

## 4. PRIOR APPROVAL OF WORK

Prior approval is required from the Road Controller before work can commence in any of the following situations.

- **A trench, or series of holes, may extend more than 20 m along the road**
- **A traffic lane on a Main Road may be closed** (Refer to Appendix K)
- **A road may be closed for more than 2 minutes**
- **Work is proposed on the carriageway of the State Highway route** (Refer to Appendix K)
- **Work may affect a road structure such as a bridge, tunnel, or retaining wall**
- **A private underground utility is to be laid other than private connections to a Utility network**
- **A financial contribution is sought for the reinstatement of the road**
- **Work needs to be done outside of Normal Hours of Work** (Refer to Section 8.1)
- **An above ground structure where Prior Approval is required** (Refer to Section 7.4.8)
- **An excavation under the canopy of a tree** (Refer to Section 9.1)
- **A variation from the requirements of this Code of Practice is wanted**

A sample Prior Approval application form is attached, Appendix B. Electronic copies of these are available from the Road Controller.

The application must include a plan showing details of the nature and location of the proposed work, and the location of other underground utilities. Plans must be of a scale not smaller than 1:500.

The application for approval must be made at least 15 working days before work starts.

Should the work not be completed within 6 months of the Prior Approval then a further Prior Approval must be sought and obtained for the works to either continue or commence. Any new requirements will then apply.

In an emergency situation the work may start without Prior Approval but the Road Controller must be advised immediately if it falls into one of the above categories. The Road Controller can be contacted 24 hours on the Council after hours telephone 499 4444. The Road Controller may subsequently impose any requirements they consider reasonable for the situation.