

# Application To Construct A Stock Underpass



Please read the attached Stock Underpass Guidelines and Conditions before completing this application form. To avoid delays in processing your application please print all information clearly using either a blue or black pen.

## APPLICANT DETAILS

Name

Postal address

Phone  Mobile

E-Mail

Preferred method of contact Phone  E-Mail  Mail

## AGENT DETAILS (IF APPLICABLE)

Name

Postal Address

Phone  Mobile

E-Mail

Preferred method of contact Phone  E-Mail  Mail

## PROPERTY DETAILS (IF DIFFERENT FROM ABOVE)

Name

Postal Address

### PROPERTY ONE

Lot Number

Plan Number (DP)

Valuation Number

Area (hectares)

### PROPERTY TWO

Lot Number

Plan Number (DP)

Valuation Number

Area (hectares)

**ENGINEER DETAILS (DESIGN)**

Name

Postal Address

Phone  Mobile

E-Mail

Registration Number

**ENGINEER DETAILS (CONSTRUCTION)**

Name

Postal Address

Phone  Mobile

E-Mail

Registration Number

**CONTRACTOR DETAILS**

Name

Postal Address

Phone  Mobile

E-Mail

**UNDERPASS DETAILS**

Road Name

Nearest Road Name

Metres to Nearest Road

Underpass Length (m)  Underpass Height (m)

Underpass Width (m)  Seal Width (m)

Proposed Construction Start Date

**DECLARATION**

I acknowledge that I have read and understand the Stock Underpass Guidelines and Conditions

I understand that I am responsible for the instillation and maintenance of the stock underpass and shall pay any costs required to satisfy all conditions given for this application in accordance with the requirements of the Stratford District Council.

Signed by the owner

Date

# Stock Underpass Guidelines and Conditions



These guidelines conditions provide applicants with information about Stratford District Council requirements for constructing a stock underpass and the procedure flow for the application process.

## COUNCIL ASSISTANCE

As an incentive for farmers to provide stock underpasses Stratford District Council will meet the costs of:

- (a) Reinstatement of the carriageway surface (excluding basecourse but including sealing);
- (b) Granting the lease and registering a Memorandum of Encumbrance against the applicant's titles;
- (c) Inspection of the underpass structure and side protection as part of its regime of bridge, large culverts and stock underpasses every two years.
- (d) Responsibility for maintaining the road and sight / guard rails across the underpass.
- (e) Inspection/supervision of the underpass during its construction/installation.

## GENERAL CONDITIONS

### 1. Ownership

Stratford District Council will, pursuant to Section 341(4) of the Local Government Act 1974, grant a lease at a peppercorn rental to the applicant for the purpose of the construction and maintenance of the said underpass on condition that:

- (I) The lease will continue while the applicant or their respective successors in title own the land on both sides of the said underpass unless Stratford District Council agrees otherwise.
- (II) The underpass structures will be the property of the owners of the land on both sides of the underpass.
- (III) The applicant is advised to contact SDC prior to engaging a designer in order to establish if any future road widening has been planned at the location for the proposed underpass.

### 2. Memorandum of Encumbrance

A Memorandum of Encumbrance shall be registered on the property title within 60 calendar days of the receipt of the Stock Underpass permit. The Memorandum of Encumbrance is to provide for the removal of the underpass in the event of it no longer being required for normal farming operations. All costs associated with the establishing the Memorandum of Encumbrance shall be met by the permit holder.

### 3. Type of Structure

The type of structure to be used, circular pipe culvert or box-section, length, cover and size, and construction details will all be to the approval of the SDC.

### 4. Installation

The installation of the underpass is to be undertaken by a reputable, experienced and competent contractor.

The applicant's contractor is to submit a Corridor Access Request (CAR) including a Traffic Management Plan (TMP) to SDC for approval prior to installing the underpass.

The construction, including traffic management and method of work is to be undertaken and completed to the satisfaction of the SDC in all respects.

Once the construction is completed, there shall be a six-month defects liability period where any defects in the installation or re-instatement of the road over the underpass shall be repaired at the cost of the owner/applicant. After this six month period an inspection will be undertaken by the SDC and when all

repairs required have been completed by the owner, the SDC shall resume responsibility for maintenance to the road and any associated sight rails or guardrails over the underpass.

The owner will be responsible for the maintenance of post and wire fences and facing walls within the road reserve.

Following completion of the installation of a Stock Underpass, the owner is to immediately remove any existing stock crossings across that road.

## 5. Maintenance

The cost of any maintenance on the underpass or on the road reserve identified during the inspections or at any other time that can be attributed to the presence of the underpass shall be met by the owner. Such maintenance shall include but not be limited to drainage, sight rails, the structure and head wall stability.

## 6. Health and Safety

The attention of the applicant and contractor is drawn to the Health and Safety at Work Act 2015, in respect of safe working practices. This includes the identification, minimising or eliminating of hazards. Should any permits be required under the Construction Act, or any other Act or Regulation, these will be obtained by the Contractor prior to the commencement of work, and any conditions imposed by the permits will be complied with.

## 7. Road Closures

The Contractor will notify Stratford District Council of a road closure in writing at least 50 days before work is scheduled to begin.

The Contractor will notify, by means of a letter-drop, all property owners affected by any road closure at least seven (7) working days prior to work commencing on site. Where commercial premises are concerned, the above will apply, followed by a personal visitation prior to commencing work.

The Contractor will supply a copy of the letter to be used for this process to SDC for their acceptance prior to this letter being delivered to the other property owners. The SDC will insert and pay for an advertisement in "Stratford Press" and, where applicable, "The Daily News" notifying the road closure and any alternative access that may be used while the underpass is being installed.

## TECHNICAL CONDITIONS

### 1. Site Plan

The Site Plan must be a professionally prepared plan. It must include;

- Road Reserve boundaries.
- Existing Network Utility services.
- Existing road stormwater / watertables.
- North point.
- Road name.
- Property address and owner / Rapid No / Fonterra N<sup>o</sup>.
- Existing fencing including gates.
- Long Section of proposed Underpass over full extent of road reserve as a minimum including the extent of works required for stock to access / exit.
- Minimum cover of underpass on the centreline and edges of the road.
- Cross section of proposed underpass including wall thickness.
- Stormwater /stock effluent disposal methods from underpass.
- Proposed side protection treatment methods and extents, and proposed fencing alignments.

The plan will also indicate if any of the Network Utilities intend to install /upgrade any of their services at this location, along with contact details. If any Waahi Tapu or Archaeological sites in the area or, item of interest shown in the District Plan has been advised or assessed, this will be clearly noted on the plan.

## 2. Design

Engineering Consultants, acceptable to the SDC will be engaged by the owner to undertake the design, contract administration and construction supervision of the works. All underpasses will be designed for HN–HO–72 traffic loading. The design will be to the manufacturer's recommendation and will meet the requirements of the TNZ Bridge Manual SP/M/022 and its Amendments.

Sufficient design details and calculations will be provided for approval by SDC's Structural Engineer. If a non standard underpass is proposed then the applicant may be required to supply an Engineer's design certificate at the applicant's expense.

- The detail design of the cross section will show the extent of excavation required to install the underpass and how adequate compaction will be provided when backfilling to avoid settlement of the final road surface. The final 500mm below the top of the underpass will be of sufficient width to ensure a mechanical compactor can be used to compact the backfill.
- A set of Engineering Plans and calculations will be provided to the SDC for their acceptance, and no works will be undertaken on site before the Engineer has been advised in writing by the SDC that the information provided is adequate and complete.
- Although a Building Consent is not required for the underpass, the extent of information provided and the detail should follow the quality and extent expected for that type of work.

## 3. Dimensions

When completed, the underpass will have a minimum internal height of 2.0m, an internal width in the range of 2.5m – 5m long.

The underpass will extend a minimum of 3.0m (to match the watertable) beyond the edge of seal.

The minimum permissible length of the stock underpass will be 15 metre (multiple of 1.5 metre units).

If road widening within 5 years is programmed for this location (see Section 1,iii) the underpass will be constructed now and of sufficient length to accommodate future road widening.

If road widening is to be undertaken beyond 5 years, the owner agrees to extend the underpass and modify the side protection treatments as necessary at his cost at that time. This work could be done by SDC Contractor at that time, as part of the road widening Contract. SDC would bill the owner the amount charged by their contractor at the time of the future widening to pay for this extension and modification of the side protection.

## 4. Cover

The minimum cover within the extent of the sealed carriageway zone will be 600mm. If there are Network Utility services in the area, this 600mm minimum cover will be maintained over these services. Potholing may be necessary to confirm depths of these services. Consideration may be given in areas where there are no Network Utilities to reduce the minimum cover to 300mm and provide an asphalt concrete surfacing. Future Network services may need to be attached to the end of the underpass with no compensation to the applicant.

## 5. Side Protection

Side protection of the Underpass will be addressed in the design to ensure integrity of road users and the road reserve.

- Protection of the road reserve will be addressed by Headwalls, Wing walls, facing walls or similar methods approved by the SDC. The protection will extend to all batters within the road reserve boundaries on both sides
- The ends of the underpass will be adequately fenced/railed to provide guidance for road users. This may consist of a standard 7 wire fence erected along the road and over the underpass ends along the road boundary line, or a continuous length of white painted timber railing (2 x 200mm x 25mm), extending a minimum of 5m both before and after the Underpass on both sides of the road, erected on white painted 100mm x 100mm ground treated posts at a maximum of 2.0m centres, or any

other system approved by the SDC. The rails will be a minimum of 3.0m from the edge of seal over the underpass and will curve away from the road on a 10m radius. Suitable reflectors will be attached.

- When the existing seal width of the road is less than 6m, the side protection will be W section steel guardrail (or other approved), with suitable reflectors. The extent of guardrail will be as required for the timber railing treatment method. All metalwork will be hot dipped galvanised.
- Alternatively, the underpass is to extend the full width of the road at the location of the underpass.

## 6. Drainage

Provision will be made for the removal and disposal of surface water from the site, and/or ground water to the satisfaction of the SDC. In particular the units are to be constructed “in the dry” on firmly compacted and level bedding material. Surface water will not be permitted to flow down unprotected batters. Any resource consent required for disposal of stormwater will be obtained by the owner at his expense. The design will also address the protection and continuity of all existing roadside watertables, road culverts and their current discharge if affected by the works.

## 7. Competent contractor

The applicant is advised to contract a reputable contractor who is experienced in earthworks and road construction contract work with a good track record on underpass or culvert installations, and has demonstrated to the Stratford District Council (SDC) that his work is to a sufficient standard. Competent contractors may be listed by SDC from time to time. The SDC Manager Roading Assets approval will be evidence of a Contractor being an “Competent contractor”.

## 8. Traffic Management Plan

The contractor will submit a Traffic Management Plan (TMP) to SDC for approval at least 50 days before work begins. The TMP will:

- Detail how traffic will be managed during the programme of works. It must provide details of:
  - Proposed works.
  - Method of traffic management used.
  - Works programme.
  - Site plan.
  - Signage to be used.
  - Traffic controller details.
- Be written and submitted by a qualified STMS (Site Traffic Management Supervisor) who will oversee the construction process.
- Conform to CoPTTM (Code of Practice for Temporary Traffic Management – Version 3, June 2004) as a minimum.
- Include some form of public notification to affected residents AT LEAST seven (7) days prior to construction commencement by letterbox drop.
- Include a site drawing, with signage and cone layout relevant to the speed environment. All sign spacing will be taken direct from CoPTTM. The TMP must be submitted and accepted by the SDC prior to construction taking place. Failure to do so will result in construction being halted.
- Take into account the expected daily traffic volumes, which are obtainable from the SDC Roading Assets Team upon request.

Any TMP which incorporates State Highway road reserve must be submitted to the network manager of the relevant section of State Highway for approval. The contractor must supply proof of approval from the relevant New Zealand Transport Agency representative.

## 9. Notifications

Asset Owners and The Contractor will register with the “BeforeUDig” website and follow the

Network Suppliers	<p>process to notify asset owners and network services of planned works.</p> <p>Network Services must be marked and potholed prior to installation and arrangements made with any Network Utility operator for relocation or repairs if required.</p> <p>Any costs involved with this relocation/repair will be at the owner's expense.</p>
Affected Property Owners/Occupiers	<p>The Contractor will notify, by means of a letterbox drop, all property occupiers affected by the road closure for the stock underpass installation, at least seven days before work commences on site. Where commercial premises are concerned the above will apply, followed by an approach in person prior to commencing work.</p> <p>The Contractor will supply a copy of the letter intended to notify all property occupiers affected to SDC for their acceptance prior to this letter being delivered to property owners.</p> <p><b>The SDC will insert and pay for an advertisement placed in the "Stratford Press" notifying the road closure and any alternative access that may be used, when the underpass is being installed.</b></p>

## 10. Corridor Access Request

A Corridor Access Request (CAR) will be submitted by The Contractor and approved within five working days of work beginning.

A CAR is automatically created when applying for excavation through the "Before U Dig" website.

An approved CAR provides the applicant/contractor with a Work Area Permit (WAP). The WAP must be kept on site at all times in order to work in the road reserve.

## 11. Installation

The Owner's Engineer is responsible to ensure the work is carried out in accordance with his Design.

The construction, including traffic control, and work methods will be undertaken and completed to the satisfaction of the SDC.

The existing pavement will be saw-cut at the limits of the works. If during excavation artefacts, treasures or items of historical interest are uncovered, the Contractor will stop work immediately (required under the Protected Objects Act 1975, make the site safe and seek advice to ensure the items can be correctly protected and preserved.

The following shall be completed within 48 hours of the underpass units being put in place:

- (I) Road drainage along either side of the carriageway shall be reinstated to the satisfaction of the Council.
- (II) Site railings, constructed of timber posts and 2x200mm x 25mm timber painted white, shall be erected at each end of the underpass.

## 12. Inspections During Installation

The Asset Manager or designated officer will be notified well in advance when work is ready for inspection at the following stages of installation. The purpose of these inspections is to ensure the integrity of the road is maintained;

- When excavation is completed and before any bedding or units have been installed to inspect foundations
- When units are to be installed.
- During backfilling alongside and on top of the units.
- End of Defects Liability period
- At any other time unusual ground conditions or departure from normal conditions occur.



### **13. Reinstatement**

The cut across the road to accommodate the underpass units shall be the minimum width necessary to ensure compaction of the reinstated material between the sides of the installed units and the sides of the trench.

Approved bedding metal shall be well compacted to form a solid load bearing base under the culvert units.

Approved backfilling between trench cut and culvert shall be adequately compacted and retained at each end of the underpass.

The road will be reinstated with AP40 basecourse metal to a minimum compacted depth of 600mm and shaped to meet the existing road. SDC will meet the cost of sealing the road surface using their roading maintenance contractor.

### **14. As-Built Plans**

Following completion of Construction, the Owner's Engineer will provide to the SDC a set of As Built Plans showing all variations from the originally provided plans for construction. These plans will be marked as "As Built" and will include the Engineers signature and date of installation on each sheet to confirm this. Included with these plans will be test results of foundations, any calculations required as a result of on site variations, a Producer Statement Design from the Engineer, and a Producer Statement Construction from the Contractor that the work has been done in accordance with the drawings and specifications.

### **15. Defects Liability Period**

Following construction of the Underpass, a Defects Liability Period of 6 months will apply. During that period, the owner is responsible to ensure the Underpass, including road reinstatement and side protection items have been correctly installed. Any work required to remedy any faults are to be undertaken by the owner/his Contractor at no cost to the SDC. If any of this work required is within road reserve, the SDC is to be made aware of this prior to the work being undertaken. Another

For any work required a new Traffic Management Plan approved by SDC will be required.

At the end of this period, the SDC will inspect the road to ensure all work undertaken is still satisfactory, and showing no defects. Any faults found are to be repaired by the owner at his cost. Once all defects have been repaired, and the As Built Plans have been received the SDC will advise the owner in writing that the Defects Liability Period has now ended.

### **16. Maintenance Inspections**

Following the end of the Defects Liability Period, SDC will be responsible for maintaining the road and rails over the underpass structure, and will also inspect the structural integrity of the underpass;

- The SDC will inspect the structure and side protection every 2 years as part of the inspection regime for bridges, large culverts and underpasses, but will not inspect if constructed within 2 years of the initial routine cycle period.
- These inspections are in a cycle of general inspection in years 2 and 4, with a detailed inspection in year 6.
- The SDC will provide to the owner a copy of these Inspection Reports and advice action required and time frames. The owner is to address the actions, at his cost, within the required time periods and advise the SDC in writing, (sender of letter) as soon as work completed.
- If the action required is not completed within the required timeframes, SDC will arrange repairs and recover all costs from the owner.

### **17. Change of Owner**

- (I) The stock underpass will be allowed to remain as long as the ownership of the land immediately adjoining both sides of the underpass is in the same ownership;
  - The owner is to advise the SDC whenever the land is sold, to whom, and the change of

ownership date, so their records can be updated. On advice of this change of ownership, the SDC will arrange with the new land owner to register a new Memorandum of Encumbrance against the title

- If the new owner of the land does not agree to this, the stock underpass could be removed by the SDC, the units disposed of, and the last owner recorded by the SDC billed to recover outstanding costs.

(II) The stock underpass will be required to be removed within 3 months of change of ownership if the ownership of the land immediately adjoining both sides of the underpass is different;

- The owner as defined in the Memorandum of Encumbrance is to advise the SDC when change of ownership occurs on one side of the road only.
- When this occurs, removal of the underpass will be undertaken in accordance with the "Removal of Underpass" clauses of this section of the Document.
- If the owner fails to undertake this, the stock underpass could be removed by the SDC, the units disposed of, and the last owner recorded by the SDC billed to recover outstanding costs.

## 18. **Removal of Underpass**

The owner may request removal of the Underpass at any time by providing two months written notice to the SDC. Removal is to be undertaken by an SDC Competent contractor and work supervised by an Engineer, employed by the owner, and acceptable to the SDC.

A Defects Liability Period of 6 months to apply to the road following removal of the underpass.

SDC will inspect the site at the end of the Defects Liability Period, advise any repairs that are required, and following satisfactory completion of these repairs, the SDC will then take over responsibility for the road maintenance. Any defects on the road during the Defects Liability Period are to be repaired within 48 hours of notification by the SDC to the owner or his Contractor.

All costs associated with the removal of the underpass and the road reinstatement is to be met by the owner.

If the underpass is removed, the owner will not be permitted to allow stock to cross the road at or near the underpass location.

In the unlikely event that SDC requires the underpass to be uplifted or removed, then this shall be done at the owner's expense within 90 calendar days of receipt of written notification.

**TIMEFRAME:** 4-6 months to end of installation, then 6 months Defect Liability Period.

1. Applicant decides to install underpass
2. Applicant contacts SDC (Customer Services) and requests information pack
3. Pack sent to applicant
4. Site location agreed upon by Applicant and SDC (Roading)
5. SDC check District plan for Waahi Tapu or Archaeological sites and other District Plan items of interest
6. Applicant advises type of Underpass and size required
7. Applicant engages an Engineer
8. Engineer completes detailed Plans
9. Engineer presents plans to SDC (Roading) for acceptance
10. SDC (Roading) reviews, liaises with Engineer, accepts detailed information
11. SDC notifies owners Engineer/Contractor if the submitted plans are approved for construction
12. Applicant / Engineer engage Contractor
13. Corridor Access Request (CAR) made by Contractor (to SDC Roading)
14. Traffic Management Plan (TMP) prepared by Contractor and submitted (to SDC Roading) for acceptance
15. Acceptance of TMP given
16. Road Closure requested by Contractor
17. Road Closure arranged by SDC (Roading)
18. Services located and marked by Network Utility Service – Before U Dig
19. Contractor submits Draft of Letter advising property owners of intended road closure to SDC (Roading) for acceptance
20. SDC (Roading) advises Contractor of acceptance of road closure letter
21. Letter drop carried out by Contractor at least 7 days prior to construction start date
22. Roading General Maintenance Contractor (GMC) advised of sealing date to allow programming
23. SDC (Roading) informed of start date to ensure availability to carry out inspections during construction
24. Installation undertaken by Contractor
25. Road reinstatement quality and depth of cover confirmed
26. Safety furniture installed by Contractor
27. Roadside drainage reinstated by Contractor
28. Underpass drainage constructed by Contractor
29. Road sealing and marking (where applicable) completed by SDC GMC
30. Inspection date for end of Defects Liability Period (6 months) set at end of installation
31. GISBOOST updated by SDC (Roading)
32. RP of underpass recorded by SDC (Roading)
33. Legal Memorandum of Encumbrance on land either side completed by SDC
34. Road inspected at end of Defects Liability Period by SDC (Network Consultant)
35. Defects remedied by Contractor
36. As Built Plans received by SDC
37. Defects Liability Certificate issued by SDC (Network Consultant)
38. Underpass added to inspection list and maintenance inspection regime established by SDC (Network Consultant)
39. Details and plans placed on bridge, property and road file by SDC