

## 5. ROAD WORK NOTICE

A Road Work Notice (sample in Appendix E) is needed for the following situations:

- **Excavation work of any sort (Includes drilling)**
- **Work is being carried out in an other party's excavation unless that party has a Road Work Notice and that party agrees to cover the work with their Road Work Notice**
- **Where damage is caused to the road**
- **A new pavement surface is to be laid**
- **Any other work where a traffic lane is to be blocked and traffic is delayed or likely to be delayed more than 2 minutes**

**The Notice must be obtained by the Principal** except that the Contractor may obtain the Road Work Notice if either the Principal has given written authority to the Road Controller for that Contractor to do so, or if the work is not for a Utility Operator.

**Notices can be obtained from** any one of the following Council outlets:

- City Service Centre, Ground floor, 101 Wakefield Street (8am-5pm, Mon - Fri)
- Mervyn Kemp Library, Corner Cambridge St and Main Rd, Tawa (10am – 5pm, Mon - Fri)

The Notice must be obtained from one of these outlets, or sent and received by the Road Controller through fax (04) 8013018, **at least one working day before work starts**. Except for emergency work or unexpected damage where it must be either obtained, or sent and received, by no later than one working day after the work starts.

**A separate Notice is required for each street** where a job extends over more than one street. In the case of a job at an intersection a second notice is required if the job extends beyond the road boundary alignment of the first street.

**A separate Notice is required for each party** where more than one party are carrying out work in the same location or in the same excavation unless there is an agreement between them for the other party to be responsible for their work.

**The Obtainer's copy of the Notice**, along with a copy of any additional requirements from the Prior Approval, **must be kept on site** while work is being carried out.

**Should the start of the job be delayed** more than a week from the start date on the Notice then the Road Controller is to be notified within one day of the job starting.

If the work covered by a Notice has not been started or finished within three months of it being obtained, the Notice may be deemed by the Road Controller to have lapsed. A new Notice must then be obtained for the job if requested by the Road Controller.

**Additional fees may apply** where a Road Work Notice is either obtained late or the information supplied is inadequate or incorrect.