

# User Guidelines for submitting a Corridor Access Request (CAR)

(via *Submitica* to the Hurunui District Council)

## What is a CAR?

A CAR is required for, but not limited to, the following activities:

- Any activity that will alter, or cause to be altered, the surface of any part of the road corridor, including but not limited to excavating, drilling, and resurfacing
- The placement of any pipe, duct, pole, cabinet, or other structure below, on or above the road corridor
- Building construction (commercial)
- Scaffolding works associated with renovations or building maintenance
- Shopfront fit outs / repairs / replacements
- Crane operators

## What is [Submitica](#)?

Submitica is an online portal which the Hurunui District Council currently uses to manage the CAR application and review process. Submitica is owned and maintained by RAMM Software Limited (RSL).

## Key information when applying for a Corridor Access Request via Submitica:

### 1. Create a Submitica login

Visit: <https://www.submitica.com>

Select 'Create New Account' and enter details required

*Note: No fees are currently associated with your usage of Submitica.*

### 2. Who submits a Corridor Access Request?

A CAR can be submitted by a Utility Operator or someone with appropriate knowledge of national CAR requirements and the activity the CAR is related to, e.g. a delegated authority of the Utility Operator.

The applicant must provide:

- Full contact details of the contractor undertaking the physical work, the traffic management provider and the utility operator/principal
- Clear detail of what work is being proposed, where it will be and how it will impact the asset.

### **3. Filling in a Corridor Access Request**

On the Submitica homepage click 'Create New Application', this is completed by drop-down boxes and fill-in fields. Note: Check out the training videos on the Submitica homepage if you need clarification on how to make an application. Visit: [Submitica](#)

### **4. Information required for a Corridor Access Request Traffic Management Plan**

A Traffic Management Plan (TMP) describes the proposed works and temporary controls used to maintain the safety of road users/public and contractors. Details relating to the establishment and removal of temporary controls must be included, as well as a work programme and contingency plan.

*Note: A TMP needs to be uploaded with the CAR submission A Work Access Permit (WAP) will not be issued without an approved TMP; it will be put on hold until a TMP is supplied.*

#### **Site or Layplan**

The plan must indicate the proposed scope and scale of works, including depth and route of proposed utility structures also including locations of chambers or above-ground cabinets etc, the location of nearby utility structures, kerbs, footpaths, trees and street furniture.

Detail Plan(s) (bird's eye view) – show full extent of the work, including the total length of the works on the Local Road. The actual new work should be highlighted/shaded or shown in a different colour from the surrounding existing utilities.

Larger jobs will require multiple plans with marked-up aerial drawings showing appropriate locations of working space etc.

Cross-section Plan(s) – to show the level of the proposed facility in relation to the existing pavement surface and berm.

## **Coordination and Consultation**

Applicant must provide evidence of coordination and consultation with other affected parties impacted by the proposed work. This includes other utility operators, bus operators, businesses, and residents.

## **5. Manage the Corridor Access Request**

Once all the appropriate information is provided in the application, a Work Access Permit (WAP) will be issued. This is issued via no-reply@ramm.co.nz email address. The email contains two crucial links to advise notification of:

- Work Start
- Work End (formal Work Completion Notification).

*Note: Work Start and Work End notifications form part of the approval. By clicking the Work Completion Notification link within the approval email, the Warranty Period will commence. If you do not notify work completion, the work remains the responsibility of the applicant and will remain your responsibility until Work Completion and inspections have been completed and signed off.*