## Change notification form

Use this form notify Waka Kotahi of a change your organisation is planning to make that involves a risk to safety, but doesn’t require a safety case variation as the management of all safety risks involved with its implementation are already covered in your approved safety case.

Examples include:

* A change to a safety critical element of an existing rail vehicle
* A change to one or more of the classes of rail infrastructure used in your organisation’s rail operations.

Once complete, please email it to your licence manager or to railregulation@nzta.govt.nz.

**Note**: If your licence manager deems the change significant enough to warrant a variation to your organisation’s approved safety case, they will get in touch and work with you to do this.

**Licence holder details:**

|  |  |
| --- | --- |
| Organisation name: |  |
| Location: |  | Contact name: |  |
| Phone: |  | Email: |  |

**Currently approved safety case details:**

|  |  |
| --- | --- |
| Safety case name | [Include the currently approved version number and date approved by NZTA, if possible)] |
| Relevant section | [Outline the section of the safety case that covers the planned change. If the safety aspects of the change aren’t covered, then a variation will be required] |

**Details of the planned change:**

|  |  |
| --- | --- |
| Date of change | [Provide the date the change will be effective from] |
| Change summary: [Provide a summary of and the rationale for the planned change] |