

STRATFORD DISTRICT COUNCIL

POLICY: <u>STOCK UNDERPASSES</u>	
DEPARTMENT: Assets	RESPONSIBILITY: <ul style="list-style-type: none">• Director Assets• Roading Assets Manager
SECTION: Roading	
REVIEW DATE: 2015/2016	NEXT REVIEW: 2018/2019
VERSION: 3	APPROVAL DATE: 14/05/2013

PURPOSE

1. The Council promotes the installation of stock underpasses as they improve road safety and minimise pavement damage.
2. To encourage property owners to provide such facilities, Council offers assistance by way of survey levels, design checks, supervision of installation and reinstating the road to its sealed or metal state, at no cost to the owner undertaking the work.
3. The purpose of this policy is to outline the assistance offered by Council for this work to be done.

PROCEDURE

1. Application, including the following information, is to be made in writing to the Director 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
2. Council staff then make on-site inspections and submit a written report to the Director 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, taking into account any future road improvements. (Minimum width to be 12 metres)
 - e) Details of any special requirements needed, e.g. minimum bedding depth or minimum cover.
 - f) Any impact on known archeological sites as defined in the Stratford District Council's District Plan.

3. The applicant will then be advised if the site is considered suitable.
4. If the site is suitable, approval for the installation of the underpass will be subject to conditions which will include but not necessarily limited to:
 - a) The underpass remaining at the Council's discretion i.e. should Council require the underpass to be uplifted or removed, and the road reinstated, then this shall be done within 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 Assets satisfaction.
5. Applicant to advise Council of construction programme.
6. Applicant to notify/liaise with all residents who will be affected during the installation of the underpass.
7. Council staff will then:
 - (a) Arrange 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 proper.
 - (b) Inform all local road users and service authorities, i.e. telecommunication, electrical and gas companies.
 - (c) Inspect all installation to ensure all work is carried out to the satisfaction of the Director Assets.
 - (d) Arrange for the reinstatement of the road surface.
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.