

Guidelines for the Installation of Large Scale Irrigation Systems in the Ashburton District

Changes are happening in the way irrigation water is being distributed around the district, and many companies are undertaking major piping works on their schemes. Ashburton District Council has developed these guidelines to show what the Council's requirements are when irrigation pipes are installed under district roads.

1. Initial proposal discussion

An initial meeting will be required with Council's Roding team to discuss your 'Pipe Under Road' (PUR) proposal. This discussion will give you the opportunity to provide initial information including the desired route, an outline of the requirements of the scheme including provisional pipe sizes and the desired installation period. It is requested that this meeting takes place as early in the design process as possible to prevent any costly modifications being required to the design.

2. Provision of proposed pipe route

Following the initial meeting, the applicant will be required to provide an electronic copy of the proposed plan including any amendments discussed at that meeting. Council's Roding and Commercial teams will then be able to carry out a detailed investigation of the proposal before the application is submitted. Formats such as Google Earth kmz or shapefile are preferred.

3. Council response to proposal

Council will provide feedback to the applicant on the proposed route, traffic management plans and any site specific requirements including any land access issues to ADC property and road closure/detour requirements etc.

If a road closure is required, we recommend the applicant applies for a detour route to be approved at the earliest opportunity. This is due to the **required four week 'lead in' period** prior to a temporary road closure and detour taking place. Once the detour route is agreed with the Roding team, the Traffic Management Plan (TMP) can be prepared and submitted for initial approval.

4. Joint site inspection

A site walkover will be required with ADC's Roading Engineer and the Irrigation Scheme Project Engineer to discuss details of the route, installation depth, type of reinstatement, existing utility apparatus and to identify any other site specific issues.

5. 'Pipe Under Road' application submission

Once agreement has been reached between Council and the applicant on the route, installation method and site-specific requirements, a PUR application form can be completed. This must include the chosen Approved Contractors details, and be submitted to Council along with the fee of \$150.00 per application. All necessary forms and Approved Contractor details are available on the ADC website.

6. 'Corridor Access Request' application

The Approved Contractor will need to apply for a Corridor Access Request (CAR) for the proposed installation including a TMP relating to the agreed methods of temporary traffic management. (If the pipe is to be installed using directional drilling, a CAR is still required. This will allow for berm excavations to be carried out if required.) The TMP must cover the requested dates of installation, and should also allow for delays due to weather. The dates in the CAR need to be as accurate as possible to ensure other utility operators are not restricted from working in the location requested.

7. PUR approval

Upon receipt of the PUR application form, Council officers will process the application. Once a corresponding CAR has been received and a Works Access Permit (WAP) approved, the officers will issue the PUR approval letter and send it to the applicant with all required actions listed.

8. Works commencement

When the applicant receives the PUR approval letter, works can begin as detailed in the WAP, the PUR approval letter, the approved TMP and the National Code of Practice for Utility Operators Access to Transport Corridors (the Code) for excavation, backfill and reinstatement standards.

9. During construction

Inspections will be carried out during the excavation, construction and reinstatement works to ensure all necessary requirements are being adhered to. If any of the works are found to be non-conforming with the requirements of the Code, the Contractor will be required to prove the works are conforming. Inability to do so will mean a Non-Conformance Notice (NCN) will be issued and failure to remediate the non-conformance issues within an agreed timeframe will result in a Stop Works Order (SWO) being issued. This will require all work to cease, the site to be made safe and the Contractor to leave site until Council agrees the non-conformance has been remedied and the SWO is revoked.

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10. Backfill and reinstatement compaction testing

As detailed in the Code, during the backfill of trenches located within the road corridor (including the berm) it is required that the rate of compaction is tested for each layer of backfill to ensure they meet the required standard and that these records are retained by the Contractor for reference by Council if there is any future failure of the trench.

11. Surface reinstatement and Works Completion Notification

Reinstatement should match the existing surface and include trimming of the surface as required in the Code.

Once reinstatement has been completed and the Contractor has indicated works are complete using the Works Completion Notification on the CAR system and notified the Council Roding team, the reinstatement of the trench within the road corridor (from boundary to boundary) will be inspected for acceptance by Council.

It is a requirement of ADC's local conditions that photographs be taken of the site prior to works commencing, during reinstatement and again upon final completion of the reinstatement. These photos can be used to provide evidence, in the event of works being found to be defective at any time during the two year warranty period. They should include evidence that trimming of the trench edges has been carried out as required and the photographs are to be uploaded and attached to the relevant CAR in the Corridor Management system.

12. Works completion inspection and defect notification

If any trench reinstatement is found to not meet the required standards specified in the Code, the Contractor will be notified of the defect (including photographs of the defective work) and will be given a date by which the remedial works are to be completed and re-inspection will take place. The severity of the defect will be reflected in the time given for remedial actions to take place. Defects deemed dangerous will require immediate remediation. Failure to do so will result in instruction being given to Council's roading maintenance contractor to carry out works to make the site comply with the Code and any costs incurred will be on charged to the Contractor.

Re-inspections of defective works will be charged at \$150.00 per visit until the defective works are found to be acceptable.

Notes:

- Only contractors approved by Council can carry out work as part of the PUR installation process. An Approved Contractor List is available on Council website: www.ashburtondc.govt.nz/our-services/transport
- Pipes with an external diameter of less than 400mm to be installed across a sealed area of road are to be installed using trenchless installation methods. When using directional drill installation methods, and if the drill shots are unsuccessful, Contractors are required to inform the Roding team and request a site meeting to take place while works are ongoing. Contractors are required to make at least three attempts to drill before any amendment to the installation methods will be considered by the Roding team.
- Pipes of an external diameter greater than 400mm to be installed across a sealed area of road, will be approved to be installed using open trenching if required.
- Pipes of any diameter to be installed across an unsealed area of road will be approved to be installed using open trenching.
- Please note that if a road closure and detour route have been agreed upon, there is a four week notification period from the date of request, prior to the proposed closure date to allow for the release of information to the public and local stakeholders.

To protect their assets from future damage, we recommend irrigation companies register with B4UDig: www.beforeudig.co.nz/nz/home. This will ensure their underground assets are recorded and asset locations made available for future reference, upon request. As private individuals/land owners are unlikely to register with B4UDig, private applications for PUR installations are unlikely to be approved.

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