



Stock Underpass – Installation Process

Road Name and RP _____

Building Consent No. _____

Landowner _____

Contractor _____

<u>Step</u>		<u>Action</u>
1 The landowner or contractor makes an enquiry	<input type="checkbox"/>	Roading / Building Services
2 Referred to the Roding Projects Engineer	<input type="checkbox"/>	
3 The Project Engineer explains the Consent Conditions and the process to the landowner or contractor. It is a good idea to meet on site. Required paper work including agreement for Land Covenant in Gross signed by landowner and approval in principal given from Infrastructure to allow installation.	<input type="checkbox"/>	Roading Proj Engr/ Landowner
4 Apply for the Building Consent. This includes drawings and the PS1 and paperwork signed at site visit.	<input type="checkbox"/>	Contractor
5 Commence Land Covenant in Gross process and advise land owner of legal fees. Invoice land owner once costs are received.	<input type="checkbox"/>	
6 The Building Officer informs the Roding Project Engineer	<input type="checkbox"/>	Building Services
7 Once the Building Consent is approved, apply for the TMP and submit a draft of the public notices.	<input type="checkbox"/>	Contractor
8 Review and approve the TMP and Public Notices.	<input type="checkbox"/>	Roading Proj Engr
9 Carry out Public Notices.	<input type="checkbox"/>	Contractor
10 Install underpass (Project Engineer to observe excavation & trench compaction)	<input type="checkbox"/>	Contractor

11 Seal trench (contractor to notify Project Engineer of sealing date)	<input type="checkbox"/>	Contractor
12 Submit PS 3 (Contractor); submit PS 4 (Supplier's representative)	<input type="checkbox"/>	Contractor; Supplier's Rep
13 Practical Completion Inspection	<input type="checkbox"/>	Roading Proj Engr
14 Practical Completion Inspection File Note Identify outstanding items of work Copies to: <ul style="list-style-type: none"> • Road file • Building Consent file • Project Engineers desk file • Letter to landowner/contractor 	<input type="checkbox"/>	Roading Proj Engr
15 Load As-Built data into RAMM & Underpass register <ul style="list-style-type: none"> • Location, geometry of units, supplier, contractor, date of construction, date of seal reinstatement • Drawings (multimedia) • PS1 (multimedia) • PS3 (multimedia) • PS4 (multimedia) • PCI File Note (multimedia) 	<input type="checkbox"/>	Asset Co-ordinator
16 Inform HRC Compliance Officer of new stock underpass	<input type="checkbox"/>	Roading Proj Engr
17 Rectify outstanding items	<input type="checkbox"/>	Contractor
<u>After 24 months</u>	<input type="checkbox"/>	Roading Proj Engr
18 Defects Liability Inspection <ul style="list-style-type: none"> • Check previously outstanding items • Identify snag list of defects to rectify 		
19 Rectify any outstanding defects	<input type="checkbox"/>	Contractor
20 Defects Liability Inspection File Note <ul style="list-style-type: none"> • Letter to landowner/contractor • Upload to RAMM (multimedia) 	<input type="checkbox"/>	Roading Proj Engr
21 Apply for CCC	<input type="checkbox"/>	Landowner

22 Issue CCC	<input type="checkbox"/>	Building Service
23 Upload CCC to RAMM (multimedia)	<input type="checkbox"/>	Roading Proj Engr
24 Apply for funding assistance	<input type="checkbox"/>	Landowner
25 Approve funding assistance application	<input type="checkbox"/>	Roading Manager
26 Arrange payment of funding assistance	<input type="checkbox"/>	Roading Proj Engr

Grant Stevenson

Maintenance and Operations Manager