

Ground Opening Policy

Adopted – Works Committee 13 November 1997

1.0 Policy Objectives

To ensure that the quality of trench reinstatements within the Queenstown Lakes District are adequate to prevent the premature failure of the surrounding pavement areas and do not result in higher road maintenance costs.

This policy would not apply to Council projects or Council's maintenance Contractor.

2.0 Policy Requirements

The ground openings permit system includes the following requirements:

- The agreement would be between Service Authority/Contractor and Queenstown Lakes District Council regarding standard of trench reinstatement.
- The Service Authority/Contractor would be required to reinstate trench if the surface deteriorates during a 12 month maintenance period.
- Contractors would be required to inform Queenstown Lakes District Council of intent to install services immediately prior to work commencing.
- A Council representative would inspect the works, and recommend remedial works if required.
- Contractors performance records would be maintained for future reference to ensure the standards are maintained.

The administration of this system is proposed to be run by means of electronic database. The database will record details of the work being undertaken, records of inspections, maintenance period information and contractors performance.

3.0 Ground Openings Permit Requirements

This would be a simple agreement in the form of a Ground Opening Permit.

The Permit would form a legally binding agreement between Council and the Service Authority/Contractor to accept responsibility for the ground opening works and the surface reinstatement in accordance with Council's standard requirements and specifications.

The ground openings Permit would be conditional on their acceptance of the conditions imposed by the Permit.

Should any trench reinstatement be found to be below the standard indicated in the Specification, the Service Authority/Contractor will be contacted and requested to make good -any substandard areas. An additional maintenance period would then be imposed upon the Service Authority/Contractor, as the standard of work had been shown to be unacceptable.

4.0 Permit Application Fees

That all Ground Opening Permit application fees be based on the value of the works undertaken by the Service Authority/Contractor as detailed below:

Work Value (\$)	Ground .Openings Fee
<u>0-10,000</u>	\$210+GST
<u>10,000 - 50,000</u>	\$300+GST
<u>50,000 - 200,000</u>	\$380+GST
<u>>200,000</u>	<u>Fee based upon actual cost incurred by QLDC</u>

These fees would cover the following activities:

- Processing of Ground Opening Permits
- Maintenance of a Ground Openings Database
- Inspection of the works
- Issue of Maintenance Certificate.

That any re-inspection of the works previously identified as substandard and requiring repair would be charged the actual costs incurred by Council.