



Transport Department

Infrastructure Design, Construction and Maintenance Division

Service Coordinator

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WAYLEAVE APPLICATION FORM V1.1

Application is hereby made by the undersigned to do work in the road reserve as detailed below. The applicant undertakes to do the work according to the latest edition of the CODE OF PRACTICE FOR WORK IN THE PUBLIC ROAD RESERVE.

This Wayleave application is submitted in accordance with step P8, P16 or P23 in the Wayleave Process [see Section 4.2 in the latest edition of the CODE OF PRACTICE FOR WORK IN THE PUBLIC ROAD RESERVE. No work shall commence before the Wayleave is issued. All permanent reinstatements will be done, at the cost of the applicant, by the Dept. Roads & Stormwater unless specific permission is granted to the applicant to do it for this Wayleave.

A. CONTACT DETAILS

APPLICANT:

AGENCY/DEPARTMENT/INSTITUTE/PRIVATE: _____

CONTACT PERSON: _____ CONTACT TEL: _____

CONTACT FAX: _____ E-mail: _____

CONSULTING ENGINEER:

NAME: _____

CONTACT PERSON: _____ CONTACT TEL: _____

CONTACT FAX: _____ E-mail: _____

CONTRACTOR:

NAME: _____

CONTACT PERSON: _____ CONTACT TEL: _____

CONTACT FAX: _____ E-mail: _____

B. INFORMATION ON THE WORK

PROVISIONAL DATES:

STARTING DATE: _____ ESTIMATED DURATION: _____

ENCLOSED DRAWINGS:

TYPE	DRAWING NUMBER	TITLE

LOCATION OF WORK (give full details):

SUBURB : _____ STREET NAME: _____

STREET (FROM) : _____ STREET (TO): _____

ERF NO'S : _____

HOUSE NO'S : _____

EXCAVATION DETAILS:

LENGTH OF EXCAVATION: RIDING SURFACE _____ m²: KERBS _____ m²

ASPH FOOTWAY: _____ m² INTERNAL BLOCK _____ m²: UNPAVED FOOTWAYS _____ m²

DESCRIPTION OF WORK:

Note: Please provide a detailed description of the work to be performed, how excavation will be done and how traffic will be controlled.

REINSTATEMENT:

DONE BY: _____ APPROVED: _____

NOTE: Reinstatement work must be done by the Dept. Roads & Stormwater unless the Wayleave indicates otherwise.

FINANCIAL INFORMATION:

VALUE OF THE WORK: _____ DEPOSIT: _____ DATE PAID: _____

NOTE: The deposit will be omitted upon receipt of proof that a deposit/surety is being held by another department/division of CTMM in connection with this work.

C. APPROVALS

THE FOLLOWING AGENCIES ARE AWARE THAT THE APPLICANT WILL BE WORKING WITHIN THE VICINITY OF THEIR SERVICES, HAVE GIVEN THE APPLICANT THEIR CONDITIONS FOR WORKING WITHIN THE VICINITY OF THEIR SERVICES AND THEREFORE HAVE NO OBJECTION TO THEM APPLYING FOR A WAYLEAVE.

AGENCY	REMARKS ON PRELIMINARY REQUEST / SIGNATURE / DATE	DETAIL DESIGN TO BE REVIEWED BY AGENCY (Y/N)	REMARKS ON DETAIL DESIGN / SIGNATURE / DATE
ELECTRICITY			
ROADS & STORMWATER		Yes	Hand detail design in at room B421 Noordvaal
WATER & SANITATION			
ENVIRONMENTAL MANAGEMENT DIVISION			
STREETSCAPE MANAGEMENT			
PUBLIC TRANSPORT			
TELKOM			
ESKOM			
RAND WATER			
SASOL			
Neotel			
DFA			
Cell C			
Vodacom			
MTN			
RoD on EIA?		YES/NO	

SERVICE COORDINATOR'S OFFICE USE:

DATE RECEIVED RECEIVING OFFICIAL'S NAME SIGNATURE

APPROVAL:

YES	NO	REINSTATEMENT BY:	DEPT. ROADS & STORMWATER	WAYLEAVE HOLDER	WAYLEAVE NO:	
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APPROVAL DATE

L.V. KEGAKILWE-PIKI

SIGNATURE

EXECUTIVE DIRECTOR: INFRASTRUCTURE DESIGN,
CONSTRUCTION AND MAINTENANCE DIVISION

D. INDEMNITY

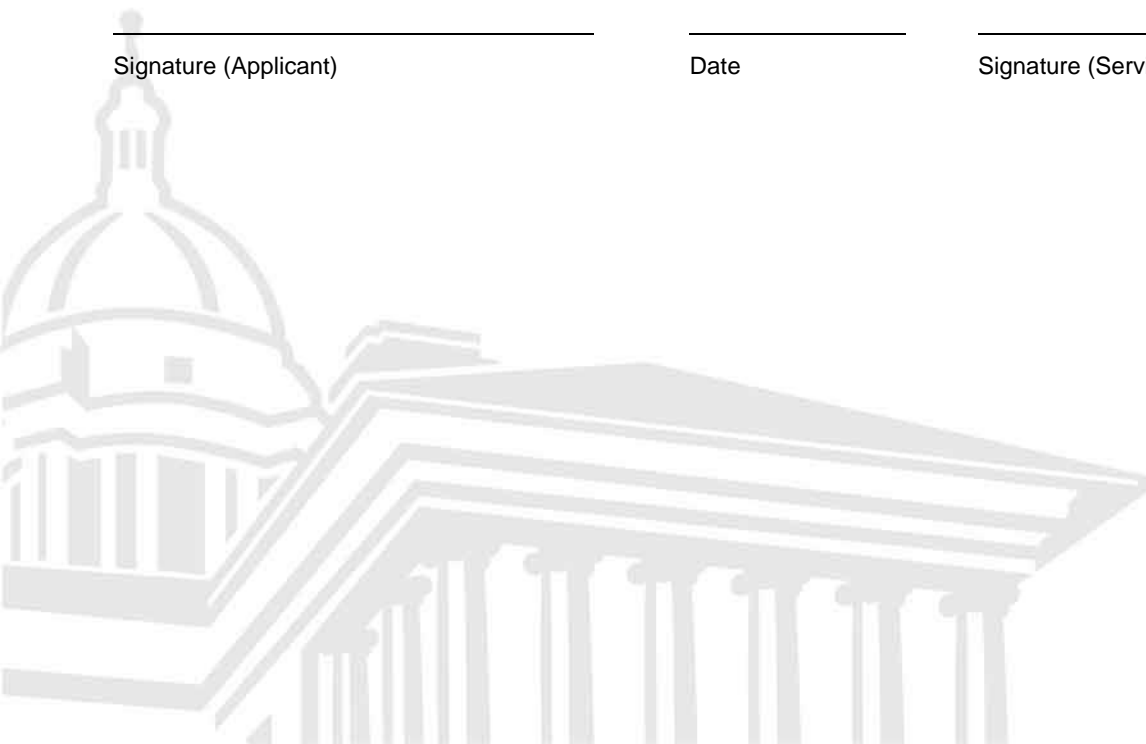
I, the undersigned hereby,

- acknowledge the receipt of a document containing the procedures, conditions and specifications pertaining to wayleave applications and understand that it will be my responsibility to contact the relevant Service agencies within and outside the area of jurisdiction of the City of Tshwane Metropolitan Municipality (CTMM), and undertake to adhere to the conditions not applicable to this Department, e.g. TELKOM, ESKOM, RAND WATER, SASOL, and TRANSTEL.
- undertake to furnish the relative Service Agencies with all necessary application form(s) and information obtained as a result of this application, in order to obtain final wayleave approval and permission to work within the road reserve, and
 - ⇒ acknowledge that service information is given in good faith and that the accuracy of this information is not guaranteed.
 - ⇒ guarantee all backfilling and permanent reinstatement work done by a Contractor, for a period of 12 months from the time when the work is signed off as completed by the CTMM Inspector.
 - ⇒ accept responsibility for all costs associated with the work, including any damages to other services, backfilling and reinstatements of trenches, the cost of any tests that may be required and any claims that may result from the work until the permanent reinstatement is completed.
 - ⇒ accept full responsibility for all costs associated with the relocation of the service / structure in future to accommodate any road or stormwater drainage works.
 - ⇒ accept the terms and conditions of the wayleave approval.
- indemnifies the CTMM against any claim(s), cost or damage or loss of whatsoever nature that may be incurred or sustained by the CTMM, the applicant or any third party and also against all actions, legal proceedings and claims of whatsoever nature that may be instituted or made against the CTMM arising out of, by reason of, or in any way whatsoever caused by or connected with the exercising by the applicant of the rights granted by the issuing of the wayleave as well as in respect of cost which may be incurred by the CTMM in examining or resisting any such demands, actions, legal proceedings and claims, instituted by any person or party for injury to person(s) loss of life or damage to or loss of property, arising directly or indirectly from exercising the permission granted with approval of this application.
- undertake to provide the Service Co-ordinator with our Works Order for the reinstatement of the work and for any other agreed costs arising from the work.
- undertake to ensure that the contractor(s) who undertakes the work on our behalf will contact the Service Co-ordinator in order to sign the statutory Occupational Health and Safety clearance form **before** the contractor(s) executes any work in the PRR.

Signature (Applicant)

Date

Signature (Service Coordinator Officer)



E. GENERAL WAYLEAVE CONDITIONS AND SPECIFICATIONS

This page is intended to provide a summary of the general conditions and specifications that are applicable when working in the PRR. Please refer to CTMM **Code of Practice for Work in the Public Road Reserve** for more detail.

- (a) Before any work is done in the road reserve, a Wayleave must be issued by the CTMM Service Coordinator's office. This will only be done after:
 - a completed wayleave application form has been received by the Service Coordinator;
 - the Applicant has obtained the approval of all the Service Agencies indicated on the application form;
 - the relevant processing fee and deposits (if applicable) have been paid; and,
 - the Applicant has undertaken to provide a Works Order to cover the reinstatement and any other agreed costs.
- (b) In addition before the Contractor starts work in the PRR they must:
 - sign the statutory Occupational Health & Safety form at the offices of the CTMM's Service Coordinator; and,
 - provide 7-days advance notice to the Metro Police.
- (c) The approved wayleave form and standard specifications document must at all times be available on site.
- (d) In the case of emergency work, e.g. burst pipes, the Metro Police must be notified before the repair work starts and an emergency notification must be submitted to the CTMM's Service Coordinator within 24-working hours of the start of the repair work.
- (e) The wayleave holder is responsible for all costs, including any damage to other services, backfilling, reinstatement, tests and any claims that may result. The wayleave holder is also responsible for traffic signs, barricading and the safety of motorists, pedestrians and workers.
- (f) All work must be done according to the Code of Practice. Only work indicated on the wayleave form may be done and only during the period indicated, unless approval has been obtained from the relevant wayleave office to change the dates.
- (g) If any trees or road furniture are affected by the proposed work, then the relevant office must be contacted.
- (h) The underground service shall be at least 800mm below the road surface and all manhole or valve covers shall be finished flush with the surface of the road or the verge.
- (i) All work must be done in accordance with the specifications as set out in the specifications document provided by the Service Coordinator.
- (j) Constructed footways must be reinstated with the original surfacing materials and the supporting layers compacted to obtain shear strengths at least equal to those of the adjacent undisturbed footway.
- (k) Un-constructed verges must be backfilled in such a way that the verge is in the same condition as it was before excavation.
- (l) After completion of any work in the road reserve, the site must be cleared and cleaned and all excess material, tools and equipment must be removed.
- (m) The wayleave form, or a copy thereof, must be returned to the Wayleave officer within 24 hours after completion of the work with the Completion Notice must then be filled in signed and the inspection certificates submitted.
- (n) The Service Coordinator will only certify work complete upon receipt of the as-built drawings, which will be requested when the inspection certificate is submitted.
- (o) Any excavation left unattended for a period of 5 calendar days will be made safe by the CTMM and charged to the Service Agency or contractor.

Your co-operation is appreciated.

F. COMPLETION NOTICE

WAYLEAVE INFORMATION

The CTMM Inspector must sign this form. The signature is just for administrative control and by no means implies that the work has been done according to the specifications and conditions of the wayleave. The onus and responsibility of ensuring that the service has been correctly installed, is that of the applicant.

WAYLEAVE NUMBER: _____ SUBURB: _____ STREET NAME: _____

FROM STREET: _____ TO STREET: _____

Responsible person (for the erection / installation of the service)

NAME: _____ COMPANY: _____

TELEPHONE No.: (____) _____

NOTICE

The Service Coordinator is hereby informed that:

- The work done in terms of the above Wayleave has been completed according to the conditions as prescribed in the Wayleave.

AND

- The permanent reinstatement has been done in accordance with the specifications in the Code of Practice for work in the Road Reserve.

OR

- A temporary reinstatement has been done and a Reinstatement Order to the amount of R_____ is attached for the CTMM to do the permanent reinstatement.

WAYLEAVE HOLDER

SIGNATURE

DATE

G. COMPLETION CERTIFICATE

COMPLETION CERTIFICATE:

It is hereby certified that the site of the work carried out in terms of the above Wayleave was inspected on the above date and that:

- The work has been completed; and
- The site has been cleared and cleaned; and
- The wayleave holder did the permanent reinstatement and the 12 months guarantee period commences from date.

OR

- The wayleave holder did a temporary reinstatement and the two-week maintenance period commences from above date. A Reinstatement Order was received from the wayleave holder.

COMMENTS ARISING FROM SITE INSPECTION:

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REINSTATEMENT ORDER NO: _____

The CTMM wayleave inspector was present when the DCP tests were done. (see site inspection remarks)

NAME: _____ SIGNED: _____ DATE: _____

