

Appendix 13 to the SPP

ZAN (loading restrictions) proclamation rules

1. General Principles

- 1.1** The general ZAN (loading restrictions) proclamation rules are contained in Chapter 1.7 of the SPP. This Appendix further refines those principles.
- 1.2** Customers apply written requests for ZAN proclamation by e-mail to the ČD Cargo Commercial Operations Directorate to the superior station for which the ZAN is requested. In the case of ordering the ZAN intended to regulate the supply for a specific customer, the ZAN must relate only to the consignments of that customer. The ZAN proclamation is preceded by the fulfilment of the conditions set by the carrier ČD Cargo when discussing a specific case.
- 1.3** In applying the requirements for the ZAN proclamation, the following principles should be followed for anticipated actions:
- a) For consignments to be shipped abroad, a written request must be made at least 6 days prior to the requested start of the ZAN validity.
 - b) For consignments to be shipped in the Czech Republic, a written request must be made at least 2 days before the requested start of the ZAN validity.
 - c) The required start of the ZAN validity must be determined in such a way that consignees at the station of destination are still able to accept all consignments which have been forwarded for transportation up to that time (hereinafter referred to as consignments on the route).
- The wording of Articles 1.3a) to 1.3c) does not apply to the ZAN that has to be issued immediately due to unforeseeable events (natural disasters, accidents, etc.).
- 1.4** Failure to comply with the time limits specified in Articles 1.3a) and 1.3b) of this Appendix will result in the application being accepted, but point 8 of the issued ZAN document will indicate that the consignments on the route and the consignments unassembled will be transported.

2. Structure of ZAN

- 2.1** Each ZAN has a uniform structure, consisting of a **header** and a **text part**:
- a) a **header** shall contain the identifying feature of the relevant ZAN, i.e. the mark "ZAN" and a number in the form 'XXX - YY - ZZZZ' (e.g. ZAN 556 - 54 - 2020), where the individual numerical elements stand for:
 - XXX: serial number in the calendar year (numbering from the beginning of the year starting with "1"),
 - YY: identification code of the railway infrastructure company in whose area the ZAN is declared - see point 2.1 b) p. 3 of this Appendix,
 - ZZZZ: year of the ZAN issue.
 - b) the **text part** shall contain the following points:
 - 1. Originator;
 - 2. Reason for the proclamation;

3. The destination area of the consignment to which the transport is stopped or restricted (station, siding, consignee, or area of the railway infrastructure company; transport via the listed PPS, specific carriers, etc.);
 - 3.1 exception to point 3 of the ZAN document (e.g., consignments intended for named consignees or sidings at the destination station are excluded from the area to which transport is restricted or stopped);
4. The area of dispatch of the consignment from which the shipment is stopped or restricted;
 - 4.1 exemption to point 4 of the ZAN document (e.g. consignments from named consignors, from named stations or from named carriers, etc., are excluded from the area from which transport is restricted or stopped).
5. Type of consignment (wagon consignment); this item may highlight, among other things, whether the ZAN applies e.g. only to empty wagons not provided by the carrier, complete train loads, individual wagon loads, non-scheduled trains, etc.
 - 5.1 exception to point 5 of the ZAN document (e.g. ZAN does not apply to consignments in complete train loads);
6. The goods of the consignment to which the ZAN relates (NHM);
 - 6.1 exception to point 6 of the ZAN document (e.g. goods of a specific NHM are excluded from the marked NHM interval);
7. Validity of the ZAN (specific time indication of the start and end of validity or with the indication “*until revoked*”); the date is given in the following format: 2020-11-04 06:00 (year, month, day, hour, minute);
8. Instructions for handling the consignment, or the date by which the consignments will still be accepted at the PPS;
Examples of instructions:
 - will be taken over and transported along the planned route;
 - will be diverted;
 - is held, and the entitled party is asked for any instructions.Other notes (e.g. alternative unloading station).

3. Validity

- 3.1 The ZAN comes into force at the time specified in point 7 of the ZAN document.
- 3.2 From the point of view of the beginning of validity, ZANs are divided into:
 - ZAN announced based on a predetermined date and time.
 - ZAN announced with immediate effect (e.g. a ZAN issued on the basis of administrative measures). Such a ZAN shall enter into force at the moment of its publication on the website www.cdcargo.cz.
- 3.3 According to the period of validity, ZANs are divided into:
 - ZAN with a declared validity for a fixed period: i.e. from a specified date to a specified date.
 - ZAN with a declared period of indefinite validity: i.e. from the date specified in the ZAN until further notice.

- 3.4** A ZAN that has to be cancelled before the expiry of its declared validity or a ZAN declared for an indefinite period, i.e. "until further notice", is terminated by ČD Cargo by cancellation messages in electronic form on the basis of a request from the entity that requested the ZAN. The issuance of a cancellation message shall cancel the relevant ZAN, including all supplements, amendments and exceptions issued thereto.

4. Appendices and Exceptions

- 4.1** The Customer shall apply for an amendment to or exemption from the ZAN in accordance with Article 1.2 of this Appendix.

Changes or additions to the ZAN during its validity shall be announced by numbered amendments. The number of the amendment takes the form: XXX - YY - ZZZZ/A, where the data before the slash is the number of the respective ZAN and the number after the slash is the serial number of the amendment to this ZAN.

The textual content of the individual points in the amendment always means the complete new wording of the individual points, not their addition.

- 4.2** The consignor shall enter the number of the exemption granted, including the ZAN identifier to which the exemption relates, in column 13 of the Inland NL or in column 7 (with code 16) of the NL CIM, VL CUV and NL CIM/SMGS.

- 4.3** ČD Cargo reserves the right to negotiate by mutual agreement with the customer the possibility of another method of issuing exceptions to the ZAN (by allowing access to the relevant computer application for issuing exceptions under the customer's authority).

- 4.4** In the case of exemptions which authorise loading quotas and these exemptions are granted directly to consignors by consignees without the intermediary of ČD Cargo (e.g. so-called "intentions"), ČD Cargo is not liable for non-compliance with these quotas, nor for the use of the exemption by an unauthorised entity.

5. Price

- 5.1** ČD Cargo charges a fee for the processing of each individual application for the issue of the ZAN, amendment or exemption in accordance with the TVZ. This fee is not calculated in the case of exemptions granted by the consignee without the participation of ČD Cargo pursuant to Article 4.3 of this Appendix.