Insert ORR representative name

Insert job title

The Office of Rail and Road

25 Cabot Square

London, E14 4QZ

Insert Network Rail name

Insert job title

Network Rail

Insert first line of address

Insert second line of address

Insert operator representative name

Insert job title

Insert train operator name

Insert first line of address

Insert second line of address

Select date from drop down

Dear [ORR recipient name, consistent with address above],

1. Proposal to supplement the CP7 Track Usage Price List
	1. The purpose of this letter is to propose, and seek approval of, a supplement to the Control Period 7 (CP7) Track Usage Price List, consistent with Schedule 7 of the [insert train operator name] Track Access Contract. The proposed supplement comprises a new Variable Usage Charge (VUC) rate for the vehicle type(s) that are listed in Table 1, and which are operated by [insert train operator name].
	2. This proposed supplement to the CP7 Track Usage Price List has been agreed between Network Rail and [insert train operator name]. It is required because [insert justification (e.g. the new rate is required for a new vehicle type being constructed to replace existing units, or for the modification of an existing vehicle type etc.)].
	3. [If the VUC rate being applied for is for a modified vehicle - insert details of the vehicle characteristics, original and changed, which necessitate the calculation of a new rate. – DELETE IF NOT APPLICABLE]
	4. The exact date the new VUC rate(s) will apply from is [Click or tap to enter a date].
	5. The following documents have been enclosed either in the Appendix to this letter or separately via the accompanying email:
		1. The output sheet from the Official CP7 VUC Calculator;
		2. A fully completed passenger pro forma; and
		3. [reference any additional documentation or correspondence being supplied to support this application e.g. averaging calculations - DELETE bullet c) if not required].
	6. The new VUC rate(s) proposed in this letter are shown in Table 1 and were calculated using the agreed Official CP7 VUC Calculator developed by Network Rail, in 2023/24 prices. The output sheet from the calculator sets out the proposed new rate and corresponding input information.
	7. [DELETE this paragraph if no averaging of vehicle characteristics has taken place.]Where an averaging approach has been adopted, the averaging methodology is detailed in Appendix A to this letter.

Table : List of VUC rates included under this application.

|  |  |
| --- | --- |
| Vehicle name | VUC rate(pence per vehicle mile, 2023/24 prices) |
| [vehicle 1] | [VUC rate 1] |
| [vehicle 2] | [VUC rate 2] |
| [vehicle 3] | [VUC rate 3] |
| [vehicle 4] | [VUC rate 4] |

* 1. If you have any queries in relation to the calculation of the proposed new VUC rate(s), or in relation to the content of this letter, we would be happy to discuss this with you in more detail.

Yours sincerely,

|  |  |
| --- | --- |
| Insert Network Rail name | Insert operator representative name |
| Network Rail | Insert name of train operator |

1. Appendix A: Averaging methodology

[If no averaging of vehicle characteristics has taken place to calculate the proposed VUCs then please DELETE all text in this section and insert **“NOT USED”** here]

* 1. This section provides evidence and further detail of the agreed methodology applied to average vehicle characteristics used in the Official CP7 VUC Calculator to calculate the VUC rates being applied for and contained in Table 1.
	2. [please provide an explanation of the methodology that was used to calculate the VUC rate(s) from multiple sets of vehicle characteristics. Please name any supporting documents which have been provided to support this application. **Delete this paragraph within the square brackets on completion of this section**.]
	3. [Some suggested wording based on correspondence with Network Rail]

1. Appendix B: VUC calculator output
	1. This section provides evidence of the output(s) from the CP7 VUC calculator to confirm and support the proposed new rate(s) and vehicle characteristics for each vehicle under this application. Each separate VUC calculator output sheet, corresponding to each vehicle under this application, is provided on a separate page.

Vehicle type 1

[Update the above heading (‘Vehicle type 1’) to be applicable to the first vehicle in this application. **Delete this paragraph within the square brackets once the heading is complete**.]

[In this section, please provide a copy of the output sheet from the CP7 VUC calculator (showing the rates in 2023/24 prices) which sets out the proposed new rate and vehicle characteristics for the first vehicle in this application. For any other vehicles within this application, please provide the corresponding VUC calculator output sheet underneath a new heading to distinguish between the calculator outputs for the different vehicles. **Delete this paragraph within the square brackets on completion of this section**.]