

## GUIDELINES FOR COMPLETING ESTATES CONSENT APPLICATION

Where Estates Consent is required the applicant will be sent, LNER-EAT-003 Guidelines for completing Estates Consent for Works at LNER Business Managed Locations, and LNER-EAT-002 Estates Consent Application Form.

**NOTE** – Where Consent is required for York and Newcastle, this must be applied for through the Network Rail Landlords Consent portal <https://lc.networkrail.co.uk>. It is a requirement to have written support for the works prior to submission of your Network Rail Landlord Consent application from the Estates Asset Team.

The Applicant **MUST** complete **ALL** questions and provide Detailed Description and reason for the works.

The completed application form should be sent to the LNER Consents Manager at [estatesconsents@lner.co.uk](mailto:estatesconsents@lner.co.uk) including **ALL** relevant supporting documents including but not limited to: -

- Drawings
- Schematics
- Calculations
- Reports

Copies of all Working Drawings, Plans and Technical Specifications should be:

- Plans showing specific details should be 1:50
- General Layout Drawings (for Electrical) 1:100 @ A3 and 1:200 @ A1

All works must take into account compliance with all relevant Legislation, Regulations and Industry Standards including but not limited to: -

- Construction (Design & Management) Regulations 2015
- Building Regulations (Most Up to Date)
- The Regulatory Reform (Fire Safety) 2005
- Equality Act 2010
- British Standards All Applicable (Most Up to Date)
- RSSB - Railway Industry Standards
- Network Rail Company Standards

**If Non-compliant, you will be required to provide proof of Derogation from the relevant Governing Body with your application submission.**

### Review Process

The Consents Manager will acknowledge receipt of the Application and issue a Unique Reference which **MUST** be quoted on all future correspondence. The review process for Estates Consent has a twenty-eight (28) day Key Performance Indicator (KPI).

### Initial Review

The Consents Manager will undertake an Initial Review ensuring that all questions have suitable and sufficient responses including all identified supporting documentation.

The supporting documentation should be as identified above and within the Estates Consent Application form. Where suitable and sufficient supporting documentation is not received the Estates Consent Application will be rejected.

Once the initial review has been completed the Consents Manager will notify the Applicant the all Documents have been submitted to the appointed technical Reviewers.

### Technical Review

The submitted documents will be forwarded to the Appointed Technical Reviewers. The Appointed Technical Reviewers will be given fourteen (14) working days to respond using LNER-EAT-005 Technical Review Form and return any comments or points requiring clarification to the Estates Consent Manager.

The Estates Consent Manager will forward the Technical Review Comments to the applicant once all comments have been received and any further comment/clarification will be requested if applicable.

The Applicant will provide their responses to the points raised during Technical Review within LNER-EAT-005 Technical Comments form including any updated supporting documentation as required to the Estates Consents Manager.

Estates Consent Manager will acknowledge receipt of return responses and pass to the Technical Reviewers. The Technical Reviewer will be requested to provide a response within five (5) working days. These responses will be returned the Estates Consent Manager which could require,

- Further clarification/amendment
- Grant Full Estates Consent
- Grant Conditional Consents

Where the Technical Reviewer has identified Comments to Note these **MUST** be clearly identified as,

- Comments to Note – Specific/No Specific action required

### **Issue of Consents**

Following the conclusion of the Technical Reviews the Estates Consents Manager will issue either Full Consent or Conditional Consent using LNER-EAT-006 Consents Form which will detail any further requirements.

### **Conditional Consents**

Where the Estates Consents Application has been granted with Conditions, the Technical Reviewer **MUST** detail the conditions, evidence required and whether any interim/progress reports will be required to demonstration closure of the Conditional Consent.

The LNER Scheme Lead/Project Manager is responsible for ensure closure of any and all conditions and providing relevant evidence.

### **A Change in Scope**

Should the specification and/or scope of works change during delivery you **MUST** engage further with the Estates Team as any proposed changes may require a further Estates Consent application and supporting documentation.

### **Entry into Service**

Upon Practical Completion of the works a Handover meeting **MUST** be arranged by the appointed LNER Scheme Lead/Project Manager in conjunction with the Estates Asset team.

Only when the above is completed will be the responsibility of the maintenance of the new asset be undertaken by the Estates Asset Team.

On completion of the handover it is the responsibility of the LNER Scheme Lead/Project Manager to provide the **ENTRY INTO SERVICE** date of the assets to the Estates Consents Manager.

All Health and Safety O & M Manuals need to be provided to the current Facilities Management provider with a copy to the Estates Asset Team. This needs to be within thirty (30) days of Practical Completion sign off. It needs to be identified where new assets have been created, where asset have been removed or where an asset has changed to enable the continuing update of the Asset Register.

Upon conclusion of the one-year defect liability period there should be a further full handback meeting arranged by the LNER Scheme/Project Manager.

## GENERAL CONDITION OF CONSENT FOR WORKS AT LNER BUSINESS MANAGED LOCATIONS

There are works that can be carried out at LNER stations that do not require formal Estates Consent from the Estates Asset Control Team.

If, however, the scope of the works that are being proposed fall outside of any of the criteria listed below, (e.g. Any Works relating to Water or Drainage) then a formal Estates Consents Application must be submitted to [estatesconsents@lner.co.uk](mailto:estatesconsents@lner.co.uk)

### **Permitted Work – Work You Do Not Need Formal Estates Asset Control Team consent for:**

Permitted works include:

- Painting (in line with the painting regulations we provide) and putting up or changing existing signs.
- Small customer-information schemes that do not affect existing schemes, or the Station, Station Access Conditions and Annexes.
- Decorating the inside of your premises unless it is a Listed building.
- Glazing and small security measures, such as boarding up broken windows.
- Moving existing fixtures and fittings (not replacing)

### **Works relating to Water, Gas and Fire**

- Like for Like replacement of fixtures and fittings that **do not affect** the existing system or structure of the building, water, gas or electricity or the fire-risk assessment; **for more information about gas, electrical, water or fire see Appendix A**
- Where any alterations or additions are made then Estates Consents will be required.

**It needs to be identified where new assets have been created, where assets have been removed or where an asset has changed to enable the continuing update of the Asset Register.**

This list is for Guidance Only

- Work or alterations which affect water or gas services, electrical systems, or the structure of the building, and work you carry out on or near the track are **NOT** permitted works.
- You must also keep to the relevant planning laws – **see Appendix B ‘Guidance on Planning Laws’**. If you are in any doubt you should email us at [estatesconsents@lner.co.uk](mailto:estatesconsents@lner.co.uk)

## **Appendix A – Further Guidance on Permitted Electrical, Water and Gas Installation Work**

### **Electrical Services**

All electrical works must be undertaken by a competent electrical contractor and in accordance with the current version of the BS7671 Requirements for Electrical installations. All completed works should have the applicable electrical test and commissioning certificate. This should be retained by the person(s) engaging in the works, with a copy being sent to the LNER Estates Helpdesk.

Permitted work includes:

- Replacing any fixed electrical equipment (for example, socket-outlets, control switches and ceiling roses) which does not include the provision of any new fixed cabling.
- Replacing the cable for a single circuit only, where damaged, for example, by fire, rodent or impact – see note ‘a’ below.
- Re-fixing or replacing the enclosures of existing installation components – see note ‘b’ below.
- Providing mechanical protection to existing fixed installations – see note ‘c’ below; and installing or upgrading main or supplementary equipotential bonding – see note ‘d’ below.
- Work that is not in a kitchen and does not involve a special installation (see note ‘e’ below) and consists of:
  - Adding lighting points (light fittings and switches) to an existing circuit – see note ‘f’ below; and
  - Adding socket-outlets and fused spurs to an existing ring or radial circuit – see note ‘f’ below.
- Work (not in a special location) to:
  - Telephone or extra-low voltage wiring and equipment for the purposes of communications, information technology, control, and similar purposes; and
  - Relocatable Equipment Buildings (REB’s) of Fixed Telephone Network (FTN) equipment and associated flexible leads with integral plug and socket connections.

### **Gas**

Gas installations must keep to the Gas Safety (Installation and Use) Regulations 1998 (and Amendment 2018) which say that professional work must be done by a registered Gas Engineer approved by the Health and Safety Executive (HSE). Because of this, you do not need to tell us about the work if it is only the installation of a gas appliance which is to be done by a registered Gas Engineer. The Gas Safety (Installation and Use) Regulations 1998 (and Amendment 2018) cover the safe installation of gas fittings, appliances, and flues.

### **Notes**

- a) On condition that the replacement cable has the same current carrying capacity and follows the same route.
- b) If the circuit’s protective measures are unaffected.
- c) If the circuit’s protective measures and current-carrying capacity of conductors are
- d) unaffected by increased thermal insulation. Such work will need to keep to other applicable legislation, such as the Gas Safety (Installation and Use) Regulations 1998 (and Amendment 2018).
- e) ‘Special installations’ are electric floor-heating or ceiling-heating systems, garden lighting or power installations, solar photovoltaic (PV) power supply systems, small-scale generators such as micro CHP units, extra-low voltage lighting installations, other than pre-assembled, CE-marked lighting sets.
- f) Only if the existing circuit-protection device is suitable and provides protection for the modified circuit, and other relevant safety provisions are satisfactory.

## **Water**

All works must be undertaken by a competent plumber and or contractor and in accordance with Water Regulations 1999, Building regulations 2010, HSG 274 applicable parts & ACoP L8. All completed works should have the applicable chlorination certificate, test, and commissioning certificate(s). This should be retained by the person(s) engaging in the works, with a copy being sent to the LNER Estates Helpdesk.

Permitted work includes:

- Replacing a sanitary convenience with one that uses no more water than the one it replaces.
- Replacing a washbasin, sink.
- Replacing a tap, shower.
- Providing a hot water storage system that has a storage vessel with a capacity not exceeding 15 litres,

The correct protection for the class of water needs to be used with any connections to the existing water supply. Provisions should be made when connecting to the existing water supply for maintenance and or removal of the equipment if required, local means of isolation should also be provided.

## **Fire alarm**

All works must be undertaken by a competent fire alarm engineer and or contractor in accordance with Regulatory Reform (Fire Safety) Order 2005, Building regulations 2010, BS5839 & BS9999. All completed works should have the applicable test and commissioning certificate(s). This should be retained by the person(s) engaging in the works, with a copy being sent to the LNER Estates Helpdesk.

**New Systems, Alterations and Modifications to Existing Systems:** Before any modifications/alterations are carried out to existing systems, the details are to be submitted to the Estates Asset Team, Electrical information shall be forwarded on handover of the scheme to the Estates Asset Team who shall then arrange for this to be passed to the incumbent FM contractor who shall update asset list and CAFM system.

Permitted work includes:

- Planned or Reactive maintenance.
- Replacing a fire alarm device i.e. smoke/heat detector, call point.
- Replacement of a fire alarm interface i.e. fire door, fire damper roller shutter. Please note that the cause an effect for the system would require to be retested and all applicable information sent to the Estates Asset Team.

The Estates Asset Team and Fire Officer should be consulted on all alterations and or proposed modifications to buildings. If any works breach a fire compartment (e.g. penetration of a wall, ceiling, or floor), these must be made good with applicable fire resistant material in line with current legislation and standards.

## **Appendix B - Guidance on planning laws**

### **Planning**

As a Government-appointed body, we do not have to have planning permission for certain types of work to our rail network infrastructure (buildings, tracks and so on). However, this is a complicated area and you must get advice from our Town Planning Team as early in the process as you can.

### **Listed buildings and conservation areas**

In addition to any planning permission that may be required for your works or alterations, you must also have listed building consent before you start any work that may change the appearance or character of listed buildings or buildings in conservation areas.

It is a criminal offence to knock down, alter or build onto a listed building, or to change any fixtures or fittings in it, in any way which affects its character, if you do not already have permission.

If you carry out any work to these buildings without planning permission, you could be fined, sent to prison, or both. As with planning, you must get advice from one of our Estates Asset Control Team as early in the process as possible.

You should **not** contact Conservation Officers, the Local Planning Authority or English Heritage before we have agreed that you can carry out the work.

### **Building regulations**

**England** – Although we (as a Government-appointed body) do not generally have to have our plans approved by building regulations, we still expect you to carry out all work in line with The Building Regulations 2010. You do not have to ask the Local Authority to approve your plans.

**Scotland** – You must keep to the building regulations and you must apply for building warrants.