

Conducting work within the road reserve

Under the provisions of the Local Government Act 2002, the RCA is required to ensure that sufficient safety precautions are in place to protect the general safety of the public, traffic and workers employed on or near any of the roads of which the council is custodian.

On the 1st of December 2005 the Timaru District Council adopted the Standards New Zealand Handbook 'SNZ HB 2002:2003 Code of Practice for Working in the Road' to simplify the consent process, protect the integrity of our roading network and maintain public safety.

A copy of this document is available for purchase from Standards New Zealand in PDF format or hardcopy. It must be read in conjunction with the "local supplement" available from the TDC.

If you are proposing to undertake work within the road reserve you need to obtain consent from the council before commencing works. This is done by completing either a Road Opening Notice for utilities connections, or by completing a service application form for connection to council services and returning these to the council 20 days prior to your intended start date.

To download Form Road Opening Notice ([click here](#)), to download Service Application form ([click here](#)).

Also there is additional information that must be supplied with your application such as a temporary traffic management plan, technical plans and copies of correspondence to affected users. Upon receipt of written consent from the council works may commence.

On completion of any works, in accordance with the NZS 2002:2003, council should be notified of this by way of a works completion notice, which is followed up with a maintenance notice, 12 months later.

For further information please contact the Land Transport unit at Timaru District Council.

Application of Policy

- All private utility operators, eg power, telecommunications and radio communications, gas, electricity, rail will be bound to the Timaru District Council's adoption of SNZ HB 2002:2003 and its conditions.
- All private utility operators, or their contractors are required to complete a Road Opening Notice (RON) application.
- All public service installations eg Drainage, water connections require service applications
- All activities covered by the service applications process are bound by the standards and warranties section of SNZ HB 2002:2003.

Special Conditions (as approved in 3.1.1)

Definition

- 1.4 Minor Work: All work conducted in footway/berm under 5 metres in trench / trench-less construction
All minor work must be forwarded on a monthly summary schedule.
Major work: any work in footway over 5 metres in trench / trench-less construction
The placement of any street furniture, eg Kiosk, cabinet or transformer.
Any work in roadway of any description
Project work: A planned major work that exceeds 28 calendar days from establishment to final reinstatement.
- 2.2 The minimum level of Quality Assurance required by the TDC is TQS1.
- 3.1.4 (b) Minor work shall not require a RON, only a monthly activity schedule.
(f) If constructed is being conducted near to trees, an arboriculturist report may be required to accompany the application.
- 3.1.6 The "Maintenance period" shall not be submitted to the council until all remedial work has been carried out. The warranty period shall not commence until all remedial work has been completed, accepted and notified in writing by the council.
- 3.2.2 Hours of works: to be issued application specific.
- 3.2.3.1 Emergency response times: shall be determined at the time of request by the RCA depending on the nature of the work required.
- 4.1.2 When construction is being conducted in the vicinity of traffic light loops the TDC may impose special conditions. These will be notified at time of application.
- 4.6.3 In no situation may a footpath width be restricted to a clear width of less than 1.5 metres in a residential area or 2.5 metres in a business or commercial area.
- 4.7 Trench Reinstatement
(a) Restore a permanent quality surface in the road
- 4.7.2.5 Need not apply as 4.7.2.3a is considered sufficient
- 4.7.2.6 Trenches in chip seal carriageways shall be reinstated using a two coat chip seal. The first coat shall be grade 4 and the second coat either grade 5 or 6 to visually blend with the existing surfacing. The second coat shall overlap the existing surface by not less than 100mm.
- 4.7.2.17 (a) For work on a footpath surface less than 24 months old, the entire footpath width is to be resurfaced.
(b) Where the trench width or damage to sealed surfaces exceeds 70% of the paved surface, the entire width is to be resurfaced.
(c) Where a trench is within 300mm of the support edge or seal joint of the footpath then this area shall become part of the surface restoration.
(d) Where a trench crosses the footpath from property boundary to kerb in a surface less than 24 months old then the 1 metre rule applies. In all other cases the trench surface is to be reinstated to a minimum width of 300mm.

Appendix D

- A Minor work: No fees apply
B Major Work: \$300.00 per application
C Emergency / Maintenance work: No charge
D Project Work: Calculated on a project-by-project basis