

Checklist

A **corridor access request** is required to carry out work in road reserve or a Council reserve. It includes any work above or below the ground.

Road reserve includes all the land outside a private property boundary.

Work includes any digging or installing:

- a driveway – vehicle crossing, culverts
- drainage work – stormwater, water or wastewater pipes
- services – gas, power, cables, trenches, cabinets, poles
- planting a tree

Have you included the following information with your Corridor Access Request?

- This form will be returned to you if insufficient information has been supplied.
- The 20 working day processing period will begin when all the required information is provided with the application.

- **STMS** = Site Traffic Management Supervisor
- **TMP** = Traffic Management Plan
- **CAR** = Corridor Access Request

A. Will work on the road affect vehicle traffic flow? **Yes** **No**

B. Will work on the footpath affect pedestrian traffic? **Yes** **No**

If the answer to A or B is 'yes' a Traffic Management Plan is required but is not necessary if either the applicant or his contractor hold current STMS qualifications.

Have you attached a TMP? (if required)? **Yes** **No**

C. Does the applicant hold a current STMS qualification? **Yes** **No**

D. Does the contractor hold a current STMS qualification? **Yes** **No**

I have attached a site plan showing measurements and distances from boundaries.

- see condition 4 of CAR application form **Yes** **No**

I have fully completed, signed and dated the application. **Yes**

Office use only

Customer Services Officer: _____ Date Received: ____ / ____ / ____

Application form

This form is to carry out work within the road reserve or Council reserve. See checklist for more information. You must provide a site plan with measurements, distances from boundaries and pipe/cable depths.

Applicant details

Applicant / agent: _____

Company name: _____

Address: _____

Telephone (daytime): _____ Mobile: _____

Fax: _____ Email: _____

We wish to undertake the following work for, or on behalf of: _____

Location of proposed work

Address: _____
Street/Rapid No _____ Road Name _____

Location: _____
Suburb/Township/City _____

Is the work located within (please tick one) Road Reserve Reserve

Location in road i.e. footpath, berm, carriageway: _____

Estimated start date: ____/____/____ Duration (days/weeks): _____

Proposed work details

Fully describe all aspects of the work to be undertaken.

Attach a site plan, include measurements, distance from boundaries, pipe/cable depths.

- Open trenching Trenchless construction Install vehicle crossing
 Install chambers/poles/cabinets/pedestals Remove chambers/poles/cabinets/pedestals
 Install other structure/s (specify): _____

Description of work: _____

Declaration

I hereby agree to fully comply with the requirements of the Code: Utilities 'Access to the Transport Corridors', and any other reasonable conditions required by the Gisborne District Council and to keep this notice on site while the work is in progress.

NOTE – All work must comply with the Health & Safety Act 1991 or any amendments to the Act.

I have read and agree to the conditions over the page.

Signature of applicant: _____ Date: _____

This request is valid for 6 months from date of issue.

Conditions

1. Please allow up to 20 working days for this application to be processed. No work may start on site until the applicant has received approval to do so.
2. This application will not be deemed to have been lodged if all information requested has not been provided.
3. A traffic management plan, where necessary, shall be submitted with this application. Traffic management shall be in accordance with Temporary Traffic Management for Local Roads Supplement to TNZ COPTM: 2nd Edition August 2009. Copies are available to view or purchase from Gisborne District Council, Customer Service, Fitzherbert Street, Gisborne. (This includes typical layouts for road signs and cones etc).
4. A site plan showing the exact location and a plan showing construction details (including distances from boundaries) is to be submitted with this application.
5. The work will be completed as shown on the plan approved by the Gisborne District Council (Road Controlling Authority – RCA) and on such other conditions, which may be imposed by the Gisborne District Council.
6. The applicant agrees to indemnify and keep indemnified the Gisborne District Council from and against:
 - (a) Any and all loss or damage suffered by the Gisborne District Council as a result of the work undertaken on legal road; and
 - (b) Any claims, suits, actions for or on behalf of the applicant or proceedings and all loss, damage or liability suffered for which the Gisborne District Council may be liable as a result of work undertaken by the applicant on road reserve or reserve, the subject of this application.
7. The applicant agrees to arrange, maintain and keep in force at the applicant's own cost adequate public liability insurance to protect the applicant's potential liability and the Gisborne District Council's potential liability for damages caused to third parties for which the applicant or the Gisborne District Council may be liable by the work, the subject of this application.
8. If the Gisborne District Council serves on the applicant notice to remove any fences or structures or make good any disturbance or damage caused as a result of the work to be undertaken on road reserve or reserve pursuant to this application, the applicant will comply with such notice within the time stipulated in that notice.
9. If the applicant has not completed the work to be undertaken within the time stipulated by the Gisborne District Council or, if no such time is stipulated, within a reasonable time from the grant of consent, the applicant agrees that the Gisborne District Council may complete such work and recover from the applicant as a debt due the costs incurred by the Gisborne District Council on completing such work, together with interest at the rate of 2% per month on any such costs incurred.
10. The applicant shall advise Telecom New Zealand, Eastland Network or any other network authority (where relevant) prior to commencement of any work and ensure that services provided by such authorities are not affected (without the consent of the authority) by the proposed work.
11. The work is to be in accordance with and comply with all relevant statutes and regulations.
12. The applicant shall take all necessary precautions for the safety of the public, traffic and personnel employed or otherwise on or near the site. The applicant shall obtain all consents required complying with the Occupational Health and Safety in Employment Act 1992 and amendments and the Resource Management Act 1991.