicant. See disclaimer	The license fees occur annually and are paid by the asset owner's accounts department. We call this "the payer" and this is the information you need to provide on this page.

Note: The payer details should not be the same as the applicant or asset owner.

Payer contact details

Payer contact details	
<input type="checkbox"/>	Title
<input type="checkbox"/>	First name
<input type="checkbox"/>	Last name
<input type="checkbox"/>	Organisation Name
<input type="checkbox"/>	Role title
<input type="checkbox"/>	ABN/ACN
<input type="checkbox"/>	Phone number
<input type="checkbox"/>	Email address

Payer contact address

Payer contact address		
<input type="checkbox"/>	Building name	
<input type="checkbox"/>	Address 1	
<input type="checkbox"/>	Address 2	
<input type="checkbox"/>	Suburb	
<input type="checkbox"/>	State	
<input type="checkbox"/>	Post code	

Payer postal address

Payer postal address		
<input type="checkbox"/>	PO Box	
<input type="checkbox"/>	Suburb	
<input type="checkbox"/>	State	
<input type="checkbox"/>	Post code	

Location of works

Please complete these details with information provided to you by VicTrack. If this information is not provided this may delay your application.

Location of works		
<input type="checkbox"/>	Nearest station	
<input type="checkbox"/>	Tram pole number	

Work details

Type of work being completed on VicTrack land:

Work definitions		
<input type="checkbox"/>	Construction	Civil works on VicTrack land requires an Asset License Agreement (Where an existing agreement does not exist a New Asset License Application must be submitted)
<input type="checkbox"/>	Decommissioning	Where an asset is no longer in use or active an asset can be decommissioned (asset may be removed or made safe) and will result in the Asset License being cancelled (or removed from the schedule of an existing General License).
<input type="checkbox"/>	Maintenance	Land access notice is a request to inspect and maintain an existing asset. You can attach this notice in the attachments section when submitting an application.
<input type="checkbox"/>	Replacement	Land access notice is a request to upgrade an asset e.g. cable, hauling new cable through existing pit, increase existing pit size (upgrade pit). You can attach this notice in the attachments section when submitting an application.

Under:		
<input type="checkbox"/>	Asset / Service details	
<input type="checkbox"/>	Carrier pipe size in mm / Cable type and voltage	
<input type="checkbox"/>	Carrier pipe material	
<input type="checkbox"/>	Encasing pipe / Conduit size in mm	
<input type="checkbox"/>	Encasing pipe / Conduit material	
<input type="checkbox"/>	Service type	<input type="checkbox"/> Communications <input type="checkbox"/> Drainage <input type="checkbox"/> Electricity <input type="checkbox"/> Fuel / Oil <input type="checkbox"/> Gas <input type="checkbox"/> Sewer <input type="checkbox"/> Water

Tram/VicTrack pole attachment: Service type	
<input type="checkbox"/>	CCTV camera
<input type="checkbox"/>	Electrical
<input type="checkbox"/>	Signs
<input type="checkbox"/>	Telecommunications
<input type="checkbox"/>	Traffic signal
<input type="checkbox"/>	Other

Attachments

You can upload up to three documents. Files can be doc, docx, gif, jpg, png and up to 5MB.

For larger file, you need to upload to your file sharing service (Dropbox, add OneDrive or SharePoint) and provide the link.

Type of attachments you need to supply	
<input type="checkbox"/>	ASIC document for a director or a delegation of authority for a nominated manager (signatory name and role)
<input type="checkbox"/>	Liability insurance - certificate of currency
<input type="checkbox"/>	Proposed design with VicTrack file reference number, railway line and chainage according to VicTrack and rail operator requirements
<input type="checkbox"/>	Route, features, geotechnical report, methodology, service discovery
<input type="checkbox"/>	Permits from other utilities
<input type="checkbox"/>	Land access notice (for replacement)

Help

For further information and assistance relating to Third Party Applications, please contact VicTrack via services@victrack.com.au