

Name and Contact Details

Applicant's Name:

Owners Name:
(if different from Applicant)

Mailing Address: Telephone No. Work:

..... Mobile:

..... Email:

Property this application relates to:

Valuation No. Legal Description:

Property Address: Township:

Installation of Private Underground Services within Road Reserve

Road: To carry *(irrigation, power etc.):*

Pipe manufacturer: Pipe type *(material):*

Pipe diameter thickness: mm Construction method *(trenching, mole plough, drilling, thrust boring etc):*

Pipe wall thickness: mm

NOTE: Any works within the road reserve requires a Corridor Access Request (CAR) and must have prior approval from Council's Roading Unit. Generally all road crossings shall be trenchless installation.

Occupation of Road Reserve

(i.e. fences, access structures, entranceway structures, private signage, seating, etc.)

Road: Building Consent No.:

Type of fence / structure *(post & wire, netting, etc.):*

Period to remain on road reserve:

Do you intend to cultivate the land enclosed by the fence: Yes No

Indemnification will be by *(insurance company):*

Checklist

Submit detailed plans including location and description of works within the road corridor.

Supply Traffic Management Plan (TMP) *(this can be provided by your contractor)*

Supply Corridor Access Request (CAR) *(this can be provided by your contractor)*

Applicant's Signature:

Date:

(Applicant must be authorised to sign on behalf of club or organisation)

OFFICE USE ONLY		Scanned to system:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date received:/...../..... by	Fees received:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notified:/...../..... by	
Conditions:			
Date complete:/...../.....	Approver:	
12-MONTH INSPECTION:				
Faults:			
Date inspected:/...../.....	Signed off: (Asset Manager/Roading Manager)	

Important Notes & Terms of Road Reserve Occupation

- Normally applications take up to 20 working days to process after acceptance for lodgement.
- Applications that require calculation of contributions may take longer.
- Please ensure your application is complete, including payment of fees, as incomplete applications will not be lodged for processing.
- Please include a copy of the approved Resource Consent Plan (where applicable).
- A Traffic Management Plan needs to be applied for and approved prior to physical works commencing (this is at no charge and is to ensure site safety).
- Reinstatement materials shall be of equivalent or better than what was removed.
- Damage caused to any existing services shall be repaired immediately at the applicant's cost.
- Please note piping materials etc. shall be approved by Council **prior** to installation.
- Any excavation in the roading corridor is the responsibility of the applicant for 12 months from the completion of works. This is to mitigate settlement and surfacing issues.
- All costs of new services (including disconnections and/or relocations, if applicable) are the responsibility of the landowner or their agent.
- Council does not carry out any physical works or arrange contractors to carry out work except works maybe able to be carried out in conjunction with Council contract works. Once the Road Reserve Occupation is granted the applicant is required to arrange their own contractor for that work type.
- Road Reserve Occupations are valid for a period of 24 months (after which a new application will need to be submitted).
- CAR application is required for any works completed in the road reserve.

Important Notes & Terms of Road Reserve Occupation (*cont'd*)

Application Fees

- An application fee of \$90.00 (incl. GST) is payable with each application. Depending on the complexity of your application additional fees may apply which will be communicated to you.
- An application may request more than one service for a property (i.e. water and sewer).
- Applications involving subdivisions however must have a separate application for each proposed lot.

Infrastructure Approved Contractors

- **All** work on Council infrastructure (including excavation/reinstatement of the roading network) must be carried out by an Infrastructure Approved Contractor.

Occupation of Road Reserve (*all private underground and aboveground services*)

Private Underground Services are services that are wholly owned and maintained by the applicant. Standard lateral connections to Council Network Infrastructure or connections to the Electricity and Telephone networks are **not** private underground services. Utility companies undertake a separate Corridor Access Request (CAR) when installing new electricity and telecommunications cabling.

ALL private underground and aboveground services require approval by Council, to occupy the Road Reserve. This is issued in conjunction with the Vehicle Crossing. Example of private services are (but not limited to):

Underground

- Stock underpass
- Access culverts greater than 1.0m in diameter
- Private Pipelines
- Private electrical cables
- Private telecommunication cable

Aboveground

- Road Encroachment Fences
- Stock Crossing Fences / Gates
- Structures on Road Reserve
- Planting of Trees and Shrubs