

Stock Underpass Application Form

Installation/Subsidy
Project Information Memorandum/Building Consent

Property Owner 1 (please print name in full)	
<i>(See Note 1 on Page 7)</i>	
Full name:	
Company:	
Postal address:	
Home phone:	
Mobile:	
Email address:	

Property Owner 2 (please print name in full)	
<i>(See Note 1 on Page 7)</i>	
Full name:	
Company:	
Postal address:	
Home phone:	
Mobile:	
Email address:	

Applicant (please print name in full)	
<i>(See Note 2 on Page 7)</i>	
Full name:	
Company:	
Postal address:	
Home phone:	
Mobile:	
Email address:	

Contact Person (if not owner)	
<i>(See Note 2 on Page 7)</i>	
Full name:	
Company:	
Postal address:	
Home phone:	
Mobile:	
Email address:	

Legal Description (Property 1)	
<i>(See Note 3 on Page 7)</i>	
Lot:	
DPS:	
Property no:	

Legal Description (Property 2)	
<i>(See Note 3 on Page 7)</i>	
Lot:	
DPS:	
Property no:	

Solicitor Details

These details are required for the lodgement of the Land Covenant onto the Certificate of Title

Name of firm:	
Contact name:	
Email address:	
Phone/mobile:	

Project Construction Costs

(See Note 4 on Page 7)

Quoted value of underpass construction (including GST)	\$
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Underpass Information

(See Note 5 on Page 7)

Underpass address: Town/District:

Crossing point is metres N/S/E/W of the intersection with Road

Length of underpass is metres Road seal width metres
(See Note 6 on Page 7)

Proposed cover metres Loading capacity tonnes

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) Details *Mandatory	
Name of engineer:	
Registration number:	
Email address:	
Phone/mobile:	
Engineer (Contract Supervision) Details	
Name of engineer:	
Registration number:	
Email address:	
Phone/mobile:	
ADC Approved Contractor Details	
Name of contractor:	
Email address:	
Phone/mobile:	
Is a detour required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Approvals	
Do you require a permit from ECAN for stormwater for the underpass:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES – please state the reference number:	
Other Approvals	
Stock underpass will be approved subject to complete compliance with the following conditions:	
<ol style="list-style-type: none"> 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 Land Covenant recording the covenants the owner has entered into 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. <i>(All of this documentation is to be sent to Building Services)</i> 4. Reinstatement of 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 upon completion. The cost of any remedial work identified must be completed by the owner within one year. 8. Loading capacity to be capable of withstanding HN-HO-72 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 shall be provided.

Subsidy

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

I would like to apply for Waka Kotahi NZTA funding.

The figures in *Note 8 (page 7)* are current Council policy for subsidy, which is based on average daily traffic usage of the road. Please check with the Applications Officer – Roading, for the actual amount applicable for your application. Funding is allocated on a yearly basis and is paid out in 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 in the next financial year.

Checklist for Stock Underpass Application Form

You may wish to talk to the Applications Officer – Roading to ensure you understand 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 Application	YES	OFFICE USE
This application form is fully completed		
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		
2 hard copies or 1 electronic copy of the plans and specifications for the construction of the underpass		
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		
A traffic management plan covering the full extent of the works completed by a qualified Temporary Traffic Management Planner (<i>advertising of any required road closure may be at the applicants cost</i>)		
A Corridor Access Request (CAR)		
Fees payable for the application (<i>refer to current fees and charges</i>)		
A signed Land Covenant is to be provided (<i>this will be sent to solicitor</i>)		
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		
A specification for the manufacture of the precast units and their installation		
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		
The location of existing and proposed culverts, watertables, drainage channels or watercourses, and how roadside drainage will be handled during and after construction		
The gradient of approach races, location of the top and bottom of any batter’s and their gradients, and how slopes are to be retained		
Details of the underpass railings and fixing to the underpass structure and the fencing to approach embankments		

Details of the drainage system for disposal of stormwater from the underpass including any pumping system proposed to be used		
Details of the reinstatement of the road, the final pavement layers, and the name of the contractor who will be doing the work		
The location of existing services in the road reserve		
Any easements within the property that may be affected by the location of the underpass		

OFFICE USE ONLY			
Fee payable on application		Fees payable on approval	
Underpass application	\$.....	Date received:
		Receipt number:
		Received by:

Notes:

1. 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
2. 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.
3. 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 also be found on the rates assessment. If you cannot obtain the information from these sources, please contact the Applications Officer – Roading.
4. Provide the quoted value of the underpass construction to allow subsidy calculations to be completed.
5. 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 numbers if known.
6. 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**).
7. Check with ECAN to confirm whether a discharge permit is required.
8. Council will use the Waka Kotahi 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 Waka Kotahi NZTA subsidy %

The maximum AADT figure that can be used is 500

9. Four weeks advance notice is required for approval of detour routes by Council.
10. There are 3 stages to the Land Covenant Process
 - Owner completion (signed)
 - Council approval (signed by CEO or Mayor)
 - Registration on the Title of affected properties