

**PRINCIPAL OFFICE:**  
8 Elizabeth Street, Maitland  
Telephone (08) 8832 0000

**ALL CORRESPONDENCE TO:**  
PO Box 57, MAITLAND, SA 5573  
Fax (08) 8853 2494  
Email: [admin@yorke.sa.gov.au](mailto:admin@yorke.sa.gov.au)  
Website: [www.yorke.sa.gov.au](http://www.yorke.sa.gov.au)



**APPLICATION TO LAY  
UNDERGROUND SERVICE**

SF039

Responsible Officer: Asset Manager

Issue Date: 01.05.2014

Next Review Date: May 2015

# **STANDARD SPECIFICATION**

## **FOR**

# **EXCAVATION AND REINSTATEMENT OF SERVICES UNDER COUNCIL CONTROLLED LAND**

**(RELEVANT TO INSTALLATION AND MAINTENANCE OF UNDERGROUND SERVICES)**

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## 1. SCOPE

The excavation and reinstatement requirements contained in this Specification apply to roads and reserves which are maintained by the Council (as defined in Clause 2.2 "Council"). All work shall conform to this Specification unless otherwise approved by the Director – Assets & Infrastructure Services.

This Specification shall be adhered to when excavation, along or across any pavement or shoulders on these roads which is required for service installations and relocation of existing services, drainage or other reasons.

Notwithstanding any variation to certain requirements which any Government Authority (Federal or State) may consider it can exercise by virtue of its own or any other enabling legislation with respect to any underground installations, the technical and quality standards of roadwork and materials specified herein are the minimum acceptable within the meaning of words "make good" or "reinstate" used in most such legislation.

## 2. DEFINITIONS

### 2.1 General

The definitions given in AS1348 "Road and Traffic Engineering - Glossary of Terms" shall apply to all appropriate wording in this specification.

### 2.2 Council

"Council" means the Yorke Peninsula Council.

### 2.3 Director – Assets & Infrastructure Services

"Director – Assets & Infrastructure Services" being the Council Officer directly responsible for any form of construction and or maintenance of Council owned land within the Yorke Peninsula Council or Works/Operations Managers, as delegated by the Director – Assets & Infrastructure Services.

#### Contact Details:

##### Director – Assets & Infrastructure Services

☎ 08 8832 0000 (Maitland Office)  
0417 869 408 (Mobile)

##### Works Manager

☎ 08 8854 5055 (Warooka Office)  
0409 350 279 (Mobile)

##### Operations Manager

☎ 08 8832 0000 (Maitland Office)  
0427 187 839 (Mobile)

### 2.4 Service Authority

"Service Authority" means the person, Statutory Authority, Government Department, Corporate body or any other organisation (private, State or Federal) responsible for the excavation and reinstatement referred to in this Specification.

Some examples include the following:

- Telstra
- Optus
- SA Water
- ETSA
- Gas Company
- Private individuals

**2.5 Minor Programmed Works**

Works confined to two days duration from commencement to completion.

**2.6 Major Programmed Works**

Works exceeding two days duration from commencement to completion.

**2.7 Excavation**

"Excavation" is to incorporate any disturbance to any surface.

**3.0 STAGES****3.1 Notification of proposed Works**

Notification should be formally given to Council (refer to SF039 'Application to lay Underground Service') prior to work commencing, in writing requesting approval for the said works and to include a sketch plan of the proposal and suggested timeframe.

**3.2 Approval granted**

Council will notify the Service Authority of their approval to the said works and to include any alterations, specifications, timeframes and any concerns eg Native vegetation, future works and planning requirements.

**3.3 Undertaking of works**

Council is to be notified of the commencement of works so that the relevant inspections may take place to confirm location, compliance to specifications and reinstatement.

**3.4 Completion of works**

The Service Authority upon completion of the works shall notify Council as soon as possible so that compliance can be ascertained.

Also the service authority to supply Council with a Plan of the finished product showing:

- The location
- The depths of the service
- Any reference to on site features such as boundaries, posts, buildings.
- Measurements of location and size of the services.
- Any other services depicted.
- References to any known easements.

**4.0 GENERAL****4.1 Council Notification**

The Service Authority shall notify the Council where it carries out excavation on, along or across any road pavement, shoulder or reserve which is maintained by the Council, in accordance with the procedures given below.

These procedures also apply to those Service Authorities where enabling legislation (eg. Waterworks Act and Sewer Act) provides for, or where the

Director – Assets & Infrastructure Services approves otherwise, the quality, supply and placing of the surfacing by the Service Authority (as in accordance with Clause 6.5 “Asphalt and Sprayed Bituminous Surfacing”).

#### **4.1.1 Minor Programmed Works**

Where the Council is to undertake final surfacing, at least forty-eight hours notice shall be given to the Director – Assets & Infrastructure Services before any work is commenced, otherwise prior notice is not required.

#### **4.1.2 Major Programmed Works**

Work shall be in accordance with drawings, specifications and work methods submitted at least four weeks prior to the intended work and approved by the Director – Assets & Infrastructure Services, before any work is commenced.

Furthermore, the Service Authority shall be responsible for advising the Director – Assets & Infrastructure Services at least twenty-four hours before commencement of excavation in order that regular inspections and arrangements for final reinstatement can be made.

#### **4.1.3 Emergency Works**

Where either the road pavement or shoulder is damaged, or excavation of same is necessary in emergency situations, then the Service Authority shall provide verbal notification to the Director – Assets & Infrastructure Services, as soon as practicable after the emergency becomes known, in order that regular inspections and arrangements for final reinstatement and maintenance period commencement can be made.

#### **4.1.4 Attachment of Services to Bridge and Culvert Structures**

Drawings, including fixture details, are to be submitted to the Director – Assets & Infrastructure Services, at least six weeks prior to the intended work and approved by the Director – Assets & Infrastructure Services before any work is commenced.

### **4.2 Identification of Completed Work Within the Maintenance Period**

After completion of the work, and at any time upon request within the maintenance period, the Service Authority shall supply the Director – Assets & Infrastructure Services with details, including sketches, size, location and date constructed, of their reinstatement.

### **4.3 Safety**

The Service Authority shall be responsible for the safety of vehicle, bicycle and pedestrian traffic for the duration of the work and all due precautions shall be taken and adequate warning given to traffic to ensure safety around the worksite in accordance with the AS1742 “Manual of Uniform Traffic Control Devices”, Part 3 as modified by the “Code of Practise for the Installation of Traffic Control devices in SA” available from the Department of Transport, 33-37 Warwick Street, Walkerville.

#### Occupational Health and Safety

The service authority shall supply to Council a copy of their Occupational Health and Safety policy or if none available agree to the specific conditions as per the Occupational Health and Safety policy of the Yorke Peninsula Council.

#### Public liability insurance

The service authority is to show to Council proof of Public Liability insurance to the value of 10 million dollars.

#### **4.4 Trenchless Methods**

This Specification does not apply to the installation of services where alternatives to open trenching such as thrust boring, tunnelling etc. are used. The Director – Assets & Infrastructure Services, which will specify the appropriate reinstatement procedures, shall be given prior notice if it is intended to use trenchless methods. However plans of the proposed new services still need to be supplied.

### **5. EXCAVATION**

#### **5.1 Trenching Times**

Trenching which is likely to reduce traffic volumes should not be carried out between 7.00am and 9.00am or between 4.00pm and 6.00pm on peak flow traffic lanes, unless unavoidable due to emergency circumstances, or otherwise approved by the Director – Assets & Infrastructure Services. Works shall be organised so as to cause minimal disruption to traffic, pedestrians and access to properties at all times.

Approximately one half of the carriageway shall remain open to traffic at all times, unless otherwise approved by the Director – Assets & Infrastructure Services.

Director – Assets & Infrastructure Services at his discretion, can alter the trenching time to reduce disturbance to adjacent residential properties.

#### **5.2 Detector Loops**

All the necessary care and precaution shall be taken to prevent damage occurring to the detector loops where excavation is to be undertaken in the vicinity of traffic signals. Where damage occurs the Service Authority shall lodge an order with the Department of Transport to cover the cost of repairing detector loops.

#### **5.3 Sawcut**

The trench shall be sawcut to the full depth of the existing asphalt surface. Where cement stabilised pavement exists, the pavement shall be sawcut to the full depth (unless restricted by cutting equipment) to minimise damage to the surrounding pavement.

A sawcut is not required for roads surfaced with a light lituminous surface treatment.

#### **5.3 Excavated Material**

Unless othwise approved by the Director – Assets & Infrastructure Services, excavated material shall not be reused in the reinstatement of trenches and shall be removed from the site and appropriately disposed.

## 6. BACKFILL

Prior to backfill operations, all loose rubbish and foreign material shall be removed from the excavation. All spaces excavated and not occupied by permanent work shall be backfilled.

Excavations shall be backfilled with Sand Type C to Standard Specifications PM63 or alternatively, approved (by Director – Assets & Infrastructure Services) clean quarry using AS1289, test method 5.2.1 (modified compaction) for:

- (a) not less than 90%, up to a level 800mm below finished level, and/or
- (b) not less than 95% at all levels above 800mm below finished level.

For pavement reinstatement other than unsealed shoulders the compacted backfill shall be brought to a level 525mm and 460mm below the finished road level for asphalt and sprayed bituminous roads respectively. For unsealed shoulders the compacted backfill shall be brought to a level 300mm below the finished level.

## 7. PAVEMENT REINSTATEMENT

### 7.1 Asphaltic Concrete Surfaced Roads

After completion of the backfill, 20mm crushed road with 2% cement shall be used to reinstate the excavation to a level not less than 50mm nor more than 75mm below the existing surface adjoining the excavation (refer to Figure 1). The crushed rock shall comply with Standard Specification PM32 and with the addition of 2% cement shall be described by a suffix system as PM32, C2.

As an alternative to quarry supplied material, it is permissible to add cement to crushed rock PM32 on site to the following mix: 40kg of cement (general blend, GB) to 1000kg of crushed rock.

The cement treated crushed rock shall be uniformly compacted in horizontal layers not exceeding 150mm thickness to not less than 98% of the dry density determined using AS1289, test method 5.2.1 (modified compaction).

To ensure maximum performance of the cement treated material, the cement treated material shall be placed and compacted within two hours.

### 7.2 Sprayed Bituminous Surfaced Roads

After completion of the backfill, 20mm crushed rock to Standard Specification PM32 shall be used to reinstate the excavation to a level approximately 10mm below the existing surface adjoining the excavation. The reinstatement depth may vary slightly with the Average Least Dimension of the final aggregate size selected.

The crushed rock shall be uniformly compacted in horizontal layers 150mm thickness to not less than 98% of the dry density determined using AS1289, test method 5.2.1 (modified compaction).

### 7.3 Unsealed Shoulders

After completion of the backfill, a compacted 300mm depth of 20mm screened quarry waste complying with Standard Specification PM11, or equivalent material approved by the Director – Engineering Services, shall be placed and compacted in two horizontal layers to reinstate the shoulder to the finished shoulder level and

matching crossfall. Compaction shall be to 95% of the dry density determined using AS1289, test method 5.2.1 (modified compaction)

#### **7.4 Temporary Pavement Surfaces**

On completion of backfill and pavement reinstatement, it shall be the responsibility of the Service Authority, to maintain the open surface of the reinstated excavation until final asphalt or other bituminous surfacing has commenced.

A temporary pavement surface shall be provided and maintained by the Service Authority, who shall ensure the surface is in safe and trafficable condition for all traffic including bicycles, at all times pending final surfacing.

#### **7.5 Asphalt and Sprayed Bituminous Surfacing**

The applicant will arrange or place asphalt or other bituminous surfacing at cost to the Service Authority for all excavation reinstatement work.

Where enabling legislation of the Service Authority overrides this stipulation (ie. Waterworks Act and Sewers Act) or where the Director – Assets & Infrastructure Services approves otherwise, the quality, supply and placing of the surfacing can be undertaken by the Service Authority, provided that in all circumstances, confirmation is made with the Director – Assets & Infrastructure Services to ensure that no modified asphalt treatment (eg. Open Graded Friction Course) exists along the road section where work is to be carried out.

Where modified asphalt treatment exists, the Director – Assets & Infrastructure Services will specify the appropriate surface reinstatement procedure.

Wherever standard asphalt or other bituminous surfacing exists, the following surface reinstatement requirements shall apply as appropriate:

- (a) Comply with quality requirements and the finished acceptance criteria of Standard Specification for Asphalt (Bituminous Surfacing of Roads) A.7.
- (b) Comprise a sprayed prime or tackcoat and asphaltic concrete AC14 surface course mix to the requirements of A.7 (unless otherwise directed by the Director – Assets & Infrastructure Services) placed in layers not less than 30mm or greater than 50mm compacted thickness, finished off evenly and flush with the adjoining pavement surface.
- (c) Comprise primerseal and sprayed bituminous surface with matching size and texture to the existing adjacent road surfacing, placed not less than forty-eight hours after the primerseal with an emulsion or hot cut-back binder. The level of workmanship shall comply with the general requirements of the Standard Specification for Seal Coat Treatment A.5.

#### **7.6 Pavement Markings**

The Service Authority shall lodge an order with the Director – Assets & Infrastructure Services, to cover the full cost of reinstatement of any painted pavement markings, raised pavement markers or safety bars, which are removed or damaged during trenching works. This order shall be lodged as soon as practicable.

#### **7.7 Road Furniture**



The Service Authority shall replace all road signs, guide posts, guard fence or other road furniture which are temporarily removed or damaged during trenching work, ensuring that all road furniture is made good (including sign mounting heights) and cleaned. This work is to be completed prior to traffic use.

### **7.8 Concrete Kerbing**

The Service Authority shall reinstate (in concrete) any concrete kerb and gutter or median type kerb which is removed or damaged during trenching work, ensuring that the kerb profile, conforms with existing. Kerb reinstatement shall be completed by the Service Authority within three days of leaving the worksite.

Concrete used in the work shall be in accordance with AS1379, "The Specification and Manufacture of Concrete", and shall be Grade N20 concrete.

### **7.9 Road Drainage Systems**

The Service Authority shall report all instances of damage caused to the road drainage system, ie. Culverts, sumps, subsoil drainage, roadside drainage systems etc. incurred during trenching works, to the Director – Assets & Infrastructure Services. All costs for the repairs shall be borne by the Service Authority.

### **7.10 Medians/Traffic Islands**

The Service Authority shall reinstate medians and traffic islands, to conform with the existing surface treatment.

The Service Authority shall lodge an order, as soon as practicable, with the Director – Engineering Services, to cover the replacement of any vegetation (eg. Shrubs, median grasses, etc.) which are removed or damaged during trenching works.

### **7.11 Native Vegetation**

The Service Authority/applicant shall take into account all relevant information under the Native Vegetation Act and Councils Native Vegetation Management Plans (where applicable) using proper Land Management principles. Removal and disturbance of native vegetation and trees needs to be avoided. However, where there are situations where it is not possible to avoid native vegetation and trees within the road reserve the applicant must obtain approval from the Director – Assets & Infrastructure Services. In certain circumstances the Native Vegetation Branch and Council will be consulted.

#### Proper Land Management

Proper Land Management can be referred to as the organisation or regulation of land use activities for a specific purpose in the manner that will support sustained use. Maintenance or improvement of the integrity of the land, water, atmosphere and its aesthetic value is the objective.

The terms capability and degradation are often used with regard to proper land management and the Soil Conservation and Land Care Act 1989 these terms defined as follows:

Capability: in relation to land, means the ability of the land to sustain a particular use without suffering permanent damage or a reduction in future productivity.

Degradation: of land means a decline in the quality of the soil, vegetation, water and other natural resources of the land, resulting, from overgrazing, excessive tillage, overclearing, mineral extraction, development of towns, disposal of wastes, road construction, failure to control plant and animal pests or any other human activity on the land.

The Oxford Dictionary defines “sustained” use as the ability to support that use for a long period of time and “integrity” of the land as the wholeness of soundness of the land.

### 7.12 Other Services

It is the responsibility of the Service Authority to arrange for the location of other services, such as Telstra, Effluent, SA Water, ETSA, Gas etc.

## 8. CONFORMITY TESTING

The Service Authority shall submit to the Director – Assets & Infrastructure Services copies of laboratory test results to confirm compliance with materials and compaction requirements as specified herein for any reinstatement works carried out within fourteen days of testing. Testing is not required for emergency work.

Testing shall be undertaken by a laboratory registered by the National Association of Testing Authorities (NATA)

The arrangement and cost of such testing shall be borne by the Service Authority. It shall be the responsibility of the Services Authority to remove and replace any material used by the Service Authority which does not comply with this Specification.

### 8.1 Material

All pavement material shall comply with PM32.C2 as appropriate, and conformance documentation may be required.

### 8.2 Compaction

The following minimum frequencies of testing shall apply:

#### (a) Pavement

- |                         |   |
|-------------------------|---|
| 0-50 m <sup>2</sup>     | - no testing required   |
| 50-200 m <sup>2</sup>   | - minimum 2 tests   |
| over 200 m <sup>2</sup> | - 2 tests and an additional test for every 200 m <sup>2</sup> over 200 m <sup>2</sup> |

#### (b) Backfill

No testing required unless otherwise directed by the Director – Engineering Services.

## 9. MAINTENANCE PERIOD

For all work, notwithstanding the reinstatement of the surface by Transport SA, the Service Authority will be responsible for the cost of making good any settlement or other deterioration in the reinstated excavation for a maintenance period of one year after reinstatement.

Where it is agreed by the Director – Assets & Infrastructure Services that the reinstatement of the asphalt or other bituminous surface of the excavation for a service installation or repair service is to be carried out by the Service Authority, or where enabling legislation exists the same, then the responsibility to maintain the completed surface in a safe and trafficable condition for all traffic including bicycles, shall remain with the Service Authority until the end of the maintenance period.

The Service Authority shall indemnify and keep indemnified the Council against all claims which may arise due to excavations or settlement of excavations until the maintenance responsibility has transferred to the Council.

All cost and charges incurred by the Director – Assets & Infrastructure Services for any works necessitated by the Council due to non-compliance with the requirements of this Specification for all installations by the Service Authority are to be borne by the Service Authority until the end of the maintenance period.

Before carrying out any work necessitated by settlement of the excavation for all installations and for which an order has not been obtained, the Director – Assets & Infrastructure Services will give notice in accordance with the requirements of Section 221 of the Local Government Act, to the Service Authority of his intentions so that the deficient work may be inspected before rectification.

## **ADDITIONAL PERMIT/LICENCE CONDITIONS**

The owner of infrastructure will be required from time to time to locate its infrastructure at no cost to the Council to carry out works within its road reserve.

All work to be undertaken to be carried out in accordance with the Local Government Act 1999 which includes:

### **Power to order owner of infrastructure installed on road to carry out specified maintenance or repair work**

**217.** (1) A council may, by order in writing to the owner of a structure or equipment (including pipes, wires, cables, fittings and other objects) installed in, on, across, under or over a road, require the owner-

- (a) to carry out specified work by way of maintenance or repair; or
- (b) to move the structure or equipment in order to allow the council to carry out roadwork.

(2) If the order is not complied with within a reasonable time fixed in the order-

- (a) the council may itself take the action required by the order and recover the cost of doing so as a debt from the owner; and
- (b) the owner is guilty of an offence and liable to a penalty not exceeding \$5 000.

(3) Subsection (1) and (2) do not apply to the owner of electricity infrastructure or public lighting infrastructure if the Industry Regulator has determined, on application by the owner, that there are reasonable grounds for not requiring the owner to take the action specified in the order.

(4) In this section-

"**electricity infrastructure**" has the same meaning as in the *Electricity Act 1996*;

"**Industry Regulator**" means the South Australian Independent Industry Regulator established under the *Independent Industry Regulator Act 1999*;

"**owner**" of a structure or equipment includes a lessee or licensee.

"**public lighting infrastructure**" has the same meaning as in the *Electricity Corporations (Restructuring and Disposal) Act 1999*.

### **Alteration of road**

**221.** (1) A person (other than the council or a person acting under some other statutory authority) must not make an alteration to a public road unless authorised to do so by the council.

Maximum penalty: \$5 000.

(2) A person makes an alteration to a public road if the person-

- (a) alters the construction or arrangement of the road to permit or facilitate access from an adjacent property; or
- (b) erects or installs a structure (including pipes, wires, cables, fixtures, fittings and other objects) in, on, across, under or over the road; or
- (c) changes or interferes with the construction, arrangement or materials of the road; or

- (d) changes, interferes with or removes a structure (including pipes, wires, cables, fixtures, fittings or other objects) associated with the road; or
- (e) plants a tree or other vegetation on the road, interferes with vegetation on the road, or removes vegetation from the road.

(3) An authorisation is not required under this section for an alteration to a road if-

- (a) the person who proposes to make the alteration has some other statutory authorisation to make the alteration; or
- (b) the purpose of the alteration is to permit vehicular access to and from land adjoining the road and the alteration is indicated on a plan approved under the *Development Act 1993*; or
- (c) the alteration is of a kind classified under the regulations as a minor alteration.

(4) Before the council authorises the erection or installation of a structure under subsection (2)(b), the council must give consideration to whether the structure will-

- (a) unduly obstruct the use of the road; or
- (b) unduly interfere with the construction of the road; or
- (c) have an adverse effect on road safety.

(5) A council is not liable for injury, damage or loss resulting from anything done under the authority of an authorisation under subsection (2)(b).

(6) An authorisation under this section-

- (a) may be granted for a particular act or occasion; or
- (b) may be granted for a term and if so granted is, subject to revocation for breach of a condition, to remain in force for a term (not exceeding 42 years) stated in the authorisation and, at the expiration of a term, may be renewed by the council for a further term (not exceeding 42 years) fixed by the council at the time of the renewal.

### **Conditions of authorisation or permit**

**224.** A council may grant an authorisation or permit under this Division on conditions the council considers appropriate.

**PRINCIPAL OFFICE:**  
 8 Elizabeth Street, Maitland  
 Telephone (08) 8832 0000  
**ALL CORRESPONDENCE TO:**  
 P.O. Box 88, MINLATON, SA 5575  
 Fax (08) 8853 2494  
 Email: admin@yorke.sa.gov.au  
 Website: www.yorke.sa.gov.au



<b>APPLICATION TO LAY UNDERGROUND SERVICE ON ROAD RESERVE</b>	SF039
	Responsible Officer: Asset Manager
	Issue Date: 01.05.2014
	Next Review Date: May 2015

Section 221 Local Government Act 1999

Approval is sought for an underground service in the road reserve at:-

House No \_\_\_\_\_ Street \_\_\_\_\_

Section \_\_\_\_\_ Town / Hundred \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_ Owner's Address: \_\_\_\_\_

Contractor's Contact No: \_\_\_\_\_ Owner's Contact No: \_\_\_\_\_

We, the undersigned, having read the conditions set out on the back of this form, agree to the application being subject thereto:-

\_\_\_\_\_  
 Signature of Contractor Signature of Property Owner

**Plan of proposed service** (see Conditions on reverse) – please use additional sheet if required.

Depth:  \_\_\_\_\_ Property concerned \_\_\_\_\_

Casing: +  
 Galv. Piping   
 PVC Plastic

Covered by: \_\_\_\_\_  
 Concrete   
 Soil  \_\_\_\_\_ Roadway

Service being laid:  Power  Water  Telecommunications  Other (please specify) \_\_\_\_\_

**This form must be completed and forwarded to Council for approval**

**Application approved by:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Asset Manager/Operations Manager/Infrastructure Manager for and on behalf of the Yorke Peninsula Council

Date: \_\_\_\_\_

**CONDITIONS****(Application to lay underground services in road reserve)**

1. **That a fee of \$15.00 be submitted with the application.**
2. Water services to be steel encased when crossing roadway. Minimum 450mm cover.
3. The underground cable to be laid at a minimum depth of 600mm below the present or future surface, whichever be the lower.
4. The underground cables shall be laid from the ETSA pole to the building alignment of the property at 90° to the road alignment.
5. Cables shall be laid in accordance with the Australian Standard Specification AS 3000 – 1981 (SAA Wiring Rules) and the ETSA Service Requirements.
6. The reinstatement of the trench will be subject to arrangements made with Council.
7. The Contractor shall erect signs, barricades and lights, to the satisfaction of Council, adjacent to the excavations.
8. The underground cable installation shall be approved by ETSA before the excavations are backfilled.
9. The Council shall not accept responsibility for any damages or claims resulting from the laying of the service.
10. No responsibility will be accepted by the Council for any damage to the service from any causes whatsoever.
11. Any future alterations necessary through road widening or other works shall be carried out at no cost to the Council.
12. The service shall remain at the pleasure of the Council.

Prior to submitting this application the Contractor shall contact ETSA, Telstra and SA Water to ascertain locations of underground plant and any special precautions necessary.

N.B. A charge will be made where bitumen reinstatement is required.

### Plan Requirements

A plan at a scale of 1:60 shall be drawn in the space provided on the application showing the position of the ETSA pole and the precise location of the cable. Measurements shall be shown.

This plan is required in respect of the Council footpath or road verge ONLY.

**NB: Failure to provide a suitable plan may result in your application not being processed.**