

APPLICATION TO OCCUPY ROAD RESERVE



Applicants Contact details: (Please Print)

Name: _____

Address: _____

Phone _____ Cell _____

Email: _____

Please select activity

1	Install a pipeline across Road Reserve		5	Erect Structure on Road Reserve	
2	Erect permanent post and wire fence		6	Erect Sign on Road	
3	Urban/Rural Road Access		7	Erect Cattle stop on Road Reserve	
4	Plant on Road Reserve		8	Other please specify	

Location of proposed Licence details

Rural rapid number	Road name	Area
I can confirm that this application is made for the above location, which fronts my property		Y / N


Applicants signature

Date

Print full name

Note:

- A \$200.00 fee is payable for the licence application
- Please attach a detailed sketch of the area concerned including distances in metres from a known point, e.g. boundary fences, intersections etc.
- All work on the Road Reserve will require an approved Traffic Management Plan.
- Installing pipes or cables will require detailed 'as built' plans to be provided to Council on completion of the work.
- Service plans are available online at www.beforeudig.co.nz
- Temporary fences may not require a licence but must meet certain conditions. (see over the page)

For office use	Mail ID:	
Referred to Council:	Date inspected	
Engineers comments:		
		\$200.00
Signed:		Council Officer:

Information required for installing private services in Road Reserves

Traffic Management Plan before work commences	Provide as Built Plans on Completion of Work
Apply to www.beforeudig.co.nz for service plans	Corridor Access Request (CAR)
Supply Traffic Management Plan (TMP) from approved STMS (Site Traffic Management Supervisor)	

Traffic Management Plan

As a requirement of the Health and Safety in Employment Act 1992, the Local Government Act 1974 and 2002, and the Land Transport Management Act 2003, the applicant and or their contractors will need an approved Traffic Management Plan (TMP) detailing traffic control works prior to any of the works commencing on, or in, the road reserve. This must be completed by a qualified Site Traffic Management Supervisor (STMS).

As Built Plans

An electronic set of plans to be provided of each set of assets installed comprising drawings at a recognised scale. The plans shall be certified by the Consultant or Contractor overseeing the work stating that they are a true and accurate record of all services. Furthermore, where plans have been prepared using CAD techniques a copy of the electronic file shall be provided in either AutoCAD LT format (.dwg or .dxf).

As built plans of the following are required in electronic file format

Water plan - showing the location of connection points, tanks and associated reticulation relative to boundaries. Finished cover levels at valves and hydrants shall be shown. Pipe size, material and pipe class shall also be shown.

Sewer plan - showing the location of manholes and lateral positions relative to boundaries.

All cover and invert levels for all manholes and inspection chambers (proposed as vested to council) will be provided. Pipe size, material and gradient should also be shown.

All electronic drawings will be provided to NZTM2000 projection with levels to NZGD2000 Datum. If drainage (WW or SW) is discharging into a council owned asset then that council-owned asset should be included as part of the survey.

The supervising engineer will be required to issue a producer statement confirming that all the works have been carried out installed and completed to the standards and specifications of the approved documents.

Grass Berms

Grass berm areas that are disturbed shall be formed on good quality top soil to a depth of at least 75mm below the finished surface. The area shall be rolled, raked and graded to an even surface, with the seed sown evenly over the area at a rate of 30 grams grass seed /sq metre. The seed shall consist of:

Chewings Fescue 'Dawson Red'
70% Brown Top NZ Certified 30%

The grass seed shall then be lightly raked into the surface, lightly rolled and watered as required. The applicant's attention is drawn to the need for watering during dry periods to establish a good 'strike' of the seed.

Temporary Fences

Temporary fences are allowed under the District Plan under the following conditions:

- The fence is temporary and constructed with flexible plastic electric fence standards or similar frangible standards. (not waratahs or wooden posts)
- All standards are at least two metres back from the road/grass edge.
- The grazing is on the road reserve adjoining land owned by the stock owner.
- During the hours of darkness it is essential that stock be removed and all electrified fences are disconnected from the power source.
- Clearly visible "Live wire" warning signs must be erected along the length of any electrified fence.
- Clearly Visible reflectors placed along the fence length.
- Temporary fencing needs to be removed once the grazing cycle is completed.

This type of fence will not require to be licenced, but the installer needs to be aware they are fully liable for costs if any damage occurs to the road, service infrastructure or vehicles, as a result of their operation.