Quick Reference Guide

THIRD PARTY ACCESS PORTAL



SUBMIT A NEW APPLICATION FOR ACCESS

Learn how to create a new application, upload supporting documents, save a draft application and submit a request.

1.	Choose Create new TPA Application	V/Line Third Party Access Portal Home Applications - Karin Brawn -
	nom the top-light of the table	Home > TPA Applications
		TPA Applications
		Important Information: The railways can be a dangerous environment. Laws that apply to working around railways often impose different and higher standards than those that apply to work being undertaken in other environments.
		Entry to property controlled by V/Line is prohibited without a valid Site Access Permit (SAP). All access and approved activities must be in accordance with the terms and conditions as outlined in the Site Access Permit issued.
		Note: Purchase Order The amount of \$700 + GST is applicable prior to an initial review being conducted. This fee is the minimum Flag-fall charge that is applicable to ALL applications
		and is non-retundable. A Purchase Order must be submitted along with your access application. A provision to attach you purchase order and record it's number will be found once you complete your access application. Please Note: Government Funded Projects are excluded from providing a Purchase Order Number
		Create new TRA Application
		Application Number Description Application Type Status Created On J. Evolves On
		There are no records to display.
2	Select the Application type from the	Third Party Access Portal
	drop-down > choose Next	Home > TPA Applications > Third Party Access Application
		Third Party Access Application
	TIP! If you're not sure of the application	
	type, select the 'information' icon	Introduction Contact Details Access Details Safety Plan Operational Details Declaration Important Information:
		The railway can be a dangerous environment. Laws that apply to working around railways often impose different and higher standards than those that apply to work being undertaken in other environments.
		terms and conditions as yourned by promoted window a value are needed remit (and) and beeded and approved definites must be in decondurined in an effective of the second and the second
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		Please Note: Government Funded Projects are excluded from providing a Purchase Order Number
		Application Type 🕕 *
		TPA - Business as usual
		TPA - State nominated projects VicTrack
		Next
3.	Enter the information into the text boxes.	V/Line Third Party Access Portal Home Applications - Karin Brawn -
		Home > IPA Applications > Third Party Access Application
	* Indicates a mandatory field that must be completed	Third Party Access Application
		Introduction 🖌 Contact Details Access Details Safety Plan Operational Details Declaration
		Contractor - Undertaking Access
		Please Note:
	(ABN) is a unique 11-digit number	It is V/Line's suggestion that an applicant refers to the checklist as a guide to completing this application (please refer to <u>V/Line Site Access Guide</u> , pages 7-10 and Appendix 4)
	An Australian Company Number (ACN)	Business Name *
	is a 9-digit number	ABC Corporation
		000000000000000000000000000000000000000
		First Name *
		Last Name *
		Brawn

TIP! Tick the box if the mailing address is the same

TIP! If the contractor is NOT to be invoiced, untick the default check box. i.e. for state nominated or VicTrack applications

 Hit Save to complete the application at a later time, alternatively, choose Next to continue

Subub * Melbourne S Is the mailing address the same as Mailing Street 1 * 99 Mailing Street 2 Fm S: Mailing Sturbs * Melbourne Plane * Su00951597 Mobile Su00951597 Enail *	Thank you for saving your Third-Party Access confirmation email with these details will be email address shortly. Mailing State -	es Application. A e sent to your registered		
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Is the mailing address the same as Mailing Street 1 * 99 Mailing Street 2 Em St Mailing Solurb * Melbourne Phone * 0409551597 Mobile 0409551597 Email * katishiraan@bdine.com.au	email adules shorty.			
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Email * karin.brawn@vline.com.au				
karin.brawn@vline.com.au				
Is the contractor to be invoiced for	this application? (Not applicable to State nominated	nd projects)		

← Reply ← Reply All → Forward Wed 2/11/2022 2:24 PM

Incomplete application to access V/Line network

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Be specific - We will not accept generic information for the works.

Access@Vline To • Karin Brawn

TIP! Each time you choose to 'Save' your application, you'll receive an onscreen message and and email confirming your application's saved status will be sent to your nominated inbox

TIP! To return to your incomplete application just select the link in the email

We look	forward to										
Thank yo	ou										
Third Pa	ity Access	Team									
V/Line P	Third Party Access Team										
V/Line Pty Ltd											
E access	@vline.com	mau									
w <u>www.</u>	wine.com	au									
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TIP! Unavailable dates will be

highlighted in grey

5.	To upload	documents	choose	Add files
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		• Add files
Name 1	Modified	
D1688433.png (22 KB)	02-11-2022 3:13 PM	٢
Capture.PNG (8 KB)	02-11-2022.3:13.PM	٢
Hastus logo.png (3 KB)	02-11-2022.3:15.PM	٢

6. Click Choose files

V/Line Third Party Acc	Add files	×	Applications + Karin Brawn +
Third Party Acce	Choose files	Choose files No file chosen	
Introduction 🖌 Contact Details		Add files Cancel	

Select the file(s) you want > hit Open > 7. wait for it to upload > click Add files



Use folders to manage all your files. 8. Select New Folder > enter a folder name > hit Create folder > to add files follow Steps 5-7 above.

		Add files
Name ↑	Modified	
01688433.png (22 K8)	02-11-2022 3:13 PM	٠
Capture.PNG (8 K8)	02-11-2022 3:13 PM	٢
Hastus logo.png (3 K8)	02-11-2022 3:15 PM	•

Villine Third Party Ac	New folder	×	Applications + Karin Brawn +
Home > IPA Applications > Third	Name * Name]	
Third Party Acce		Create folder Cancel	
Introduction 🖌 Contact Details	Access Details 🖌 Safet	Plan Operational Details Declaration	

9. Tick the checkbox to accept our Terms & Conditions > hit Submit

Application Declaration

Please note that formal declaration must be made before submission of this application.

ns and Condition

- Addit formation may be required after we have reviewed your application including:
- Additions or modifications to the Site Safe-working Plan if requested by VLIne must be supplied:
 For major, complex or extended works, V/Line may require the preparation of additional documentation and additional fees may result.
 For the inclusion of any new rail equipment or items: an approved type approval is required before installation
 Following consideration of the nature of the application it may be determined that the assessment of the application is of such a nature that our out of pocket
 expenses in assessing and approving your application may exceed the standard application fees. In this instance additional payment may be required prior to i
 of the Site Access Perma expenses in assessing and app of the Site Access Permit.

Upon receiving a formal request for access to V/Line controlled land, V/Line requires a minimum of 28 days notice to review and process your application prior to the proposed date of access. V/Line reserves the right to postpone issuing a Site Access Permit in the case that insufficient information/relevant documentation has NOT been provided during the review period. We remind you that access to V/Line property cannot be undertaken without the issue of a Site Access Permit. For further information, please refer to the V/Line Site Access Guide.

V/Line is committed to protecting the privacy of personal information. For further information regarding V/Line's Privacy Policy please refer to Privacy Policy I agree with the Terms and Conditions of V/Line Third Party Access form.



application from now on.

You cannot edit or delete your

TIP! To get an update on your application's status, or to amend your application, email access@vline.com.au

and be sure to include the TPA number in the subject field.

V/Line | Third Party Access Portal

Home > TPA Applications

Previous Submit

TPA Applications

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Home | Applications - | Karin Brawn -

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Please Note: Gover ment Funded Projects are excluded from providing a Purchase Order Number

					Create new TPA Appl	lication
Application Number	Description	Application Type	Application Status	Created On.↓	Expires On	
TPA-0130		TPA - Business as usual	Submitted	02-11-2022	02-12-2022	0

11. You will receive an email confirming your successful lodgement

12. A PDF of your application will also be

sent to you



This email is to confirm receipt of the attached Third Party Access Application - TPA-0130

Regards, V/Line Access Team