

Access Licence for Surveys

Step-by-step Guide

1. Let's talk

Please use any of the means below to notify us of your email address or phone number so we can contact you:

- Email us at land@eastwestrail.co.uk
- Write to us at

Freepost EAST WEST RAIL LAND

- Call us on **0330 8387583**
- Send us a message online at www.eastwestrail.co.uk/get-in-touch

2. Check your property

Check we have the right details by reviewing the Access Licence for Surveys and the property shown edged red on the plan attached to the Access Licence for Surveys (Plan).

If you think you are not the right person to reply to our letter, please let us know and we'd appreciate any help you can give us to identify the correct contact.

3. Familiarise yourself with the documents

Read all the documents we've sent over in this pack.

If you need help in understanding any issues or if anything is missing, don't hesitate to get in touch.

4. Let us know if we need to contact anyone else

Let us know if the land is occupied by someone else who should be party to the licence.

If possible, please send us their name, address and contact details.

5. Complete the relevant documents

- Sign two copies of the Access Licence for Surveys so we have a formal agreement with you. Please don't date the licence.
- Complete the Contact Details Form so we have the right details to contact you
- Complete the BACS Transfer Form so we can pay you
- Complete the Documents for Return Checklist so we are sure we have everything

6. Send us the documents

Using the pre-paid envelope provided, send us the completed documents.

7. Confirmation

We'll let you know when we have received all your documents, and we will let you know once the licence is checked and comes into effect.

8. Payment

We'll transfer the licence fee to your bank account within 30 days of the licence commencing. We'll make any further payments according to the terms of the licence.

9. Access

Your Land Access Manager will contact you to discuss survey access. We'll give you a minimum of 72 hours' notice when we need to access your land.

10. Updates

Your Land Access Manager will agree with you how you would like to receive updates on the project.