

To Whom It May Concern

GUIDELINES for the submission of WBOPDC Local Road **Utilities (e.g. power, water, gas, telephone) and Non-Utilities (e.g. events, tree removal, subdivision work or other work in Road Reserve)** CARs (Corridor Access Requests) through the Submitica website as at 5-3-2015.

The key steps for making a CAR submission are as follows:

1. Create a user access and log into the Submitica website and enter the CAR Submission Details On-Line

The web site is at: <http://www.submitica.co.nz>

Create a user account with Submitica if you have not done so before.

- Ideally the Contractor doing the actual physical works should be making the on-line CAR submission on behalf of the Client or Utility Operator. In some cases the Traffic Management service provider can make the submission if they have all the information required.
- For large scale project works, we encourage the Utility Operators or Applicant to make the on-line submission. Ensure the full contractor details are provided.
- TMP providers will be providing their contractor or clients electronic copies of the agreed TMP to upload.

Complete the submission steps through Submitica - this is done by drop box selections

- Ensure you include full contact details of the applicant, Utility Operator, Contractor and Traffic Management provider involved in doing the work.
- When completing the 'details section' use 'lay person non-technical' language to describe the work
- For significant jobs, describe the detailed work methodology for each phase of the work.

Useful Tip #1 – Check out the training videos on the Submitica website if you are unclear on how to make the submissions.

Useful Tip #2 – When making a CAR submission additional participants (i.e. Traffic Management Providers or Civil Contractors) can be included which will allow those participants to see the CAR submission when logged into Submitica.

Please note that at this stage Submitica requires a TMP to be uploaded with the CAR submission. WBOPDC and WestLink BOP accept this is not possible in all situations and suggests a document 'TMP to be submitted' is uploaded. A TMP can be uploaded at a later stages. Note-Works Access Permits (WAPs) will not be issued without an approved TMP therefore applications will be put on hold until a TMP is uploaded.

2. Upload a Detailed Plans and a Cross-Section Drawing of the Proposed Works

Once the CAR has been made through Submitica, Plans, TMPs and other documents can be uploaded against this CAR either at the time of the initial submission or at a later date.

Note that the CAR submission cannot be signed off by the Corridor Manager until all the documents detailed below have been received, reviewed and approved by the network auditor.

In addition to indicating the proposed indicative location of the works on the Submitica website two additional detailed drawings are usually required to be uploaded as follows:

- Detail Plan(s)* (birds eye view) – needs to show the full extent of the work including the total length of the works on the State Highway. The actual new work should be highlighted/shaded or shown in a different colour from the surrounding existing utilities. The distance to the nearest side road from the

start /end of the works should be shown on the drawing (+/- 2m). Larger jobs will require multiple plans and should be Auto-Cad drawn. Marked up photograph drawings can be utilised to clarify positions.

-*Cross section Plan(s)* – to show the level of the proposed facility in relation to the existing pavement surface and berm. The minimum depth of all services is generally 1m under the road formation (this includes sealed surface, shoulders, water tables and kerbs). All services are to cross the road at right angles transversely. No open trenching or mole ploughing in the - strictly directional drilling or thrusting. The cross-section(s) drawing for small utility jobs may be hand drawn.

-The Corridor Manager may waive the requirement for the upload of the above drawings if the submission is for minor small scale utility works generally involving maintenance or minor amendments to existing infrastructure.

Maximum A3 size (not A2 or A1) A4 Size is acceptable provided the job details can be clearly read. All drawings shall be sequentially numbered. All drawings detailed below can be on one page provided the job details can be clearly read. Show your Reference number/Contract Number on the drawings.

Useful Tip #3 – Make the most of WBOPDC Council Aerial photographs at <http://mapi.westernbay.govt.nz/SilverlightViewer/?Viewer=Public> and Google Street View photos to include with plans.

3. Upload the TMP (Traffic Management Plan)

Uploading of the TMP should preferably occur with or soon after the initial CAR submission. The TMP shall be prepared and executed by an approved Traffic Management Provider qualified for the COPTTM Level of Local Road that the TMP pertains to.

The Approved By TMC/Engineer Box in the TMP Proforma must be signed off by a person familiar with the site & proposed works and COPTTM qualified for the Level of road the TMP pertains to. The TMP preparer cannot sign off this box.

Note that the CAR submission cannot be approved by the Corridor Manager until the TMP is received and approved by the network TMC.

You will know you have generated a CAR if you get an e-mail back from no-reply@ramm.co.nz telling you so. **(Useful tip #4 – Do not delete emails from no-reply@ramm.co.nz as they contain very useful information for each individual CAR).** If for some reason you do not wish such a CAR to proceed then simply advise either Phillip Barnes, Ron Raikes or John Broughton (Network Auditors) via e-mail to tm@westlinkbop.co.nz and delete CAR in the Submitica system.

3. Manage the Corridor Access Request

When the Corridor Manager is satisfied all requirements have been met a Works Access Permit (WAP) will be issued. This also comes via the no-reply@ramm.co.nz email address. This email contains two important links to advise notification of Work Start and Work End for the works. This replaces the Works Completion Notification (WCN) form.

Note that work that is not completed remains the Applicants responsibility and has not entered any Warranty Period. Ensure the Work Start and Work End notifications are completed. This is done by clicking the link within the approval email or logging onto Submitica.

Support assistance for Submitica is available from RAMM support on 0800 256 832 or 09 475 0500 or support@ramm.co.nz

Regards,



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Please note the change in details.

Inroads expired on 31 October 2014 along with the PBC-01 contract.

WestLink Bay of Plenty was launched on 1 November 2014 with the new ONMC contract.