

## **Procedure of applying for, ordering exceptional consignments requiring special regulation at MÁV Zrt**

### **1. Procedure of applying for, ordering exceptional consignments requiring special regulation**

Exceptional consignment shall be accepted by the Railway Undertaking only with preliminary acceptance/taking-over permission for railway transport (Acceptance Permission) or taken over from a foreign railway /railway undertaking (Taking-over Permission).

#### **1.1. Procedure of the application and ordering**

Railway Undertaking shall submit its application for transferring exceptional consignment by forwarding the filled-in application form "Application for licensing of exceptional consignments" attached to this Annex to organisation units defined later by this Annex. On the basis of the submitted application, Infrastructure manager shall prepare an offer within 30 days at the latest depending on the licensing procedure, and shall send the offer to the railway undertaking by using the "Form of Offers and Orders". Railway undertaking orders the forwarding of exceptional consignment at a price set by the offer and with the attached technology by confirming the offer. The order (confirmation of the offer) shall be submitted to the Infrastructure manager at least 8 days before the scheduled train run. Infrastructure manager shall provide this service exclusively on ordering.

Basis for accounting shall be the performance acknowledgement to be found in the "Form of Offers and Orders". Infrastructure manager shall issue a cumulative invoice to the railway undertaking in accordance with the content of the order in every month.

Applications for acceptance/(taking-over) permission shall be submitted to organisations as follows:

- In the event of international transport: MÁV Zrt, Operation, Traffic Department, Operation Control Centre, International Rk (exceptional consignments)- businesses (NRK)  
Address: H-1087 Budapest,  
Kerepesi út 16.  
Phone: +36-1-511-3061  
+36-1-511-3932  
Fax: +36-1-511-4311  
E-mail: aszodis@mav.hu  
E-mail: dibaczii@mav.hu  
E-mail: sondertrp@mav.hu
- In the event of domestic transport: MÁV Zrt, Infrastructure Operation, Traffic Department, Operation Control Centre, Domestic Rk (exceptional consignments) businesses (BRK)  
Adresse: H-1087 Budapest,

	Kerepesi út 16.
Phone:	+36-1-313-6067
Fax:	+36-1-511-1638
E-mail:	ukrk@mav.hu

Charges for issuing permissions for exceptional consignments or consignments requiring special regulation, as well as description and charges of special performances (use of special technology, special work, or use of supervisory guide(s)) which may occur during the forwarding of exceptional consignments transported on the basis of special regulation or individual transport permission shall be as follows.

## **1.2. Performance acknowledgement**

Infrastructure Manager shall send to the Railway Undertaking by fax the summing-up of ordered and delivered performances of exceptional consignments transported on the basis of individual Permission for Forwarding relating to a certain period in every month not later than the first working day after the 10<sup>th</sup>, 20<sup>th</sup> or the last day of the given month. Railway Undertaking shall submit to the Infrastructure Manager BRK its possible complaints with detailed reasoning within 5 working days in writing. Should the infrastructure manager not receive any complaint within 5 working days after the delivery of the summing-up, IM considers the indicated performances as acknowledged, and shall account these performances to the railway undertaking in every month.

Forms to be used:

- Application for permitting of exceptional consignments (Appendix 1)
- Form of Offers and Orders (Appendixes 2,3,4)

## **2. Procedure of submitting requests and ordering of test trains**

Licensing and running of test trains are regulated in accordance with Traffic Instructions F2 Annex 29.

### **2.1. Procedure of submitting requests and orders**

#### *Normal test train*

Normal test train is such a train where the allotted speed is not higher than the highest speed allotted to the forwarded vehicles and to the infrastructure, and there are no other special regulations concerning the test train.

Introduction of the normal test train has to be requested 8 workdays before the train-run. If the route of the normal test train crosses the track network managed by only one IM regional centre, the permit shall be requested at the Operation Control Department of the affected IM Regional Traffic Centre; if the route of the normal test train crosses track networks managed by more than one IM Regional Centre, the permit shall be requested at BRK (IM Traffic Centre, Operation Control Department, Domestic Business of Exceptional Consignment).

#### *Special test train*

Special test train is such a train that - for high speed or any other reasons - may only run under special licensing conditions deviating from normal licensing conditions, and the

fulfilment of the test is ensured by the running of the train with a speed fixed in the timetable.

Introduction of the special test train has to be requested 10 workdays before the train-run at BRK (IM Traffic Centre, Operation Control Department, Domestic Business of Exceptional Consignments).

Requests and orders have to be submitted to the following places:

- MÁV Zrt. Infrastructure Operation Traffic Department, Operation Control Centre, Domestic Business of Exceptional Consignments (BRK)  
Address: H-1087 Budapest,  
Kerepesi út 16.  
Phone: +36/1/313-6067  
Fax: +36/1/511-1638  
E-mail: ukrk@mav.hu
- MÁV Zrt. Infrastructure Operation Regional Traffic Centre, Operation Control Department
  - o Budapest Fax: +36/1/511-1354
  - o Miskolc Fax: +36/1/514-1042
  - o Debrecen Fax: +36/1/513-1683
  - o Szeged Fax: +36/1/516-8623
  - o Pécs Fax: +36/1/515-1544
  - o Szombathely Fax: +36/1/517-1017

## 2.2. Performance acknowledgement

On the first working day following the last day of the month, Infrastructure Manager shall send to the Railway Undertaking by fax via BRK the summing-up of ordered and delivered performances of test trains relating to a certain ten-day-period. Railway Undertaking shall submit to BRK its possible complaints with detailed reasoning within 5 working days in writing.

Should the infrastructure manager not receive any complaint within 5 working days after the delivery of the summing-up, IM considers the indicated performances as acknowledged, and shall account these performances to the railway undertaking in every month.

## 2.3. Forms to be used

- Forms of Application for test trains, Offers and Orders (Appendix 5)
- Blank sheet for monthly summary of ordered test trains and charges of the services concerning permitting and running of test trains. (Appendix 6)

**Application for permitting exceptional consignments“**

**Applicant: (Consignor/Railway Undertaking):**

Appendix 1

1a	Name of consignment NHM-code									
1b	Similar consignment (piece)			1c	UIC-registration (PR)number *					
2a	Wagon series <sup>(1)</sup>									
3	Wheel-base/bogie pivot pitch*		mm							
4	Wheel-base in bogie <sup>(2)*</sup>		mm							
5	Number of axles*			6	Length of wagon between bumpers * (mm)					
7	Wagon dead weight*(t)			8	Net load (t)					
7+8	Joint weight*			9	Per meter load (t/m)					
10	Axle load (t)			11	Length of load (mm)					
<b>Crucial points of consignment</b>										
P o i n t s	12a	12b	13	14	15	16 dynamical sup- plement	17		18	
	Distance from the middle of the wagon		Height above rail level	Distance from the outside axle or from the bogie pin			Arch amplification in case of radius		Width of the needed space from the middle of the track (12+16+17)	
	One side	Other side		"ni" (in-wards)	"na" (out-wards)		∞ m *	250 m *	∞ m *	250 m *
	mm	mm		mm	mm		mm	mm	mm	mm
A										
B										
C										
D										
E										
F										
G										
H										

19	Remarks to the load *: <ul style="list-style-type: none"> <li>Does not go beyond loading gauge</li> <li>Remarks to crucial points<sup>(4)</sup></li> <li>Details of goods:</li> <li>Centre of mass of goods: <sup>(5)</sup></li> <li>Special loading specifications:</li> </ul>	
20	Consignor (name and address):	
20b	<b><i>Railway Undertaking(s):</i></b> <sup>(6)</sup>	
21	<b><i>Origin station:</i></b>	
22	Destination station:	
23	<b><i>Route of forwarding</i></b> <sup>(7)</sup>	
24	Forwarding *: - in freight train, in special run, from own resources	V <sub>max</sub> ..... km/h
25	Station with customs clearance:	26 Transshipment port:

27a	Consignee (name and address):
27b	Party bearing costs (name and address):
28	Transport conditions: <sup>(8)</sup>
28a	Remarks to railway wagons or vehicles*: a) Standard axle load, exceeding of axle load b) Why is the wagon not equipped with RIV/RIC label? c) Technical data for height of floor, wheel, carrying capacity etc.. d) Technical data for brake e) Other operational data f) Permitted speed with loaded or empty wagons g) Expected time or period of dispatch, etc.
29	Transport specifications: Must the load be grounded? - * <i>Forwarding</i> : (hauled, from own resources and driver) - * <i>inserting</i> : (as the first wagon behind the locomotive, as a trailer), - * <i>Not to be hump shunted, kicked, or pulled to a hump</i> - * <i>in group of wagons</i> - * (Other operational specifications) ..... - ..... .....
30	Must the load stand in a given direction at a transit station?: *? .....
31	Former licence number *:
32	Extra costs to transport charges: <sup>(9)</sup>
33	Checking of the running stability of vehicles at stations:.....*
34	1. Second deadline for transportation: <sup>(7)</sup>
<b>Explanation</b> * Optional (1) Serial indicator, type number, layout sketch for low-floor wagons, etc., buffer wagon, adaptor wagon etc. (2) Only in case of bogie wagons. In case of combined bogie wagons (p), (p <sub>1</sub> ), (p <sub>2</sub> ) must be given. (3) Only in case of overhanging the loading gauge (4) E.g.: Crucial points connected with straight lines/curves (5) Coordinates, height/width/length of centre of mass (6) Railway undertaking(s) affected by transportation (7) Suggested border crossings (8) Carriage conditions and other prescriptions laid down by railway company issuing permission (9) Determination (in percentage) of additional carriage charge resulting from special conditions of transportation - technical guidance, making electrical overhead wire dead, speed restriction, etc.	

Further information for filling-in the form

1. Data for railway vehicles shall only be given in this form if series, height of the floor etc. of vehicles to be used are known. In any other cases measures of cross sectional and side views must be given in accordance with the maximum height of floor of H=1300 mm.
2. Cross sectional, side and top views of the consignment shall be drawn with colour lines. Fields for text must also be filled in. Cross sections view must be drawn to scale, side and top views shall be proportionate. Crucial points of the load shall be dimensioned with measurements taken laterally from the middle of the track, vertically from the upper edge of the rail.

3. By the characteristic outline of the consignment such a profile is meant which is formed from elements of individual cross sections of the consignment overhanging in the greatest extent the measures of the loading gauge. Individual points of the characteristic outline are those points of the consignment which

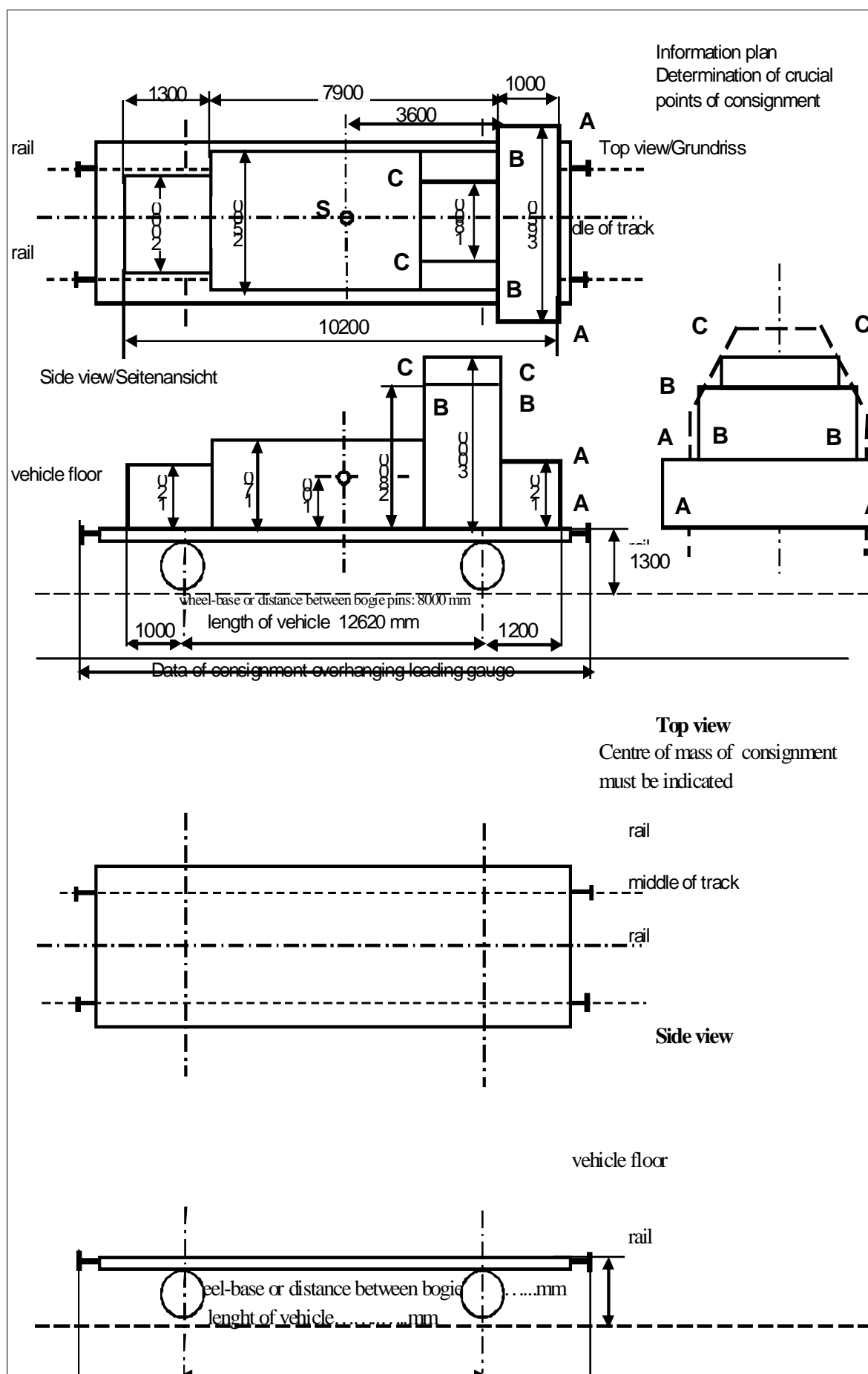
- a) - in the same altitude - are the furthest from the axle of the vehicle
- b) - in the same latitude - have the greatest distance above the rail head

Lines and curves linking the individual points shall be drawn in accordance with the outline of the consignment. Individual points of the characteristic outline and lines linking these points form such a profile - a non existing profile if cross sections of the consignment varies - on the basis of which the railway company issuing the permission defines the possibilities and conditions of transportation.

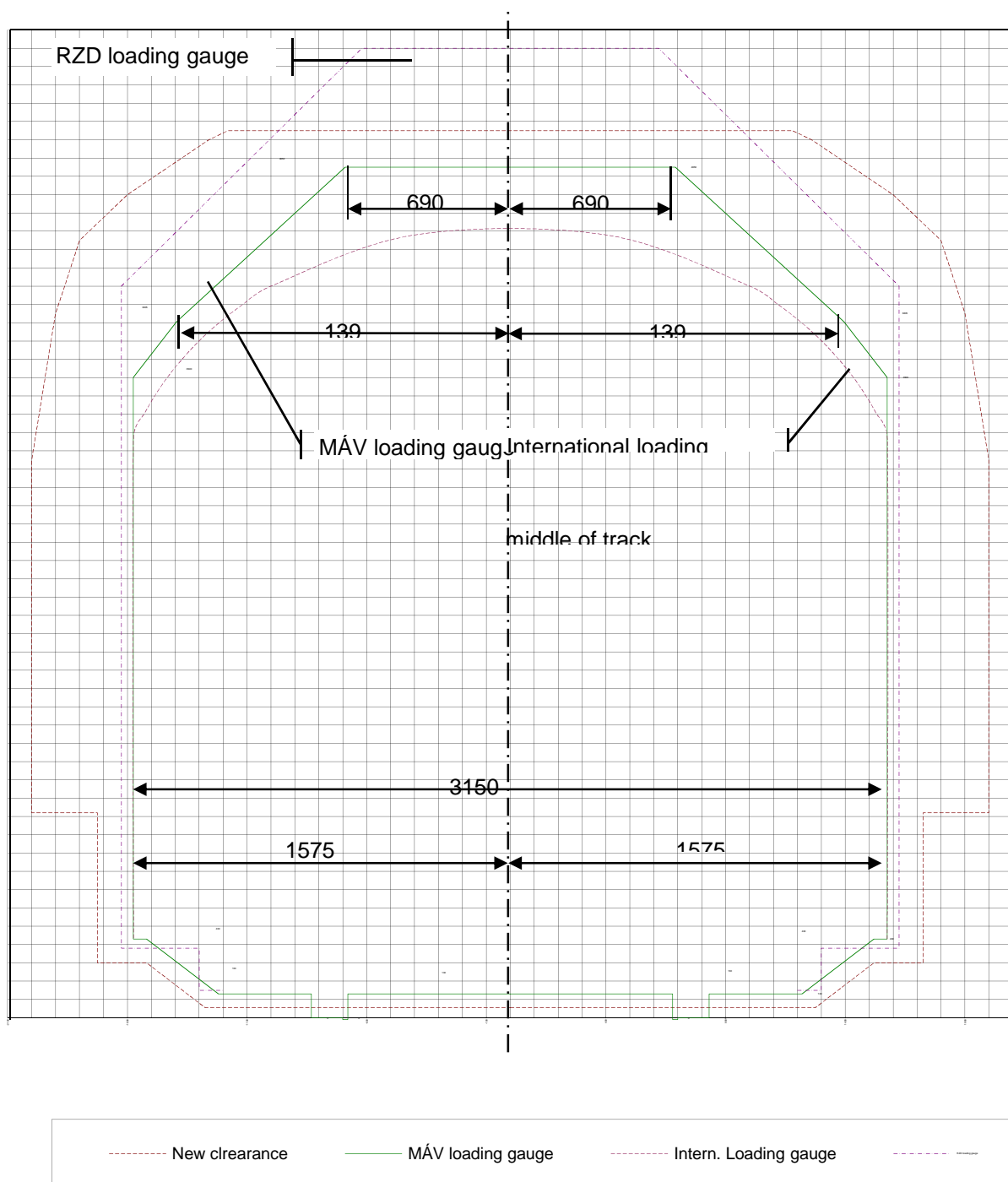
4. The centre of mass of load shall be indicated on the sketch.

5. If load - beyond the end of the vehicle - overhangs the bogie pin (in case of a two-axle vehicle, the axle). extent of overhanging must be indicated in the side view.

6. Carrier shall sign the filled in form, and if applicable, shall stamp it.



## Cross-sectional outline characteristic of consignment





Appendix 2

**Infrastructure manager performs the forwarding of exceptional consignment and special performances requested by.....Railway Undertaking against payment of charges to be seen below:**

No.	References e.g (MÁV Rk)				
	Route of forwarding (km)		0		
	Name of performance	Symbol	Fee	case	HUF
Total (HUF)					0

Flat rate of service: 0 HUF, no itemized accounting between parties

Budapest,

\_\_\_\_\_  
Infrastructure Business Unit (signature, stamp)

In accordance with the above I am placing the order for forwarding of exceptional consignments againsts payment of fee mentioned above.

\_\_\_\_\_  
Railway Undertaking (name, signature, stamp)

Date

Performance fulfilled in compliance with the order.

.....Railway undertaking (name, signature, stamp)

Date

Appendix 3

MÁV Zrt. Infrastructure Operation Traffic Department Operation Centre					
Railway Undertaking:				Subject: Form of monthly summing-up on acceptance/taking over permission of exceptional consignments	
Number	Issued MÁV Zrt. Rk No./year	year:20... Date of Issue	month: Code of restriction	day: Domestic(B) International(N)	page no.: charge (HUF without VAT)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
Total					

Issuing person:

Appendix 4

MÁV Zrt. Infrastructure Operation Traffic Department Operation Centre							
Railway Undertaking:					Subject: Form for monthly summing-up of permissions for forwarding of exceptional consignments		
Number	Issued: MÁV Zrt. Rk no./year	year:20... Wagon no.	month: day of dis- patch/ entrance	Code of restric- tion	day: charge for per- mission	charge for special performances (HUF, without VAT)	page no.: total sum of charges (HUF, without VAT)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
Total:							

Issuing person:

Appendix 5

Infrastructure manager provides special performances during the running of normal/special test trains ordered by.....Railway Undertaking against payment of fee to be seen below:.				
Fax:				
No.	References e.g.:(No/day of request Route of running (km) Name of performance	Charge	Case	HUF
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
	Total (HUF)			HUF 0

Flat rate of service: 0 HUF, no itemized accounting between parties

Budapest,

\_\_\_\_\_  
Infrastructure Business Unit (signature, stamp)

In accordance with the above I am placing the order for running of normal/special test train againsts payment of fee mentioned above.

\_\_\_\_\_  
Railway Undertaking (name, signature, stamp)

Date

Performance fulfilled in compliance with the order

.....Railway undertaking (name, signature, stamp)

Date

Appendix 6

MÁV Zrt. Infrastructure Operation Traffic Department Operation Centre					
Railway Undertaking:				Subject: Form of monthly summing-up on running of normal/special test trains	
number	Issued MÁV Zrt. Telegram No	year:20... Date of Issue	month: Fee of permit	day: fee of special performances (HUF without VAT)	page no.: Total fee (HUF without VAT)
1			HUF 0	HUF 0	HUF 0
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
Total					HUF 0

Issuing person:

