

# Application form for Private and/or Service Trench in Road Reserve

**Clutha**  
District Council



<b>Date:</b>		<b>Permit No</b>	
<b>Applicant's Details:</b>	Name: _____		
	Address: _____		
	Email: _____		
	Phone: _____		
<b>Permit fee attached (Refer to the Schedule of Fees &amp; Charges on Website) Yes No</b> <b>/OR please use Order Number:</b> <input style="width:200px;" type="text"/>			
<b>Attached: Map / Plan / Photos</b> (These must be attached for the permit to be considered)			
Permission is requested to excavate and reinstate a service trench for the purpose of placing a <input style="width:200px;" type="text"/> mm diameter sewer pipe / water pipe / cable duct under <input style="width:200px;" type="text"/> Road / Street in the <input style="width:150px;" type="text"/> township / area in the position and to the levels set out in the attached plan.			
I/We agree to the following conditions: That the work of laying the above service shall be done to the satisfaction of and subject to the conditions of the Clutha District Council. That the service shall be placed at a depth to ensure a cover of not less than 600mm below the road/street surface and 400mm below footpath and berm surfaces. That the work will at all times be open to inspection by a person authorized by the Council and any request made by the person, with a view to the preservation and safeguard of the road/street, will be undertaken immediately. That the work will be carried out to the attached conditions and specification. That <input style="width:200px;" type="text"/> will be contacted at least 48 hours prior to the commencement of work on the site. The contractor to carry out this work will be: <input style="width:200px;" type="text"/>			
<b>Signature:</b>		<b>Date:</b>	

<i>Office use only</i>		
Application	<b>APPROVED</b>	<b>NOT APPROVED</b>
Date		
Signed		

Clutha District Council, 1 Rosebank Terrace, PO Box 25, Balclutha 9240  
 P: 03 419 0200; F: 03 418 3185; E: [help.desk@cluthadc.govt.nz](mailto:help.desk@cluthadc.govt.nz)  
[www.cluthadc.govt.nz](http://www.cluthadc.govt.nz)

Council permits the installation of private services beneath a road subject to the following conditions:

1. The applicant pays the required fee at the time of submitting the application.
2. The applicant is responsible for the supply of materials and equipment and bears the full cost of the works.
3. The applicant shall be responsible for contacting Telecom and the Otago Electric Power Supply and arranging for the location of any underground services in the proposed work area.
4. The cost of restoration of services or property damaged during the course of the work shall be the responsibility of the applicant.
5. The road pavement shall be restored to a safe trafficable condition. The reinstatement of seal where applicable may be carried out by Council's contractor at cost to the applicant.
6. Minimum cover to service shall be 600mm at any point.
7. Materials, equipment, and method of construction shall be of appropriate standard and subject to the approval of the District Engineer prior to commencement of the work. Where alkathene or flexible pipe is to be used this must be laid in a PVC carrier pipe or similar.

**Note: Thrust boring shall be recommended construction for all services under sealed roads.**

1. Minimum cover to service shall be 900mm at any point  
(This supersedes Item 6) (Conditions of approval)
2. All cables must be laid at right angles to the centerline of the road and in a direct line from the service pole to a six inch split tanalised post. The post should have a minimum 150mm red painted band at the top and a standard 'Danger Live Cable' warning.
3. The cable must be completely encased in a PVC carrier pipe. Where the cable crosses an open drain or channel, the length exposed must be completely encased in a metal carrier pipe.
4. An approved signal strip must be located 150mm above and parallel to the complete length of the cable, together with an additional strip 300mm below the surface.
5. Backfill and proper compaction are most important across the carriageway. Generally all excavated material should be completely removed from the site. Compaction must be carried out in layers not greater than 200mm. The top 300mm of backfill must be approved quality metal, generally to M4 specification.
6. All work performed under this permit shall comply with the Electrical Wiring Regulations 1976 and the Electrical Supply Regulations 1974, and amendments thereto.

**SPECIAL CONDITIONS – See attached**

## 1. General

The operation of reinstatement shall include the complete removal of all concrete formwork and falsework, and all timbering, unless directed otherwise.

No backfilling shall be carried out until the Clutha District Council's representative has approved the backfilling material and method of compaction.

Under no circumstances whatsoever shall vegetable or any other organic matter be included in the backfilling material.

## 2. Protection of Property and Existing Services

The cost of repair, replacement, or reinstatement of any disturbance or damage to roadway, other underground services, berms, fences, retaining walls, poles or other structures or property shall be borne by the contractor.

Contact all supply authorities for the position of and their requirements for, the protection of any cables or pipes they may have in the road or shoulders at the site of the works.

## 3. Traffic Control / Barricading and Lighting

Traffic control shall be in accordance with the handbook for temporary traffic control Code of Practice for Temporary Traffic Management (CoPTTM) and the Local Road Supplement (LRS) available from Transit New Zealand. The contractor is responsible to provide, set up, and maintain warning notices, safe passage of vehicles and pedestrians **at all times**. Apparatus used to ensure control and safety of both vehicles and pedestrians shall be stable and visible day and night.

Single lane traffic is to be maintained at all times.

During the hours of darkness or when no work is being carried out on site, the complete roadway shall be available to the travelling public.

## 4. Cutting of Pavements

All paved surfaces shall be cut away with a saw or pneumatic tool to a width of 100mm wider than the trench prior to the excavation of the trench.

All concrete shall be saw cut. The cut shall extend no further than two thirds of the concrete depth in order to improve the bonding of the concrete repair.

Where trench width varies, the change of direction of cuts shall not exceed 45 degrees.

## 5. Council Bylaws

The work shall be carried out to the Clutha District Council Bylaws and Standards.