

Policy:	Stock Underpasses
Department:	Assets - Roading
Approved by:	Policy and Services Committee
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1. Purpose

- 1.1 The Council promotes the installation of stock underpasses as they improve road safety and minimise pavement damage.

2. Procedure

- 2.1 Application, including the following information, is to be made in writing to the Director of Assets:
 - a. Locality diagram
 - b. Cross Section
 - c. Details of actual type of culvert to be installed (the Council will not approve the use of corrugated steel culverts); including design certificate and calculations to show that the culvert meets full HN-HO-72 loading requirements.
 - d. Information on the contractors to be used.
 - e. Proposed date of installation.
 - f. A Traffic Management Plan to be submitted to Council for approval a minimum of two weeks prior to construction.
- 2.2 Council staff then make on-site inspections and submit a written report to the Director of Assets. This would include:
 - a. Suitability of site with regards to safety and drainage.
 - b. Any problems that may be encountered.
 - c. Levels, if required.
 - d. Minimum allowable culvert length to suit formation width, considering any future road improvements (Minimum width to be 15 metres).
 - e. Details of any special requirements needed, e.g., minimum bedding depth or minimum cover.
 - f. Any impact on known archaeological sites as defined in the Stratford District Council's District Plan.
- 2.3 The applicant will be advised if the site is considered suitable.
- 2.4 If the site is suitable, approval for the installation of the underpass will be subject to conditions which will include but not necessarily be limited to:
 - a. The underpass remaining at the Council's discretion. Should Council require the underpass to be uplifted or removed if it is not in use, and the road reinstated, then this shall be done with 90 days of written notification.
 - b. The Council will carry out routine maintenance inspections of the underpass and notify the owner of the underpass of any maintenance work that is required.
 - c. All maintenance costs shall be met by the owner, and all work shall be done to the Director of Assets satisfaction.
- 2.5 Applicant to advise Council of construction programme.

- 2.6 Applicant to notify/liaise with all residents who will be affected during the installation of the underpass.
- 2.7 Council staff will then:
- a. Advertise the road closure if required. To fulfil its legal obligations under the transport regulations, the minimum notice for advertising the proposal to close roads is 42 days, however, it is recommended the first advertisement is placed at least 70 days (10 weeks) before the proposed closure to enable objections to be managed and reporting recommendations to Council properly.
 - b. Inspect all installation to ensure work is carried out to the satisfaction of the Director of Assets.
 - c. Arrange for the reinstatement of the road surface.
- 2.8 Stratford District Council has produced some general guidelines to offer advice and the processes to be followed for the installation of a stock underpass. These are available from the Service Centre.
- 2.9 All costs associated with the construction and maintenance of a stock underpass lie with the property owner.