

Application for a Road Opening Notice

A Road Opening Notice is for temporary works (digging of the ground or footpath) in or on the road reserve. For all work to be undertaken on road reserve (including footpaths, berms and carriageways) a Road Opening Permit is required.

The Gas, Telecommunication and Electricity Act provides for applications for permission to excavate in streets for these services.

Applicants Details

Clients / Property Owner

Name:..... Phone:..... Fax:.....

Contractor/Trencher

Company name:..... Phone:..... Fax:.....

Contact person:..... Mobile: Email address:

Location

(Please identify where work is to be carried out - road names, property numbers).

Street/Road..... Property No:.....

Limits:..... Side (Berms:):.....

Dimensions of Excavation and surfacing Affected

Length:..... Depth of cover:..... Service Dia:
 Thrusting: Yes / No..... Carriageway
 Berm

Description of Work

(Please advise the purpose of the Road Opening Notice).

.....
 15 working days notice Network Project Attach Plans
 5 working days notice Other
 1 working days notice Emergency Work

Comments:.....

Date works to be carried out.....

Proposed start date:..... Proposed finish date:.....

Traffic Management Plan is attached: Yes No
(if applicable)

Mobile:.....
 STMS Name / number.....

Fees

Please refer to Councils Fees and Charges for the appropriate fee and forward payment together with this application. *[Councils Fees and Charges can be viewed via the website www.waipadc.govt.nz under publications]*

Options for payment of fees

- At the office
- Direct Credit to Bank account
(12-3122-0084701-01)
- Credit Card over the phone
- Request an invoice

Important - Consultation Details

Consultation must be undertaken with all affected parties e.g. residents & businesses, emergency services and other Road controlling Authorities *(if applicable)*. Please provide a list of affected parties:

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The applicant will be responsible for all facets of the Road Opening Notice and shall carry out all requirements as determined by Waipa District Council and comply with the Waipa District Council's "Code of Practice" together with any amendments.

Notes:

These are some of the things to consider based on the type, location and timings of work.

- **Safety to the public and those involved in the work**
- **Pedestrian, wheelchair, mobility scooter and cyclist access**
- **Disruption to traffic**
- **Damage to Council assets**
- **Disruption to other business**
- **Noise or disturbance to residents**
- **If a traffic management plan is required please attach this to the application, this plan must be signed by a qualified STMS [Site Traffic Management Supervisor]**
- **The contractor/trencher will notify the Road Engineer when works are completed.**

Send completed form and appropriate fee to;

The Road Engineer
Waipa District Council
Private Bag 2402
Te Awamutu 3840
Or fax to 07 872 0033
Email to: info@waipadc.govt.nz

Office Use

<input type="checkbox"/> Fee Paid \$	Application number:.....
<input type="checkbox"/> Special Conditions apply	Approved by:
<input type="checkbox"/> No Special Conditions apply	
Permit issued by Fax / Post / Email	Permit number Date issued.....

Reinstatement Work	<input type="checkbox"/> Is required	<input type="checkbox"/> Is not required	<input type="checkbox"/> Service work completed
Kerb & Channelm	Saw cuttingm		Grass bermm2
Carriageway.....m	Footpath.....m		
Seal/Conc/Cobble	Seal/Conc/Cobble		