



STOCK UNDERPASS INSTALLATION APPLICATION FORM

Application Fees Apply
Website -Fees & Charges
To be paid at time of application

DETAILS OF APPLICANT (Owner)

Name	_____	Phone	_____
Address	_____	Mobile	_____
	_____	Fax	_____
	_____	email	_____

DETAILS OF UNDERPASS CONTRACTOR (Earthworks/Roading)

Name	_____	Phone	_____
Address	_____	Mobile	_____
	_____	Fax	_____
	_____	email	_____

DETAILS OF UNDERPASS CONTRACTOR (Structural)

Name	_____	Phone	_____
Address	_____	Mobile	_____
	_____	Fax	_____
	_____	email	_____

DETAIL OF ROAD and LOCATION

Road Name	_____	Position RP	_____
Legal Description	_____		
Property 1	_____		
Property 2	_____		
Proposed type of underpass	_____		
Depth top of underpass to centre of road	_____	m	
Length of Structure (estimated)	_____	m	
Proposed Date for Construction	_____		
Any affected neighbours	_____		
Services contracted	Telephone	Council Water	
	Power	Other	

SIGNATURE OF APPLICANT _____

DATE _____

For Office use only Comments

	Initials	Date
Application Received		
All Plans and Design Received		
Building Consent application Received		
Building Consent issued		
Deed of Grant prepared		
Deed of Grant signed Owner		
Deed of Grant Council		
All relevant consents obtained		
Road opening notice approved		
Road Reinstated and inspected		
Maintenance inspection Completed		

For Office use only Comments

[illegible]

STOCK UNDERPASS REQUIREMENTS

The following requirements apply to the proposed underpass on the Waimate District Council Roads.

Ownership and Responsibilities

The design and installation of the underpass is the responsibility of the property owner.

Agreement

A Deed of Grant agreement must be signed for the construction and use of a stock underpass.

Building Consent

A Building Consent must be obtained from the Council Planning and Regulatory Department.

Plans & information required

- Locality diagram showing the location of the underpass in relation to the nearest intersection or Rapid number.
- Site Plan, longitudinal section of Road and through the underpass detailing the following:
 - Location of legal road boundaries, road fences, power poles, building and dwellings that may be affected by the proximity of the underpass, road furniture, nearby existing culverts, surface water channels, drains services in the road reserve and how roadside drainage will be handled.
 - Details of handrails, safety fence.
 - Gradients and location of approach races, fences, location of top and bottom of batters and details of copies of the Plans and Specifications and the design review producer statement (PSI) for the underpass structure design.
- A soil or geotechnical report on the underpass sub-base.

Length of Underpass

The Underpass shall be of sufficient length for a **minimum** road width between kerbs as follows:

Group 1, 2 & 3 Roads (> 150 vehicles per day)	12 metres
Group 4 roads (<150 vehicles per day)	9 metres

Traffic Management – Road Opening Notice

The Underpass contractor will be required to submit a Temporary Traffic Management Plan and Road Opening Notice for approval.

A Road Closure may be permitted if a suitable detour is available. The contractor must apply for the closure at least 2 weeks before the intended closure to allow for public notification. The detour must be sign posted and affected parties notified. The applicant will be liable for the cost of advertising.

CONDITIONS TO INSTALL STOCK UNDERPASS UNDER ROAD

1) General Conditions

- a) All work shall comply in full with the requirements of the Code of Practice for Working on the Road SNZ HB 2002:2003. A Road Opening Notice (RON) must be submitted and approved by the Roding Manager or his representative, two (2) working days prior to the work starting.
- b) Only contractors approved by the WDC Roding Manager will be permitted to carry out the work.
- c) A copy of these conditions along with the **RON** must be held on the site by the contractor at all times whilst work is in progress.
- d) Ensure that as little damage or disturbance as is possible is caused to the Roads and any users of the Roads;
- e) All work is performed in a proper and workmanlike manner;
- f) Immediately make good any damage done to the Roads by restoring the surface of the Roads as nearly as possible to their former condition;
- g) Compensate the Council for any damage caused by the work to any buildings, erections or signs on the Roads;
- h) The work shall not result in any cost being met by the Waimate District Council, and the Grantee accepts full responsibility for any consequences of the work.
- i) The Waimate District Council accepts no responsibility for damage to the Underpass arising from its own or any action by other parties.
- j) It shall be the Grantee responsibility to contact all owners of other services to ascertain the position of and their requirements for the protection of such services
- k) The Underpass shall be installed in accordance with the manufactures specifications.
- l) While the work is in progress, provision shall be made for the control and dispersion of storm water. At the completion of the works, all channels and drains are to be restored to the satisfaction of the engineer.

2) Traffic Management

Temporary Traffic Management shall meet the requirements of the Local Roads Supplement to the Transit New Zealand Code of Practice for Temporary Traffic Management.

3) Cutting of Seal

The surface of a sealed road shall be saw cut prior to excavation in accordance with Clause 4.5 of SNZ HB 2002

4) Backfill Requirements

- a) The excavation shall be backfilled to 200mm below the surface with GAP 65 or other approved backfill material compacted in accordance with TNZ F/1 specification.
- b) The top 200mm of road pavement shall be backfilled with TNZ M/4 AP40 basecourse, compacted to TNZ B2 specification.

4) Surfacing Requirements.

- a) A sealed road surface must be reinstated with a two coat chip seal within 7 days of backfilling. The surface texture should match the surrounding surface.
- b) Grassed areas disturbed by the contractors operations shall be reinstated to their pre works condition

5) Clean up on Completion of Works

The site is to be left in a clean and tidy condition after the works are completed, with all surplus soil removed and excavated road shoulders areas regressed. No stockpiles of material are to be left within the road reserve.

5) Maintenance

The Grantee will be held responsible for any maintenance work required as a result of the Works for a period of twelve months after application of the final surfacing material The Grantee is to be responsible for the control of plant pests, in the areas disturbed by the works, for a period of 2 years.