

Application for Stock Underpass



Installation/Subsidy

Project Information Memorandum/Building Consent

PROPERTY OWNER 1 <i>(Please print name in full)</i>	PROPERTY OWNER 2 <i>(Please print name in full)</i>
<i>(See Note 1 on Page 5)</i>	<i>(See Note 1 on Page 5)</i>
Name:	Name:
Company:	Company:
Postal Address:	Postal Address:
.....
Phone:	Phone:
Mobile:	Mobile:
Email:	Email:
APPLICANT <i>(Please print name in full)</i>	CONTACT <i>(if not owner)</i>
<i>(See Note 2 on Page 5)</i>	<i>(See Note 2 on Page 5)</i>
Name:	Name:
Company:	Company:
Postal Address:	Postal Address:
.....
Phone:	Phone:
Mobile:	Mobile:
Email:	Email:
LEGAL DESCRIPTION (Property 1)	LEGAL DESCRIPTION (Property 2)
<i>(See Note 3 on Page 5)</i>	<i>(See Note 3 on Page 5)</i>
Lot:	Lot:
DPS:	DPS:
Property Number:	Property Number:
SOLICITOR DETAILS	<i>These details are required for the lodgement of the Memorandum of Encumbrance onto the Certificate of Title</i>
NAME OF FIRM:	Contact Name:
.....
EMAIL ADDRESS	Phone/Mobile:
.....
PROJECT CONSTRUCTION COSTS	
<i>(See Note 4 on Page 5)</i>	
Quoted value of underpass construction (including GST) \$.....	

UNDERPASS INFORMATION

(See Note 5 on page 5)

Underpass Address:Road Town/District:

Crossing point ismetres N/S/E/W of the intersection with.....Road or Road Positior

Length of underpass ismetres Road Seal Width metres

(See Note 6 on Page 5)

Loading capacity tonnes

Proposed cover metres

Underpass dimensions will be m by m: or m diameter

Proposed construction start date:

Intended life of underpass: Indefinite, but not less than 50 years

DECLARATION

**Mandatory*

I understand that I am responsible for the installation and future maintenance of the underpass and shall pay any costs required to satisfy the conditions given for this approval in accordance with Council’s Stock Underpass Policy.

Signed by the owners

Print name

Signed.....Date

Print name

Signed.....Date

CHARTERED ENGINEER (Design)

**Mandatory*

NAME:
.....

Registration Number:
.....

ADDRESS:
.....

Phone/Mobile:
.....

ENGINEER (Contract supervision)

NAME:
.....

Registration Number:
.....

ADDRESS:
.....

Phone/Mobile:
.....

COUNCIL APPROVED CONTRACTOR

NAME:

Registration Number:

.....

.....

ADDRESS:

Phone/Mobile:

.....

.....

Is a Detour Required?.....**YES / NO**

(see note 9 on page 5)

OTHER APPROVALS

Do you require a permit from ECAN for discharge of Stormwater for the underpass? **YES/NO**

If **YES** – State the permit reference number:

CONDITIONS

Stock underpass will be approved subject to complete compliance with the following conditions

1. The underpass structure remains on road reserve at Council’s pleasure and must be removed or relocated at the property owner’s expense if required by Council at any time in the future
2. A memorandum of encumbrance recording the covenants the owner has entered into in Council’s favour shall be executed and registered against the title at the property owner’s expense.
3. The structure is to be assembled and installed according to the manufacturer’s specification, under the supervision of a registered engineer. A producer statement PS4, Construction Review, from the engineer is required on completion, together with as-built plans showing any variations to the original design. *(All of this documentation is to be sent to Building Services)*
4. Reinstatement of the pavement, road markings and signs shall be to National Code of Practice for Utility Operators access to Transport Corridors, Section 5.6 Surface Layer Reinstatement.
5. The cost of any pavement maintenance required due to settlement of the underpass will be the responsibility of the property owner for the first 12 months after installation.
6. The property owner remains responsible for the structural integrity of the underpass and any damage which it may cause to public utilities or the road pavement
7. Council will arrange for a visual inspection of the underpass at two-year intervals. The cost of any remedial work identified must be completed by the owner within one year.
8. Loading capacity to be capable of withstanding HPMV loading
9. Application fees are all charged on the Building Consent Application
10. Upon completion of the Stock Underpass a Producer Statement, PS4 – Construction Review from a registered engineer, for the construction of the underpass.
11. Upon completion of the Stock Underpass a copy of the invoice for the total of the construction

SUBSIDY

This information must be submitted within three months of the issue date of the Building Consent Applications may be eligible for New Zealand Transport Agency subsidy, subject to Council approval, availability of funds and compliance with NZTA standards and guidelines. See the Applicant Guidelines for more details.

I would like to apply for NZTA funding

The figures in *Note 8 (page 5)* are current Council policy for subsidy, which is based on average daily traffic usage of the road. Please check with the Technical Support Officer – Applications, Roading for the actual amount applicable for your application. Funding is allocated on a yearly basis and is paid out in the order in which applications are received. Should funds for the current year be exhausted then those not paid in the current year will be paid first in the next financial year.

Checklist for stock underpass applications

- You may wish to talk to the Technical Support Officer – Applications, Roading first, to ensure you understand the Council’s requirements for stock underpasses. You also need to find out if there are any people from whom you must get written approval for your project.
- Please answer all of the following questions and ensure you are supplying all the information and documents requested.

1. DOCUMENTS REQUIRED TO ACCOMPANY APPLICATIONS	YES	OFFICE USE
• This application form, fully completed	<input type="checkbox"/>	<input type="checkbox"/>
• A recent copy of the Certificate of Title for each property serviced by the underpass. The Certificate of Title are to be not more than three months old and are obtainable from Land Information New Zealand	<input type="checkbox"/>	<input type="checkbox"/>
• 2 hard copies or 1 electronic copy of the plans and specifications for the construction of the underpass	<input type="checkbox"/>	<input type="checkbox"/>
• 2 hard copies or 1 electronic copy of a producer statement PS1 – Design from a chartered engineer for the design of the underpass. The PS1 is to cover all aspects of the underpass design.	<input type="checkbox"/>	<input type="checkbox"/>
• A traffic management plan covering the full extent of the works and completed by a qualified Site Traffic Management Supervisor. (<i>Advertising of any required road closure may be at the applicant’s cost</i>)	<input type="checkbox"/>	<input type="checkbox"/>
• A Corridor Access Request	<input type="checkbox"/>	<input type="checkbox"/>
• Fees payable for the application (refer current ADC Fees and Charges).	<input type="checkbox"/>	<input type="checkbox"/>
• A Signed Memorandum of Encumbrance is to be provided (<i>refer to Note on page 4</i>)	<input type="checkbox"/>	<input type="checkbox"/>
2. DETAILS TO BE INCLUDED WITH PLAN AND SPECIFICATIONS	YES	OFFICE USE
• A locality plan showing the distance from the centre of the nearest intersection to the underpass location.	<input type="checkbox"/>	<input type="checkbox"/>
• A specification for the manufacture of the precast units and their installation	<input type="checkbox"/>	<input type="checkbox"/>
• Scaled plans with dimensions of the underpass and showing the approach races, the locations of legal road boundaries, existing fences, buildings that may be affected, power-poles and other road furniture	<input type="checkbox"/>	<input type="checkbox"/>
• The location of existing and proposed culverts, watertables, drainage channels or watercourses and how roadside drainage will be handled during and after construction.	<input type="checkbox"/>	<input type="checkbox"/>
• The gradients of approach races, location of the top and bottom of any batter’s and their gradients and how slopes are to be retained.	<input type="checkbox"/>	<input type="checkbox"/>
• Details of the underpass railings and fixing to the underpass structure and the fencing to approach embankments.	<input type="checkbox"/>	<input type="checkbox"/>
• Details of the drainage system for disposal of Stormwater from the underpass including any pumping system proposed to be used	<input type="checkbox"/>	<input type="checkbox"/>
• Details of the reinstatement of the road and the final pavement layers and the name of the contractor who will be doing the work.	<input type="checkbox"/>	<input type="checkbox"/>
• Details of the drainage system for disposal of Stormwater from the underpass including any pumping system proposed to be used	<input type="checkbox"/>	<input type="checkbox"/>
• The location of existing services in the road reserve	<input type="checkbox"/>	<input type="checkbox"/>
• Any easements within the property that may be affected by the location of the underpass	<input type="checkbox"/>	<input type="checkbox"/>

OFFICE USE ONLY

FEE PAYABLE ON APPLICATION		FEES PAYABLE ON APPROVAL
Underpass application	\$.....	Date received: Receipt number: Received by:

Notes

- For the purposes of this application the owner of the land is:
 - The owner of the fee simple of the land; OR
 - Any person who has an unconditional agreement in writing to purchase the land.
- The contact person may be your contractor or other agent. Provide the contact person's name, address and other particulars so that we may address all verbal or written correspondence to this person. Only complete this section if the owner is not the contact.
- The legal description is the Lot and Deposited Plan number of the land. You can get this information from the rates assessment notice or the certificate of title. The valuation number can be found on the rates assessment also. If you cannot obtain the information from these sources we may be able to help you.
Supply the legal description for each property that the underpass will be connecting.
- Provide the quoted value of the underpass construction to allow subsidy calculations to be completed.
- Give the road address of the principal property the underpass is connecting. If the underpass crosses an intersection give the names of each road involved or RP Number if known.
- The underpass length must allow for the appropriate carriageway width plus an estimated minimum clear zone of 3 metres either side of seal edge (*Engineer Approval required*)
- Check with ECAN to confirm whether a discharge permit will be required
- Council use the NZTA formula for determining financial support thresholds. The formula used is below

Annual Average Daily Traffic Count: AADT*

Funding available (%) = (AADT*x0.05) x ADC NZTA subsidy (%)

*The maximum AADT figure that can be used is 500

- Four weeks advance notice is required for approval of detour route by Council
- There are 3 stages to the Memorandum of Encumbrance Process
 - Owner completion (signed)
 - Council Approval (signed by CEO or Mayor)
 - Registration on the Title of affected properties

All of these need to be completed before any construction commences.