

Access agreement for surveys

Step-by-step guide

1. Let's talk

If we aren't already in contact, please use any of the means below to notify us of your email address or phone number so we can contact you:

- **Email us:** landaccess@eastwestrail.co.uk
- **Message us:** www.eastwestrail.co.uk/get-in-touch
- **Call us:** 0330 8387583 (24/7, but our dedicated Land & Property Team are available Mon-Fri, 9am - 5pm)
- **Write to us:**
Freepost EAST WEST RAIL LAND
- **Sign up for project updates:** www.eastwestrail.co.uk

2. Check your property

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

Before you sign, please check the plan and tell us if you own or occupy other land in the project area between Oxford and Cambridge.

3. Familiarise yourself with the documents

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

If you need help to understand any issues or if anything is missing, please 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 Access Agreement.

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

5. Complete the relevant documents

- Sign and date two copies of the Access Agreement for Surveys. Keep one copy for your records.
- Complete the Contact Details Form so we have the right details to contact you.
- Complete the Bank Account Form so we can pay you.
- Complete the Documents for Return Checklist so we are sure we have everything.

6. Send us the documents

Email or send (in the pre-paid envelope) the completed documents to us.

If you are able to scan the documents or send a picture of them via email, this would be preferred.

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 Access Agreement fee (and early return fee if relevant) to your bank account within 30 days of the Access Agreement commencing (provided we have received your Bank Account Form). We'll make any further payments according to the terms of the Access Agreement.

9. Access

Our Land and Survey Team will contact you to discuss survey access. We'll give you a minimum of 7 days' 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 about access to your land.

Access agreement for surveys

Step-by-step guide

1. Let's talk

If we aren't already in contact, please use any of the means below to notify us of your email address or phone number so we can contact you:

- **Email us:** land@eastwestrail.co.uk
- **Message us:**
www.eastwestrail.co.uk/get-in-touch
- **Call us:** 0330 8387583 (24/7, but our dedicated Land & Property Team are available Mon-Fri, 9am - 5pm)
- **Write to us:**
Freepost EAST WEST RAIL LAND
- **Sign up for project updates:**
www.eastwestrail.co.uk

2. Check your property

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

Before you sign, please check the plan and tell us if you own or occupy other land in the project area between Oxford and Cambridge.

3. Familiarise yourself with the documents

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

If you need help to understand any issues or if anything is missing, please 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 Access Agreement.

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

5. Complete the relevant documents

- Sign and date two copies of the Access Agreement for Surveys. Keep one copy for your records.
- Complete the Contact Details Form so we have the right details to contact you.
- Complete the Bank Account Form so we can pay you.
- Complete the Documents for Return Checklist so we are sure we have everything.

6. Send us the documents

Email or send (in the pre-paid envelope) the completed documents to us.

If you are able to scan the documents or send a picture of them via email, this would be preferred.

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 Access Agreement fee (and early return fee if relevant) to your bank account within 30 days of the Access Agreement commencing (provided we have received your Bank Account Form). We'll make any further payments according to the terms of the Access Agreement.

9. Access

Our Land and Survey Team will contact you to discuss survey access. We'll give you a minimum of 7 days' 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 about access to your land.

