## A1: Preliminary Notification of Project Works in the Road

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|  |  |  |
| --- | --- | --- |
| To: |  | (Corridor Manager) |
| From: |  | (Utility Operator) |
| Date: |  |  |

**Preliminary notification is provided for the following Project Works:**

|  |
| --- |
|  |
| The following plans are attached. |

**Major work situations that occur on this job are (tick all those that are applicable, where known):**

|  |  |
| --- | --- |
|  | A Trench is to extend more than 20m along the Road |
|  | A Traffic lane needs to be closed on a Main Road (Refer to list of Main Roads provided by the Corridor Manager) |
|  | A Road needs to be closed for more than 2 minutes during peak Traffic or in business hours in a CBD |
|  | Work is proposed on a State highway (Refer to list of State highways provided by the Corridor Manager) |
|  | Metered parking or other restricted parking areas may be affected for more than 2 hours |
|  | Work may affect a Road Structure such as a bridge, tunnel, or retaining wall |
|  | Work needs to be done outside normal hours of work |
|  | Property access will be restricted for more than 10 minutes for business or 1 hour for residential |
|  | A Footpath will be diverted for more than 8 hours |
|  | A variation from either the requirements of this Code of Practice or any other known requirements of the Corridor Manager is sought |
|  | A financial contribution is sought such as towards the reinstatement of the Road surface |
|  | The Work will affect, or is likely to affect, other Utility Structures in the Road |

**Comments:** (e.g. about above situations/ when the Work is scheduled to start and finish, other Utility Structures that may be affected)

|  |
| --- |
|  |
| Signed |  | Print Name |  |
| Phone |  | Email |  |

## A2: Preliminary Notification of Project Works in the Railway Corridor

|  |  |  |
| --- | --- | --- |
| To: |  | (Corridor Manager) |
| From: |  | (Utility Operator) |
| Date: |  |  |

**Preliminary notification is provided for the following Project Works:**

|  |
| --- |
| Project Name:Location:Railway/tramway Line:Railway Distance (From):Railway Distance (To):Type Of Service:Description of Works: |
| The following plans are attached: |

**Comments:** (e.g. about above situations/ when the Work is scheduled to start and finish, other Utility Structures that may be affected)

|  |
| --- |
|  |
| Signed |  | Print Name |  |
| Phone |  | Email |  |

|  |  |
| --- | --- |
| **A3: Corridor Access Request (CAR)** for Roads | **No:** |
| Utility Operator |  |
| Contact Name  |  |
| Contact Details |  |

**Notifies**

|  |  |
| --- | --- |
| Corridor Manager/s |  |
| Contact details  |  |

**of our intention to undertake the following Work:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Work (tick):** | Project |  |  | Major  |  |  | Minor |  |  | Emergency |  |

**Details of proposed Work (tick all relevant aspects):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Open Trenching |  |  | Installing Cabinets / Pedestals |
|  | Horizontal / Vertical Drilling |  |  | Installing other Structure/s (Specify Below) |
|  | Installing Chamber/s |  |  | Removing/pole/cabinet/Pedestal/Structure/s |
|  | Installing Poles / Posts / Piles |  |  | Other (Specify Below) |
| Description of Work (including reasons): |  |
| Address: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Location in Road (tick):** | Carriageway  |  | Footpath |  | Berm |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Estimated timing | Start DateTime |  | End Date |  | DurationDays |  |
| Reference No’s: | Utility |  | Consents |  |
| Utility Structures likely to be affected by the Work  | Name of UO | Contact person | Contact details | UO has been notified and consulted with. |

**Applicant’s details**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Role in Work (tick): |  | Utility Operator |  |  | Consultant  |  |  | Contractor |  |  | Other |

|  |  |  |  |
| --- | --- | --- | --- |
| Company name |  | Contact person |  |
| Postal address |  |
| Phone (W) |  | Phone (Mob) |  |
| E-mail |  | Fax number |  |

**If the above information is not provided, processing of the CAR may be suspended until such time as the required information is provided.**

We hereby agree for/or on behalf of the Utility Operator to comply in full with the requirements of the Code: *Utility Operators’ Access to the Transport Corridors*, and any other Reasonable Conditions required by the Corridor Manager and to keep this notice on site while Work is in progress. This request is valid for 6 months from date of issue.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |  | Date |  |  |  |

|  |  |
| --- | --- |
| **A4: Corridor Access Request (CAR)** for **Motorway**s | **No:** |
| Utility Operator |  |
| Contact Name  |  |
| Contact Details |  |

**Notifies**

|  |  |
| --- | --- |
| Corridor Manager |  |
| Contact details  |  |

**of our intention to undertake the following Work:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Type of Work (tick):** | Maintenance |  |  | Major  |  |  | Minor |  |  | Emergency |  |

**Details of proposed Work (tick all relevant aspects):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Open Trenching |  |  | Horizontal / Vertical Drilling |
|  | Installing Chamber/s |  |  | Other (Specify Below) |
| Description of Work: |  |
| Address: |  |
| Details attached: as per 4.8.2 3(b) |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Location in Road (tick):** | Carriageway  |  | Berm |  | Ramp |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Estimated timing | Start DateTime |  | End Date |  | DurationDays |  |
| Reference No’s: | Utility |  | Consents |  |
| Utility Structures likely to be affected by the Work  | Name of UO | Contact person | Contact details | UO has been notified and consulted with. |

**Contractor’s or Agent’s details**

|  |  |  |  |
| --- | --- | --- | --- |
| Company name |  | Contact person |  |
| Postal address |  |
| Phone (W) |  | Phone (Mob) |  |
| E-mail |  | Fax number |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **If the above information is not provided, processing of the CAR may be suspended until such time as the required information is provided.** We hereby agree to comply in full with the requirements of the Code: *Utility Operators’ Access to the Transport Corridors*, and any other Reasonable Conditions required by the Corridor Manager and to keep this notice on site while Work is in progress. This request is valid only for date/s of approval as agreed.Signed |  | Date |  |  |  |
| A5: Corridor Access Request (CAR) for Railway Land  | **No:** |
| Utility Operator |  |
| Contact Name  |  |
| Contact Details |  |

**Notifies**

|  |  |
| --- | --- |
| Corridor Manager |  |
| Contact details  |  |

**of our intention to undertake the following Work:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Type of Work (tick):** | New Works |  |  | Maintenance  |  |  | Upgrading Existing |  |  | Emergency |  |
| **Grant details** | Existing Works |  |  | Grant No.G\_\_\_\_\_\_\_\_ |  |  | StatutoryRight |  |  | Unauthorised |  |

**Details of proposed Work (tick all relevant aspects):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Latitudinal  |  |  | Longitudinal | Prelim approval date: |  / / |
| Above Ground/Under Ground (delete one) |  | Compliant with NZRC specification Yes/No (delete one) |
| Type of utility: |  | Size/Capacity/No. |  |
| Railway Line |  | Distance |  |
| Location |  | Nearest Road Name |  |

**Information detailed in 4.9.3 of the Code: *Utilities’ Access to the Transport Corridors* to be appended hereto**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Estimated timing | Start DateTime |  | End Date |  | DurationDays |  |
| Reference Numbers: | Utility |  | Consents |  |
| Utility Structures likely to be affected by the Work  | Name of UO | Contact person | Contact details | UO has been notified and consulted with. |

**Contractor’s or Agent’s details**

|  |  |  |  |
| --- | --- | --- | --- |
| Company name |  | Contact person |  |
| Postal address |  |
| Phone (W) |  | Phone (Mob) |  |
| E-mail |  | Fax number |  |

**If the above information is not provided, processing of the CAR may be suspended until such time as the required information is provided.** We hereby agree to comply in full with the requirements of the Code: *Utility Operators’ Access to the Transport Corridors*, and any other reasonable conditions required by the Corridor Manager and to keep this notice on site while Work is in progress. This request is valid only for date/s of approval as agreed.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

## A6: Works Access Permit (WAP) for Roads and Motorways

|  |  |
| --- | --- |
| CAR No:Space for logo here |  |

**1. Details of proposed Work**

 **Activity:**

 **Address:**

 **Location in Road:**

 **Estimated Start Date:**

 **Estimated completion date:**

**2. The Parties**

……………………....…………………….. being a body corporate in accordance with the Local Government Act 2002/Land Transport Management Act 2003\* (\* delete as appropriate) (‘the Corridor Manager’);

………………………....…….…………….. being an approved Utility Operator in accordance with the Telecommunications Act 2001/Electricity Act 1992/Gas Act 1992/Local Government (Auckland Council) Act 2009\* (\* delete as appropriate) submitting a request for access in accordance with that Act);

…………………………….....…………….. being the agent of the Utility Operator, submitting this request on behalf of the Utility Operator and in accordance with the Utility Operator’s statutory rights (‘the Applicant’).

**3. Attachments (delete as appropriate)**

Attachment 1 being the Corridor Access Request.

Attachment 2 being the Schedule of Reasonable Conditions.

Attachment 3 being plan ……………………………………… showing the agreed service location.

**4. Background**

1. The Utility Operator wishes to carry out the works stated on CAR Number …………….. and thereafter maintain the utility structures established in the corridor;
2. The Corridor Manager is required to provide a written consent in accordance with its governing legislation and to provide a schedule of reasonable conditions, if required, by the utility legislation under which the request for access has been made; and
3. In accordance with the Code: Utilities' Access to the Transport Corridors and on behalf of the Corridor Manager, I give my written consent for access to the corridor at the agreed location and attach my schedule of reasonable conditions.
4. In the case of State highways this Works Access Permit serves as the approvals required under sections 51 and 78 of the Government Roading Powers Act.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

 Acting pursuant to delegated authority.

FOR Corridor Manager APPROVAL USE ONLY

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Approved Contractor |  |  | Route Plan Submitted |  |  | TMP Submitted |  |  | Stockpiling arrangements |

##  A7: Permit to enter Railway Land other than that owned by KiwiRail

|  |  |
| --- | --- |
| CAR No: |  |

**1. The Parties**

……………………....…………………….. being licensed access provider in accordance with the Railways Act 2005 (‘the Corridor Manager’);

………………………....…….…………….. being an approved Utility Operator in accordance with the Telecommunications Act 2001/Electricity Act 1992/Gas Act 1992/Local Government (Auckland Council) Act 2009\* (\* delete as appropriate) submitting a request for access in accordance with that Act);

…………………………….....…………….. being the agent of the Utility Operator, submitting this request on behalf of the Utility Operator and in accordance with the Utility Operator’s statutory rights (‘the Applicant’).

**2. Attachments (delete as appropriate)**

Attachment 1 being the Corridor Access Request.

Attachment 2 being the Schedule of conditions.

Attachment 3 being plan ……………………………………… showing the agreed service location.

**3. Background**

In accordance with the Code: Utilities’ Access to the Transport Corridors and on behalf of the Corridor Manager, I give my written consent for access to the Road Corridor as specified in CAR Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and attach my schedule of conditions; and

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

 Acting pursuant to delegated authority.

FOR Corridor Manager APPROVAL USE ONLY

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Approved Contractor |  |  | Route Plan Submitted |  |  | TMP Submitted |  |  | Stockpiling arrangements |

## A8: Permit to enter Railway Land owned or managed by KiwiRail

The current KiwiRail permit process is used for a wide range of third party activities including Utility Operators. For instance it may for a surveyor entering on to railway land, or for a temporary fence for construction of an adjoining development etc.

As the form is modified to suit each individual circumstances (such as the nature of the Work or the nature of the particular railway or railway land (corridor, yard, electrified, etc etc) ), the form will be located on the link below:

[http://www.kiwirail.co.nz/uploads/Publications/Northern%20Region%20Rail/Corridor%20Access%20Request%20(CAR)%20for%20Railway%20Land%20(2).pdf](http://www.kiwirail.co.nz/uploads/Publications/Northern%20Region%20Rail/Corridor%20Access%20Request%20%28CAR%29%20for%20Railway%20Land%20%282%29.pdf)

## A9: Works Completion Notice

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|  |  |  |
| --- | --- | --- |
| To: |  | (Corridor Manager) |
| From: |  | (Utility Operator or their agent) |
| Date: |  |  |

This is to advise that Work on CAR No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is now complete

|  |  |  |
| --- | --- | --- |
| on: |  | (street name) |

Please find attached:

|  |  |
| --- | --- |
|  | Amendments to information provided on the CAR |
|  | A copy of the compaction tests |
|  | A written statement confirming that the completed Works comply with the WAP conditions |
|  | A sketch or plan showing the extent and location of the Work carried out |
|  | Details of any Work for the Corridor Manager to complete  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Work:** |  | Project |  |  | Major  |  |  | Minor |  |  | Emergency |

**Contractor Details**

Role in Work to be undertaken:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Utility Operator |  |  | Consultant  |  |  | Contractor |  |  | Other |

|  |  |  |  |
| --- | --- | --- | --- |
| Company name: |  | Contact person: |  |
| Postal address: |  |
| Phone (W): |  | Phone (Mob): |  |
| E-mail: |  | Fax number: |  |

**Works meet required standards. Signed by Utility Operator or their agent:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: |  | Signature: |  | Print Name: |  |

**Works comply and 2-year Warranty commences. Accepted by Corridor Manager:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: |  | Signature: |  | Print Name: |  |

## A10: Completion of Maintenance Notice

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|  |  |  |
| --- | --- | --- |
| To: |  | (Corridor Manager) |
| From: |  | (Utility Operator or their agent) |
| Date: |  |  |

**This is to advise that the 2-year Warranty audit of CAR No.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| on: |  | (street name) |

**has been completed and complies with the conditions of the CAR.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Work:** |  | Project |  |  | Major  |  |  | Minor |  |  | Emergency |

**This audit was accomplished by:**

|  |  |
| --- | --- |
|  | A site inspection |
|  | Not inspected, but was one of a batch covered by random inspections in accordance with the Quality Plan agreed with the Corridor Manager |

**Audited by:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Print Name: |  |
| Company: |  | Date: |  |

**Works meet required standards. Signed by Utility Operator or their agent:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: |  | Signature: |  | Print Name: |  |

|  |  |
| --- | --- |
| Date audit undertaken by the Corridor Manager: |  |

**Works comply and 2-year Warranty expires (Section 4.7.2). Accepted by Corridor Manager:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: |  | Signature: |  | Print Name: |  |

## A11: Stop Work Order

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Pursuant to the authority and responsibilities of the ...................................................... (Corridor Manager) as stated or assumed in any of the Local Government Act, Health and Safety in Employment Act, and various Utility Acts, an order is hereby given to stop work on the following job/s:

|  |
| --- |
|  |

The reason for this is that the Work does not comply with the following requirements:

|  |
| --- |
|  |

In the meantime, the only work to be carried out is work that is necessary to remedy either the above aspects that do not comply, or work necessary to protect the safety of road users, and to remedy any inconvenience to pedestrian and vehicular Traffic.

The stopped work is not to recommence until appropriate remedial work is carried out and an ‘Approval to Recommence Work’ authority is signed and issued by the Corridor Manager.

|  |  |  |
| --- | --- | --- |
| Signed by: |  |  |
| Corridor Manager: |  |  |
| Time: |  |  |
| Date: |  |  |
| Received by: |  | (Utility Operator) |
| Time: |  |  |
| Date: |  |  |

##### Approval to Recommence Work

This is to confirm that following the ‘Stop Work Order’ issued for the following Work, the remedial work has been satisfactorily completed and the stopped work may now re-commence from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date).

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Signed by: |  |
| Corridor Manager: |  |
| Time: |  |
| Date: |  |

## A12: Standard Letter Advising Utility Works

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To: The Property Owner / Resident / Business

**PROPOSED UTILITY WORKS**

This is to let you know that work on the following Utility Structure will soon be carried out in the Road.

|  |  |
| --- | --- |
| Location of Work: |  |

|  |  |
| --- | --- |
| Description of the Work: |  |

|  |  |
| --- | --- |
| This Work is being done for: |  |

|  |  |
| --- | --- |
| Expected duration (dates): |  |

|  |  |
| --- | --- |
| Hours of Work: | (Normally 7.00 a.m. to 6.00 p.m. Mon to Sat) |

|  |  |
| --- | --- |
| Any parking restrictions: |  |

|  |  |
| --- | --- |
| Problems you may experience: |  |

We regret any inconvenience that may be caused by this Work. If you have a problem or any queries please contact us on the telephone number below.

|  |  |
| --- | --- |
| Contractor: |  |
| Phone: | Day |  | Night (24 hour availability) |  |

## A13: Non-Conformance Notice

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|  |  |  |
| --- | --- | --- |
| To: |  | (Utility Operator) |
| From: |  | (Corridor Manager) |
| Date: |  |  |

The following item/s of non-conformance with the Reasonable Conditions or the Code of Practice: Utilities’ Access to the Transport Corridor has been identified:

|  |
| --- |
|  |

The Utility Operator is required to undertake the following remedial work within ...................... days. If the remedial work is not undertaken within this timeframe, the Corridor Manager may undertake the work and recover all reasonable cost of completing the remedial work from the Utility Operator.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Signed by: |  |
| Corridor Manager: |  |
| Time: |  |
| Date: |  |

##### Revocation of Non-Conformance Notice

This is to confirm that the remedial work has been satisfactorily completed.

|  |  |
| --- | --- |
| Signed by: |  |
| Corridor Manager: |  |
| Time: |  |
| Date: |  |

## A14: Notice of Dispute

Space for logo here

|  |  |  |
| --- | --- | --- |
| To: |  | (Party you wish to resolve a Dispute with) |

|  |  |  |
| --- | --- | --- |
| I/we |  | (Complainant) |

hereby set out the details of a Dispute as required by Section 7.2 of the National Code of Practice (Utilities’ Access to Transport Corridors).

|  |  |
| --- | --- |
| Nature of Dispute: | (*explain what the Dispute is about and any relevant legislation or Code clauses*) |

|  |  |
| --- | --- |
| Desired Outcome: | (*write what you want to achieve*) |

|  |  |
| --- | --- |
| Suggested Approach: | *(explain what you think each Party should do to resolve the Dispute)*. |

|  |  |
| --- | --- |
| Representative: | *(name of the person who will represent the Party in negotiations and who has the authority to settle the Dispute).* |

|  |  |
| --- | --- |
| Representative’s Signature: |  |
| Date: |  |

A copy of this Notice must be provided to the relevant Corridor Manager, where the Corridor Manager is not the recipient of the Notice of Dispute.