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TO BE COMPLETED BY APPLICANT (STEPS 1, 2, 3 and 5)

STEP 1

Obtain detailed information from all relevant service agencies about position of such services which are adjacent to where the work is to be carried out. Provide them with a drawing at minimum scale of 1:500, with NORTH POINT, BLOCK PLAN WITH STAND NUMBERS, and STREET NAMES AND HOUSE NUMBERS (where possible). All service information must be obtained from the relevant Local Council before applicant applies for wayleave.

Please Note:

If information of the position or levels of the services are required, exposing and backfilling these services must be undertaken by hand. Give the relevant Service Agency two (2) weeks prior notice to obtain this information.

STEP 2


When applying for the wayleave the applicant must hand in 5 copies of the drawing where the proposed work is taking place. Details required on the drawing are:

- 1. PROPOSED WORK.**
- 2. DEPTH AND POSITION OF PROPOSED SERVICE BELOW ROAD LEVEL`**
- 3. DISTANCE OF PROPOSED SERVICE FROM BOUNDARY**
- 4. POSITION OF ALL STRUCTURES INCLUDING UNDERGROUND**
- 5. EXTENT OF UNDERGROUND STRUCTURES**
- 6. ALL SERVICES FROM OTHER SERVICE AGENCIES. (If there is no service from a particular agency for that area, a comment to that effect from that agency is required).**
- 7. A DETAILED METHOD STATEMENT**

These drawings will have the official stamps of those Agencies or Departments to confirm they are in agreement that the data is in accordance with their latest records, before the wayleave is considered for approval.

The following additional documentation should be submitted with a wayleave application form;

1. A traffic control plan showing how vehicular and pedestrian traffic will be accommodated during the execution of the Works in the public road reserves.

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2. Proof of Payment of the required processing fee.
3. Proof of appointment of Professional Engineer appointed to monitor the construction and reinstatement, and to provide a Completion Certificate once completed.
4. Proof of appropriate public liability insurance and indemnity insurance.

STEP 3

The signed copies of the drawings and the signed wayleave application forms must be handed to the uMngeni Local Municipality- Infrastructure and Public Works Directorate

STEP 4


FOR INFRASTRUCTURE AND PUBLIC WORKS WAYLEAVE OFFICE

The wayleave registration office will check that all requirements have been met. The INFRASTRUCTURE AND PUBLIC WORKS DIRECTORATE will register the application on the GIS and the applicant must pay the Wayleave administration fee as indicated in the schedule attached to this document. When it has been registered a wayleave number will be given and then the wayleave work permit will be issued. The applicant must take note of the special conditions. (See Annexure A).

STEP 5

On completion of the work the applicant shall contact the ROADS AND STORMWATER SECTION Wayleave QUALITY CONTROL ENGINEER o who will then set up a site meeting to sign off the completed work.

Thereafter the completion certificate will be issued once all requirements have been met. The 12 month guarantee period for the permanent reinstatement and/or the backfilling as well as the 14-day maintenance period for temporary reinstatements by the wayleave holder commences from the date of issue of the certificate of completion.

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WAYLEAVE FORM

Application is hereby made by the undersigned to do work within the road reserve as detailed below. The applicant undertakes to do the work according to the latest edition of the CODE OF PRACTICE FOR WORK IN THE ROAD RESERVE, contained in Wayleave Policy.

No work shall commence before the Wayleave Work Permit is issued. All applicable fees are to accompany this application. These fees are only an estimate and will be properly measured on completion of the reinstatement.

APPLICANT DETAILS

APPLICANTS NAME
CONTACT PERSON
CONTACT TELL
EMAIL ADDRESS
CONTACT FAX
CONTRACTOR
PROJECT NO
DRAWINGS NO(s)

PROVISIONAL DATES :

DATE OF APPLICATION	COMMENCEMENT DATE	COMPLETION DATE

LOCATION OF WORK (give full details)

SUBURB: _____

STREET NAME: _____

STREET(FROM): _____ STREET(TO): _____

EQRF NO(s): _____ HOUSE NO(s) _____


EXCAVATION DETAILS

LENGTH OF EXCAVATION: _____m ROAD CROSSING _____m

KERBS: _____m

SIDEWALKS: _____m

****All work will be done between the hours of 09:00 and 15:30 to ensure free flow of traffic during peak hours****

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THE FOLLOWING SERVICE AGENCIES ARE AWARE THAT THE APPLICANT WILL BE WORKING WITHIN THE VICINITY OF THEIR SERVICES, HAVE GIVEN THE APPLICANT THEIR CONDITIONS FOR WORKING WITHIN THE VICINITY OF THEIR SERVICES AND THEREFORE HAVE NO OBJECTION TO THE APPLICANT APPLYING FOR A WAYLEAVE.


AGENCY	COMMENTS	Date (YYYY/MM/DD)	SIGNATURE
UMNGENI MUNICIPALITY ELECTRICITY DEPARTMENT			
ESKOM			
UMGUNGUNDLOVU DISTRICT MUNICIPALITY			
MTN			
TELKOM/OPENSERVE			
UMNGENI WATER			
TRANSNET			

UMNGENI MUNICIPALITY OFFICE USE:

DATE RECEIVED	NAME OF WAYLEAVE COORDINATOR/ QUALITY CONTROL ENGINEER	SIGNATURE

APPROVED

YES	NO	WAYLEAVE NO:	
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UNDERTAKING / INDEMNITY

I, the undersigned hereby,

- Acknowledge the receipt of a brochure containing the procedures and conditions pertaining to wayleave applications and understand that it is be my responsibility to contact the relevant Service agencies within and outside the area of jurisdiction of the uMngeni Local Municipality, undertake to adhere to the conditions not applicable to this department, e.g. TELKOM, ESKOM and UMGUNGUNDLOVU DISTRICT MUNICIPALITY.
- Undertake to furnish the relative Service Agencies with all necessary application form(s) and information obtained as a result of this application, in order to obtain final wayleave approval and permission to work within the road reserve.
- No road will be excavated, all services that need to cross a road will be laid using trench less technology. In the event where this is not possible, a letter applying to excavate the road must be submitted the ROADS AND STORMWATER SECTION wayleave office with a plan showing all services already in the ground. If written approval is given, no work will commence until a wayleave officer is present.
- Acknowledge that service information is given in good faith and that the accuracy of this information is not guaranteed.
- Guarantee all backfilling and permanent reinstatement work done by the contractor, for a period of 12 months from the time when the work is signed off as completed by the uMngeni Local Municipality Quality Control Engineer.
- Accept responsibility for all costs associated with the work, including any damages to other services, permanent backfilling/reinstatement of trenches, the cost of any tests that may be required and any claims that may result from the work until the permanent reinstatement is completed.
- Accept full responsibility for all costs associated with the relocation of the service / structure in future to accommodate any road or Stormwater drainage works.
- Accept the terms and conditions of the wayleave approval and all the conditions contained in the Code of Practice for Work in the Road Reserve.
- Indemnifies the uMngeni Local Municipality against any claim(s), cost or damage or loss of whatsoever nature that may be incurred or sustained by the uMngeni Local Municipality, the applicant or any third party and also against all actions, legal proceedings and claims of whatsoever nature that may be instituted or made against the uMngeni Local Municipality arising out of, by reason of, or in any way whatsoever caused by or connected with the exercising by the applicant of the rights granted by the Wayleave application as well as in respect of cost which may be incurred by the uMngeni Local Municipality in examining or resisting any such demands, actions, legal proceedings and claims, instituted by any person or party for injury to person(s) loss of life or damage to or loss of property, arising directly or indirectly exercising the permission granted with approval of this application.

Signature of Applicant	Date	uMngeni L M Official
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ANNEXURE A

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SUMMARY OF CONDITIONS FOR WORK IN THE ROAD RESERVE


This page is intended to provide a summary of conditions and specifications. Please refer to the Council's Code of Practice for Work in the Road Reserve for more detail.

- Before any work is done in the road reserve, a wayleave must be issued by the uMngeni Local Municipality. This will only be done after a completed wayleave application form has been received by the Wayleave Officer and all the necessary fees paid. Before submitting the form to the Wayleave Officer, approval must be obtained from all other agencies indicated on the form. The uMngeni Local Municipality will not approve a wayleave where some agency /service providers have not commented/responded approved.
- All work must be done according to the Code of Practice. Only work indicated on the wayleave form may be done and only during the period indicated unless written approval has been obtained from the relevant wayleave office to change the dates.
- The wayleave holder is responsible for all costs, including any damage to other services, backfilling, reinstatement, tests and any claims that may result. The wayleave holder is also responsible for traffic signs, barricading and the safety of motorists, pedestrians, and workers.
- If any trees or road furniture is affected by the proposed work, then the relevant office must be contacted.
- The underground service shall have not less than 800 mm cover and all manhole or valve covers shall be finished flush with the surface of the road or the verge.
- Backfilling and reinstatement: Permanent backfilling must be done according to the specifications given in the Code of Practice. The minimum requirement is that the backfilled layers must have at least the same shear strengths as those of the adjacent undisturbed pavement layers. A copy of the results of the tests by an independent private laboratory, approved by uMngeni Municipality must be submitted to the wayleave office.
- The wayleave holder is responsible for obtaining the required strengths, but the following is recommended as a method that should be adequate in most cases.
- The wayleave holder must ensure that the top 400 mm (550 mm for primary and secondary roads) must be stockpiled separately and stabilized with 4% Ordinary Portland cement (OPC) when replaced with 60kg/m³ of cement. The material must be compacted in thin (75 to 100 mm) layers with a vibratory compactor at optimum moisture content (OMC) to the required densities (base: 98%, subbase: 95%, selected subgrade: 93% and subgrade: 90% Mod AASHTO) to within 100mm of the existing road surface. This method should provide the required shear strengths in most cases, but it should be noted that material that was originally stabilized cannot be re-used and must be discarded.

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- The reinstatement of the surfacing must consist of 40 mm hot-mix asphalt. Cold mix may only be used in temporary backfills (Emergency backfill)
- The top 100mm of the trench must be backfilled by the wayleave holder, compacted, and maintained in a serviceable condition for a period of fourteen days after the Completion Notice has been submitted.
- Constructed footways must be reinstated with the original surfacing materials and the supporting layers compacted to obtain shear strengths at least equal to those of the adjacent undisturbed footway.
- Un-constructed verges must be backfilled in such a way that the verge is in the same condition as it was before excavation.
- After completion of any work in the road reserve, the site must be cleared and cleaned and all excess material, tools and equipment must be removed.
- The wayleave form, or a copy thereof, must be returned to the Wayleave Officer within 24 hours after completion of the work with the Completion Notice filled in, signed and the DCP or RCCD tests submitted.
- Any excavation left unattended for a period of 5 calendar days, will be made safe by uMngeni Local Municipality and charged to the Service Agency or contractor.

Your co-operation is appreciated.

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APPLICATION SHOULD BE HAND DELIVERED AT THE FOLLOWING ADDRESS

ATT: Mr S SHELEMBE (Samukelo.Shelembe@umngeni.gov.za – 0605558070)

INFRASTRUCTURE AND PUBLIC WORKS DIRECTORATE

17 CAMPBELL ROAD

HOWICK

3290

ATTENTION: ALL SERVICE AGENCIES

Please take note of the following:

No road may be excavated unless special permission is granted by uMngeni Local Municipality.


Excavating must be done by hand when services are being identified. The use of mechanical tools is not allowed for identifying services.

The backfilling and excavation will be done by the Service Agency or their appointed contractor and the excavation made safe till handed over to uMngeni Local Municipality.

- When submitting the DCP test, subject to written approval by the uMngeni Local Municipality the Wayleave Holder can use the services of a private SANS accredited laboratory. Such test must be done in the presence of Wayleave Officer.

Note that if a DCP test fails, the excavation must be re-backfilled, re-compacted and the DCP re-tested.

NB: THE UMNGENI LOCAL MUNICIPALITY RESERVES THE RIGHT TO ARRANGE THE EXECUTION OF THIS WORK AT THE COST OF THE SERVICE AGENCY .

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SCHEDULE OF FEES: 2022/2023

(NOTE: Fees are revised annually as from 1 July)

Standard Activity	Unit of Measurement	New Tariff
Road Riding Surface	Square meter (m ²)	
Backfilling	Square meter (m ²)	
Paved Footways	Square meter (m ²)	
DCP Testing (excluding transport, labour and administration)	Per test	
Unpaved Footways	Square meter (m ²)	
Kerbing	Linear meter (m)	
Temporary Reinstatements	Square meter (m ²)	
Wayleave processing fee	Sum per project application persuburb	
For Re-inspection where previous inspection had failed and work was redone	-	
Penalty for failed reinstatements done by own agent	-	

NB: SECURITY DEPOSIT: A REFUNDABLE SECURITY DEPOSIT WILL BE CHARGED FOR EACH WAYLEAVE BEING ISSUED. THE AMOUNT WILL BE BASED ON THE PERCENTAGE OF THE VALUE OF WORK TO BE CARRIED OUT. THE COUNCIL WILL ADVISE ACCORDINGLY.