

JOHANNESBURG ROADS AGENCY

INFORMATION PACK FOR EMERGENCY WAYLEAVE APPLICATION

(Updated 30 January 2018)

WAYLEAVE APPLICANT'S NAME:

SUBURB: STREET NAME:

STREET (FROM): STREET (TO):

STAND (ERF) NO'S: HOUSE NO'S:

PROCEDURE FOR EMERGENCY WAYLEAVE APPLICATION

a) During Normal Office Hours (07h30 to 15h45 on weekdays)

STEP 1: IDENTIFY AN EMERGENCY SITUATION

Purpose: To identify an emergency in terms of State rules.

The occurrence of an emergency event, defined as work where a rapid response is required due to the presence of, or the imminent risk of, an extreme or emergency situation arising from:

- a) Human injury or death;
- b) Human suffering or deprivation of human rights;
- c) Serious damage to property or financial loss;
- d) Livestock or animal injury, suffering or death;
- e) Serious environmental damage or degradation; and,
- f) Interruption of essential services.

N.B. Essential services include water, electricity, sanitation, roads and telecommunications.

STEP 2: APPLY FOR EMERGENCY WAYLEAVE

Purpose: To control the execution of emergency work in the JRA's road reserve, while protecting any infrastructure in the same locality and ensuring the safety of the work team and other users of the road reserve.

The **Service Agency** that has an interruption in an essential service shall apply for an Emergency Wayleave by submission of three (3) signed copies of the *Application Form* to the Wayleave Officer in the relevant Regional Depot, with proof of payment of the *Processing Fee* and *Reinstatement Fee*.

The **Wayleave Officer** shall review the Emergency Wayleave Application, check that all requirements have been met and either reject, request modifications or approve the Emergency Wayleave within the time specified in the Schedule of Required Response Times. The **Wayleave Officer** shall register the application on the GIS and confirm receipt of payment of the *Processing Fee* as indicated in the attached *Schedule of Fees*. When the Emergency Wayleave application has been registered, a wayleave number will be allocated before the wayleave can be issued.

STEP 3: RECTIFY SERVICE INTERRUPTION

Purpose: To rectify an interruption in an essential service as rapidly as possible.

The **Service Agency** that has an interruption in an essential service shall dispatch a work team to site to rectify the interruption, with proof that an Emergency Wayleave application that has been submitted. The proof of submission of an Emergency Wayleave application is deemed adequate for the commencement of the rectification Work.

The **Service Agency** shall isolate the break in the service infrastructure and place the required traffic signs and barricades, including the *Wayleave Site Name-board*, in accordance with the **Service Agency's** standard operating procedure. The **Service Agency** shall also identify any existing services in the area of their service interruption and protect those services from damage as they rectify their service.

Once the service interruption has been rectified, the **Service Agency** shall, within 5 days, submit a Notice of Completion and formally for a reinstatement to the JRA and arrange with the **Wayleave Officer** to sign off. The **Wayleave Officer** shall, within the time specified in the Schedule of Required Response Times, measure the rectified work site and either confirm that the *Reinstatement Fee* is adequate or arrange with the **Service Agency** for the *Reinstatement Fee* to be increased. During the site inspection, the Wayleave Officer will ensure that a temporary reinstatement has been done accordingly, take over the site by signing off a Completion of Work Certificate and Closing the wayleave in the system. The Wayleave Officer will then arrange internally for a permanent reinstatement.

b) Outside Normal Office Hours, over Weekends and Public Holidays

STEP 1: IDENTIFY AN EMERGENCY SITUATION is unchanged.

STEP 2a: APPLY FOR EMERGENCY WAYLEAVE
--

Purpose: To control the execution of emergency work in the JRA's road reserve, while protecting any infrastructure in the same locality and ensuring the safety of the work team and other users of the road reserve.

The application for an emergency wayleave shall be done by the **Service Agency** with the **Wayleave Officer**, using the short message system (sms) available on cell phones based on the following procedure:

- Step i): The **Service Agency** with the emergency problem, sends a sms to the relevant Regional Wayleave Officer requesting approval for an emergency wayleave and providing the following information:
- The name of the contractor that will be doing the work;
 - The exact location of where the work will be done (street name with nearest adjacent street); and,
 - The relevant job card or project number.
- Step ii): The **Wayleave Officer** checks the application for the details shown in Step i) and accepts or rejects the application.
- If the application is rejected then the **Wayleave Officer** replies to the Service Agency with an sms stating that the application is rejected because the required information has not been provided. Procedure returns to Step i).
 - If the application is accepted then the **Wayleave Officer** replies to the Service Agency with an sms approval for the emergency wayleave and ensures that the required information from Step i) is included in the reply, which is sent to **both**:
 - The Service Agency that applied for the emergency wayleave concerned; and,
 - The JMPD.
- Step iii): The **Service Agency** with the emergency problem, checks the sms with the approval to ensure that the Wayleave Officer's sms approval for the emergency wayleave also shows all the informed required in Step i).
- If the sms approval does have all the details required, then the **Service Agency** forwards the sms approval for the emergency wayleave, with all the required information from Step i), to the contractor that will be doing the work, who must have the job card and the sms approval on site.
- Step iv): The JMPD distributes the sms approval for the emergency wayleave to the relevant JMPD officers on duty.
- Step v): By 12h00 on the next working day, the **Service Agency** shall visit the Wayleave Office and submit the formal paperwork for an Emergency Wayleave as defined in Step 2 above.

PLEASE NOTE THAT IF THE EMERGENCY WAYLEAVE APPLICATION IS NOT RECEIVED BY 12H00 THE FOLLOWING DAY OR MONDAY MORNING, WHERE WORK WAS DONE ON THE WEEKEND, A FINE OF R 1500.00 FOR WORKING WITHOUT A WAYLEAVE WILL BE ISSUED.

STEP 3: RECTIFY SERVICE INTERRUPTION is unchanged.

APPLICATION FORM FOR EMERGENCY WAYLEAVE

Application is hereby made by the undersigned to work within the road reserve as detailed below. The Wayleave Applicant undertakes to do the work according to the latest edition of the *CODE OF PRACTICE FOR WORK IN THE ROAD RESERVE*, as contained in Schedule 2 to the *Public Road and Miscellaneous By-laws, 2004*.

The Wayleave Applicant agrees that:

- a) No work shall commence before the Emergency Wayleave application has been submitted.
- b) The JRA's list / map of protected roads has been reviewed and trenchless methods are included in the Work for any protected roads that are affected.
- c) All applicable fees are to accompany this application, which includes the *Processing Fee* and the *Reinstatement Fee* as determined on page 5.
- d) The JRA shall be responsible for the backfill and permanent reinstatement.

N.B. The *Reinstatement Fee* is an estimate for the permanent reinstatement of the road riding surface and will be properly measured on completion of the reinstatement by the Wayleave Officer.

WAYLEAVE APPLICANT'S DETAILS:

APPLICANT'S ORGANISATION:

APPLICANT TYPE: (MARK BOX) CITY EXTERNAL SERVICE AGENCY PRIVATE

PHYSICAL ADDRESS:

POSTAL ADDRESS:

CONTACT PERSON: POSITION:

CONTACT TEL.: CONTACT FAX: E-MAIL:

MOBILE: PROJECT NO.: SLA / ORDER NO.:

CONTRACTOR'S / WORK TEAM'S DETAILS:

CONTRACTOR'S / WORK TEAM ORGANISATION:

PERSON ON SITE: MOBILE: E-MAIL:

TYPE OF WORK:

WORK TYPE: (mark box) CROSS-CUTS TRENCHLESS METHOD BURIED SERVICE OVERHEAD SERVICE

LOCATION OF WORK:

SUBURB: STREET NAME:

STREET (FROM): STREET (TO):

STAND (ERF) NO'S: HOUSE NO'S:

ESTIMATED WORK QUANTITIES:

AREA OF CROSSCUTS:m ²	LENGTH OF DRILLING (TRENCHLESS METHOD):m ²
AREA OF TRENCH IN ROADWAY:m ²	REINSTATE ROAD RIDING SURFACE:m ²
AREA OF TRENCH IN FOOTWAY:m ²	AREA OF TRENCH IN VERGE:m ²
REINSTATE KERB:linear meters	REINSTATE ASPHALT FOOTWAY.....m ²
REINSTATE PAVING BLOCK FOOTWAY.....m ²	REINSTATE PAVING SLAB FOOTWAYm ²
REINSTATE IN-SITU CONCRETE FOOTWAYm ²	REINSTATE GRASS VERGEm ²

..... Name of Wayleave Applicant Signature of Wayleave Applicant Date of Application
--	---	-------------------------------------

.....
Initials of Wayleave Applicant

UNDERTAKING / INDEMNITY

I, the undersigned hereby,

- 1) Acknowledge the receipt of a brochure containing the procedures and conditions pertaining to wayleave applications and understand that it will be my responsibility to contact the relevant Service Agencies within and outside the area of jurisdiction of the Johannesburg Roads Agency (Pty) Ltd, and undertake to adhere to the conditions not applicable to this department, e.g. TELKOM, ESKOM and RAND WATER.
- 2) Undertake to obtain information about the existing services from the Service Agencies as part of the emergency permission to work within the road reserve,
 - a) acknowledge that service information is given in good faith and that the accuracy of this information is not guaranteed.
 - b) accept responsibility for all costs associated with the work, including any damages to other services, permanent backfilling/reinstatement of trenches, the cost of any tests that may be required and any claims that may result from the work until the permanent reinstatement is completed.
 - c) accept full responsibility for all costs associated with the relocation of the service / structure in future to accommodate any road or stormwater drainage works.
 - d) accept the terms and conditions of the wayleave approval and all the conditions contained in the *Code of Practice for Work in the Road Reserve*.
- 3) Indemnifies the JOHANNESBURG ROADS AGENCY (JRA) against any claim(s), cost or damage or loss of whatsoever nature that may be incurred or sustained by the JRA, the applicant or any third party and also against all actions, legal proceedings and claims of whatsoever nature that may be instituted or made against the JRA arising out of, by reason of, or in any way whatsoever caused by or connected with the exercising by the applicant of the rights granted by the Wayleave application as well as in respect of cost which may be incurred by the JRA in examining or resisting any such demands, actions, legal proceedings and claims, instituted by any person or party for injury to person(s) loss of life or damage to or loss of property, arising directly or indirectly exercising the permission granted with approval of this application.

.....
Signature of Wayleave Applicant

.....
Date (dd mmm yyyy)

SUMMARY OF CONDITIONS FOR WORK IN THE ROAD RESERVE

This page is intended to provide a summary of conditions and specifications. Please refer to the Council's *Code of Practice for Work in the Road Reserve* for more detail.

Before any work is done in the road reserve, a wayleave must be issued by the Johannesburg Roads Agency wayleave office. This will only be done after a completed wayleave application form has been received by the Wayleave Officer and the reinstatement fee paid. Before submitting the form to the Wayleave Officer, approval must be obtained from all other Service Agencies indicated on the application form.

In the case of emergency work, e.g. burst pipes, a wayleave application form must be submitted within as defined in the procedures above work must be done according to the *Code of Practice*. Only work indicated on the wayleave form may be done and only during the period indicated, unless written approval has been obtained from the relevant wayleave office to change the dates.

The Wayleave Holder is responsible for all costs, including any damage to other services, backfilling, reinstatement, tests and any claims that may result. The Wayleave Holder is also responsible for traffic signs, barricading and the safety of motorists, pedestrians and workers.

If any trees or road furniture are affected by the proposed work, then the relevant office must be contacted.

The underground service shall have not less than 800 mm cover and all manhole or valve covers shall be finished flush with the surface of the road or the verge.

Backfilling and reinstatement: Permanent backfilling must be done according to the specifications given in the *Code of Practice*. The minimum requirement is that the backfilled layers must have at least the same shear strengths as those of the adjacent undisturbed pavement layers. The tests done with a DCP or a RCCD will either be done by the JRA or a copy of the results of the tests by an independent private laboratory, approved by the JRA, must be submitted to the wayleave office. The reinstatement of the (100mm asphalt layer) surface will be done by the road authority unless specific written permission is granted by the JRA to the Wayleave Holder to arrange for the reinstatement of the surface.

The Wayleave Holder is responsible for obtaining the required strengths, but the following is recommended as a method that should be adequate in most cases.

The Wayleave Holder must ensure that the top 400 mm (550 mm for primary and secondary roads) must be stockpiled separately and stabilized with 4% Ordinary Portland Cement (OPC) when replaced with 60kg/m³ of cement. The material must be compacted in thin (75 to 100 mm) layers with a vibratory compactor at optimum moisture content (OMC) to the required densities (base: 98%, subbase: 95%, selected subgrade: 93% and subgrade: 90% Mod AASHTO) to within 100mm of the existing road surface. This method should provide the required shear strengths in most cases, but it should be noted that material that was originally stabilized cannot be re-used and must be discarded.

The reinstatement of the surfacing must consist of 100 mm hot-mix asphalt. The lower 70mm must be: "blackbase" (26.5 mm nominal, continuously graded) and the top 30 mm fine (4.75 mm nominal, continuously graded hot mix). Cold mix may only be used in temporary backfills (Emergency backfill).

If desired the wayleave holder may place foamed concrete of a minimum 4 Mpa crushed strength and manufactured to an approved manufacturers specification. The foamed concrete is to be placed to a level 100mm below the surrounding road surface. As soon as the foamed concrete has set sufficiently, a 70mm layer of asphalt basecourse material shall be placed, to be followed by the 30mm asphalt wearing course.

The top 100mm of the trench must be backfilled by the Wayleave Holder, compacted and maintained in a serviceable condition for a period of fourteen days after the Completion Notice has been submitted.

Constructed footways must be reinstated with the original surfacing materials and the supporting layers compacted to obtain shear strengths at least equal to those of the adjacent undisturbed footway.

Un-constructed verges must be backfilled in such a way that the verge is in the same condition as it was before excavation.

After completion of any work in the road reserve, the site must be cleared and cleaned and all excess material, tools and equipment must be removed.

The wayleave form, or a copy thereof, must be returned to the Wayleave Officer within 24 hours after completion of the work with the Completion Notice filled in, signed and the DCP or RCCD tests submitted.

Any excavation left unattended for a period of 5 calendar days, will be made safe by the Road Authority and charged to the Service Agency or contractor concerned.



ADDENDUM A: SUPPORTING INFORMATION AND FORMS

List of Wayleave Regional Registration Offices.....	A-2
Schedule of Fees for Reinstatement of Excavations: 2017/2018.....	A-3

LIST OF REGIONAL WAYLEAVE REGISTRATION OFFICES

REGION	WAYLEAVE OFFICIAL	ADDRESS	CONTACT No.	E-MAIL
A	Submit to HO (Ntokozo Mkwebane until further notice)	No. 6 Dale Road, Corner Glen and Austin Road. Midrand		vradebe@jra.org.za
B	Siphamandla Mavuso	No. 1 Hanschoeman Road, Strydom Park	011 699 5326 083 279 4388	smavuso@jra.org.za
C	Daniel Matjeding Godfrey Legodi	159 Hamburg Road. Florida	011 298 2676 082 561 4804 082 726 5129	dmatjeding@jra.org.za glegodi@jra.org.za
D	Dolly Sefatlhe Doreen Jacobs	No.2 Jonas Moabi Street. Dobsonville.	011 988 0736 083 664 5328 082 330 1546	dsefatlhe@jra.org.za djacobs@jra.org.za
E	Khulu Ngcobo	15 Short Road, Norwood.	011 727 5336 082 726 5128	kngcobo@jra.org.za
F	Makhosi Ndaba Rhulani Ngobeni Tshepiso Matjie	185 Main Road, Newtown.	011 870 4200 082 726 5136 073 754 6476 079 484 0614	mndaba@jra.org.za rnngobeni@jra.org.za tmatjie@jra.org.za
G	Montsho Mohapi Margaret Bereng	1 Calendular Street, Klipspruit. Soweto	011 947 1002/3/5 079 403 9445 082 555 2091	mmohapi@jra.org.za mbereng@jra.org.za
Wayleaves Manager	Ntokozo Mkwebane	JRA Head Office 66 Pixley Ka Isaka Seme Street, Cnr. Rahima Moosa Street, Johannesburg, 2000	011 298 5274 083 566 7339	nmkwebane@jra.org.za

SCHEDULE OF FEES FOR REINSTATEMENT OF EXCAVATIONS: 2017/2018

(NOTE: Fees are revised annually as from 1 July)

Standard Activity	Unit of Measurement	New Tariff
Road Riding Surface	Square meter (m ²)	R 1 200.00
Backfilling	Square meter (m ²)	R 870.00
Paved Footways	Square meter (m ²)	R 545.00
DCP Testing (excluding transport, labour and administration)	Per test	R 185.00
Unpaved Footways	Square meter (m ²)	R 535.00
Kerbing	Linear meter (m)	R 805.00
Temporary Reinstatements	Square meter (m ²)	R 405.00
Wayleave processing fee	Sum per project application per suburb	R 735.00
Wayleave process fee for unplanned work (emergencies)	Sum per application per suburb	R 650.00
For Re-inspection where previous inspection had failed and work was redone	Penalty / Fine	R 2 500.00
Penalty for failed reinstatements done by own agent	Penalty / Fine	R 10 000.00

INSPECTION AND / OR COMPLETION FORM

Wayleave Number:

The JRA Inspector must sign this form. The signature is just for administrative control and by no means implies that the work has been done according to the specifications and conditions of the wayleave. The onus and responsibility of ensuring that the service has been correctly installed, is that of the applicant.

DESCRIPTION OF WAYLEAVE

Date Issued:.....

.....
Street From street To street Suburb

NAME OF WAYLEAVE HOLDER (responsible for the erection / installation of the service):

COMPANY: TELEPHONE No.: (.....)

PRACTICAL COMPLETION NOTICE

The Wayleave Office is hereby informed that an inspection for *Practical Completion* is required since:

- The work done in terms of the above Wayleave has been completed according to the conditions as prescribed in the *Code of Practice for Work in the Road Reserve* document; DCP tests were done (see attached), the backfill and permanent reinstatement of the footway and verge complies with the Road Authority's requirements.

AND

- The temporary reinstatement of the road surface has been done and a copy of proof of payment / Reinstatement Order to the amount of R is attached for the Road Authority to complete the permanent reinstatement of the road surface.

OR

- The permanent reinstatement of the road surface has been done in accordance with the Wayleave's authority and in compliance with the specifications in the *Code of Practice for Work in the Road Reserve*.

Name: Signed: Date:
Wayleave Holder

INSPECTION FOR PRACTICAL COMPLETION

SITE INSPECTION DETAILS:

DATE OF INSPECTION: BACKFILL TESTED AND ACCEPTED BY ROAD AUTHORITY? Yes No

SITE WORK COMPLETE? Yes No SITE CLEAR AND CLEAN? Yes No

TEMPORARY REINSTATEMENT OF ROADWAY COMPLETE? Yes No

WAYLEAVE COMPLETE? Yes No

RE-INSPECTION REQUIRED? Yes No DATE OF RE-INSPECTION?..... N/A

ROAD AUTHORITY TO REDO BACKFILL AND PERMANENT REINSTATEMENT IN ROADWAY? Yes No

ROAD AUTHORITY TO REDO BACKFILL AND PERMANENT REINSTATEMENT IN FOOTWAY / VERGE? Yes No

MEASUREMENT OF WORK TO BE DONE BY ROAD AUTHORITY

AREA OF TRENCH IN ROADWAY:m² REINSTATE ROADWAY:m²

AREA OF TRENCH IN FOOTWAY:m² AREA OF TRENCH IN VERGE:m²

REINSTATE KERB:linear meters REINSTATE ASPHALT FOOTWAYm²

REINSTATE PAVING BLOCK FOOTWAYm² REINSTATE PAVING SLAB FOOTWAYm²

REINSTATE IN-SITU CONCRETE FOOTWAYm² REINSTATE GRASS VERGEm²

Name:..... Signed: Date:

JRA Inspector

PRACTICAL COMPLETION CERTIFICATE

It is hereby certified that the site of the Work carried out in terms of the above Wayleave was inspected on the above date and that:

- The work has been completed.

AND

- The site has been cleared and cleaned.

AND

- The Wayleave Holder has completed all the backfilling and permanent reinstatement and the one (1) year guarantee period commences from the date of the Wayleave stamp underneath.

OR

- The Wayleave Holder has completed the backfilling and permanent reinstatement of the footway and/or verge and the one (1) year guarantee period commences from the date of the Wayleave stamp underneath.

AND

- The Wayleave Holder has completed the backfilling and temporary reinstatement of the roadway and a copy of proof of payment / Reinstatement Order to the amount of R has been received by the JRA for the Road Authority to complete the permanent reinstatement, so the two (2) week maintenance period of the roadway commences from the date of the Wayleave stamp underneath.

OFFICIAL WAYLEAVE STAMP AND DATE