



**GUIDELINES** for submitting a roading form via Submitica to the Clutha District Council's Traffic Management Team.

These roading forms can collectively be referred to as Corridor Access Requests or CARs.

A CAR is required for, but not limited to, the following activities:

- Any activity that will alter, or cause to be altered, the surface of any part of the road reserve, including but not limited to excavating, drilling and resurfacing, trimming and removal of trees
- The placement of any pipe, duct, pole, cabinet or other structure below, on or above the road reserve
- A new vehicle crossing, driveway works
- Building construction (commercial)
- Scaffolding works associated with renovations or building maintenance
- Shop front fit outs / repairs / replacements
- Crane operators
- Building cleaning/painting over 4 hours duration
- Events
- Road closures

### **What is Submitica**

Submitica is an application Clutha District Council has elected to use for the receipt of CARs for review.

Submitica is owned and maintained by RAMM Software Limited (RSL). RSL created Submitica at the request of the majority of councils in New Zealand to make the CAR submission process as simple, efficient and reliable as possible.

The key steps for making a Corridor Access Request via Submitica are as follows:

#### **1. Create a Submitica login**

Visit: <http://www.submitica.com>

Select 'create new account' and enter details required

*Note: No fees are associated with your usage of Submitica, however Clutha District Council's fees and charges may apply to the CAR.*

#### **2. Who submits Corridor Access Requests**

- Utility Operator
- Contractor
- Traffic Management Company
- Event Organiser

The person making the application must provide;

- Full contractor details of the company undertaking the physical works
- The Traffic Management provider
- Utility Operator
- Building owner and/or developer for construction sites

*Note: When you complete your CAR all parties named can view your application and its status. This also allows all parties to upload additional information if required.*

### **3. How to submit a Corridor Access Request**

On the Submitica homepage click 'create new application' this is completed by drop down boxes and fill in fields.

*Tip #1 – Check out the training videos on the Submitica homepage if you are unclear on how to make an application. Visit: [http://www.ramm.com/?page\\_id=5954](http://www.ramm.com/?page_id=5954)*

### **4. What information is required with a Corridor Access Request**

#### Traffic Management Plan

A Traffic Management Plan (TMP) describes proposed works, design, set up and removal of any activity being carried out within the Road Reserve. It also includes the work programme, how public and contractor safety will be ensured, and any contingency planning etc.

- Site Specific Traffic Management Plan (TMP) that has been designed, prepared and executed by an approved Traffic Management Provider qualified for the Code of Practice for Temporary Traffic Management (COPTTM) Level of Local Road that the TMP pertains to
- A Generic TMP
- A pre-approved generic TMP and specific plan reference with a copy of plan

*Note: Uploading of the Traffic Management Plan should preferably occur with or soon after the initial CAR submission; however the Works Access Permits (WAP) will not be issued without an approved TMP therefore applications will be put on hold until a TMP has been uploaded*

#### Site or Layplan

The plan must indicate the proposed scope and scale of works, including depth and route of proposed Utility structures also including locations of chambers or above ground cabinets etc. The location of nearby Utility structures, kerbs, footpaths, trees and street furniture.

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

- Drawings for small utility jobs may be hand drawn.

*Tip #2 – Make the most of Clutha District Council's mapping system GIS, which contains Council utilities, land features, historical aerials etc for your use.*

#### Evidence of consultation with other parties

Details of other Utility Operators and/or asset owners that may be affected and evidence they have been consulted.

*Note: CAR submission cannot be signed off by the Traffic Management Team until all relevant documentation to your activity of works has been received.*

### **5. Manage the Corridor Access Request**

When the Traffic Management Team is satisfied all requirements have been met a Works Access Permit (WAP) will be issued. This is issued via [no-reply@ramm.co.nz](mailto:no-reply@ramm.co.nz) email address.

The email contains two important links to advise notification

- Work Start
- Work End for the works.

This replaces the Works Completion Notification (WCN) form.

*Note: work that is not completed remains the applicant's responsibility and has not entered any Warranty Period. Ensure the Work Start and Work End notifications are completed. This is completed 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](mailto:support@ramm.co.nz)

#### **Council Contact:**

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