

User Guide: Submitting a Corridor Access Request (CAR)

(via Submitica to Hurunui District Council)

What is a Corridor Access Request (CAR)?

A CAR is required for any activity that may alter or impact the road corridor, including:

- Excavation, drilling, resurfacing.
- Placement of pipes, ducts, poles, cabinets, or other structures.
- Commercial building construction.
- Scaffolding, shopfront works, crane operations.

What is Submitica?

Submitica is an online portal used by Hurunui District Council to manage CAR applications. It is owned and maintained by RAMM Software Limited (RSL).

No fees apply for using Submitica.

Visit: www.submitica.com

Steps to Submit a CAR

Create a Submitica Account

- Go to www.submitica.com.
- Click 'Create New Account' and enter your details.

Who Can Submit a CAR?

A CAR can be submitted by:

- A Utility Operator, or
- A delegated authority with knowledge of national CAR requirements.

You must provide:

- Contractor, traffic management provider, and utility operator/principal contact details.
- Clear description of the work, location, and impact on assets.

Complete Your CAR Application

- On the Submitica homepage, select 'Create New Application'.
- Use drop-down boxes and fill-in fields to enter your details.

Need help? Training videos are available on the Submitica homepage.

Traffic Management Plan (TMP)

- Describes works, temporary controls, work programme, and contingency plan.
- A TMP must be uploaded with your CAR.
- A Work Access Permit (WAP) will not be issued without an approved TMP.

Manage Your CAR

Once approved, a Work Access Permit (WAP) is issued via no-reply@ramm.co.nz

This email includes links for:

- Work Start Notification
- Work End Notification

IMPORTANT:

- Submit a Work Completion Notification to commence the warranty period.
- Until completion is notified and signed off, the applicant remains responsible for the site.