

JOHANNESBURG ROADS AGENCY

PROCEDURE FOR WAYLEAVE APPLICATION (Updated 10 November 2017)

TO BE COMPLETED BY APPLICANT (STEPS 1, 2, 3 and 5)

STEP 1

Obtain detailed information from all relevant service agencies with regard to position of such services which are adjacent to where the work is to be carried out. Provide them with a drawing at minimum scale 1:500, with NORTH POINT, BLOCK PLAN WITH STAND NUMBERS, and STREET NAMES AND HOUSE NUMBERS (where possible). All service information must be obtained from the relevant Local Council before applicant applies for wayleave.

Please Note:

If information of the position or levels of the services are required, exposing and backfilling these services must be undertaken by hand. Give the relevant Service Agency two (2) weeks prior notice to obtain this information.

STEP 2

When applying for the wayleave the applicant must hand in 3 copies of the drawing where the proposed work is taking place. Details required on the drawing are:

- 1. PROPOSED WORK.**
- 2. DEPTH OF PROPOSED SERVICE BELOW ROAD LEVEL`**
- 3. DISTANCE OF PROPOSED SERVICE FROM BOUNDARY**
- 4. POSITION OF ALL STRUCTURES INCLUDING UNDERGROUND**
- 5. EXTENT OF UNDERGROUND STRUCTURES**
- 6. ALL SERVICES FROM OTHER SERVICE AGENCIES. (If there is no service from a particular agency for that area, a comment to that effect from that agency is required)**
- 7. A detailed method statement**

These drawings will have the official stamps of those Agencies or Departments to confirm they are in agreement that the data is in accordance with their latest records, before the wayleave is considered for approval.

STEP 3

The signed copies of the drawings and the three (3) signed wayleave application forms must be handed to the Regional Wayleave offices/Depot for final approval..

STEP 4 FOR WAYLEAVE OFFICE

The Regional wayleave registration office will check that all requirements have been met.

The Regional Depots will register the application on the GIS and the applicant must pay the Wayleave administration fee as indicated in the schedule attached to this document. When it has been registered a wayleave number will be given and then the wayleave will be issued. The applicant must take note of the special conditions. (See Annexure A)

STEP 5

On completion of the work the applicant shall contact the JRA Wayleave Technical officer who will then set up a site meeting to sign off the completed work.

Thereafter the completion certificate will be issued once all requirements have been met. The 12 month guarantee period for the permanent reinstatement and/or the backfilling as well as the 14 day maintenance period for temporary reinstatements by the wayleave holder commences from the date of issue of the certificate of completion.



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WAYLEAVE FORM

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

No work shall commence before the Wayleave is issued. The JRA will do all reinstatements unless specific permission is granted. All applicable fees are to accompany this application. These fees are only an estimate and will be properly measured on completion of the reinstatement.

APPLICANT:

AGENCY / DEPARTMENT / PRIVATE : _____

CONTACT PERSON: _____ CONTACT TEL: _____

CONTACT FAX : _____ Email: _____

CONTRACT: _____ PROJECT NO: _____

PROVISIONAL DATES:

DATE OF APPLICATION: _____

STARTING DATE: _____ COMPLETION DATE: _____

DRAWING NUMBER: _____

LOCATION OF WORK (give full details)

SUBURB: _____ STREET NAME: _____

STREET (FROM): _____ STREET (TO): _____

ERF NO'S: _____

HOUSE NO'S: _____

EXCAVATION DETAILS:

LENGTH OF EXCAVATION: _____ m² RIDING SURFACE: _____ m²

KERBS: _____ m ASPH. FOOTWAY: _____ m²

INTERL. BLOCK : _____ m² UNPAVED FOOTWAYS: _____ m²

Cnr. Johannesburg Braamfontein South Africa
2001 2017

****All work will be done between the hours of 09:00 and 15:30 to ensure free flow of traffic during peak hours.**

DESCRIPTION OF WORK:.....

SPECIAL NOTE.

In terms of Clause 7 of the Code of Practice all roads in the JRA jurisdiction are classified as protected roads. As such no roadway will be excavated, all services that need to cross a road will be laid using trench less technology. In the event where this is not possible, a letter applying to excavate the road must be submitted to the JRA wayleave office with a plan showing all services already in the ground. If written approval is given, no work will commence until a wayleave officer is present.

THE FOLLOWING SERVICE AGENCIES ARE AWARE THAT THE APPLICANT WILL BE WORKING WITHIN THE VICINITY OF THEIR SERVICES, HAVE GIVEN THE APPLICANT THEIR CONDITIONS FOR

WORKING WITHIN THE VICINITY OF THEIR SERVICES AND THEREFORE HAVE NO OBJECTION TO THE APPLICANT APPLYING FOR A WAYLEAVE.

AGENCY	REMARKS / SIGNATURE / DATE	AGENCY	REMARKS / SIGNATURE / DATE
CITY POWER		TELKOM	
EGOLI GAS		ESKOM	
JHB WATER		RAND WATER	
CITY PARKS		LIQUID TELECOM	
JRA STORM WATER & PLANNING		MTN	
SASOL		METRO TRADING COMPANY	
DARK FIBRE AFRICA		TRANSNET	

JRA OFFICE USE:

DATE RECEIVED

NAME OF OFFICIAL

SIGNATURE

APPROVED:

YES	NO	WAYLEAVE NO:		
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UNDERTAKING / INDEMNITY:

UNDERTAKING / INDEMNITY

I, the undersigned hereby,

- Acknowledge the receipt of a brochure containing the procedures and conditions pertaining to wayleave applications and understand that it is be my responsibility to contact the relevant Service agencies within and outside the area of jurisdiction of the Johannesburg Roads Agency (PTY) Ltd, undertake to adhere to the conditions not applicable to this department, e.g. TELKOM, ESKOM and RAND WATER.
- Undertake to furnish the relative Service Agencies with all necessary application form(s) and information obtained as a result of this application, in order to obtain final wayleave approval and permission to work within the road reserve,
 - ⇒ acknowledge that service information is given in good faith and that the accuracy of this information is not guaranteed.
 - ⇒ guarantee all backfilling and permanent reinstatement work done by the contractor, for a period of 12 months from the time when the work is signed off as completed by the JOHANNESBURG ROADS AGENCY Inspector.
 - ⇒ 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.
 - ⇒ accept full responsibility for all costs associated with the relocation of the service / structure in future to accommodate any road or Stormwater drainage works.
 - ⇒ 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.
- 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 (applicant)

Date

Cnr. Johannesburg
2001

BraamfonteinSouth Africa
2017

ANNEXURE A

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 regional wayleave office. This will only be done after a completed wayleave application form has been received by the Wayleave Officer and all the necessary fees paid. Before submitting the form to the Wayleave Officer, approval must be obtained from all other agencies indicated on the form. The JRA will not approve a wayleave where some agency /service providers have not commented/responded approved

An sms must be sent to the regional staff seeking approval to work as per contact details. The sms must contain this information to be approved.

All 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 is effected 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 J.R.A 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 JRA unless specific written permission is granted 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 J.R.A and charged to the Service Agency or contractor.

Your co-operation is appreciated.



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JOHANNESBURG ROADS AGENCY (PTY) LTD

(Company Registration No: 2000/028993/07)

Laboratory and Research
Spring Street
Ophirton
2091
Tel. (011) 493 6386/7
Fax (011) 493 0612

Private Bag X70
Braamfontein
2017

File Ref:

DYNAMIC CONE PENETRATION TEST.

STREET : SUBURB :

FROM : TO :

CHAINAGE / POSITION : DATE : 200 / /

<u>No. of Blows.</u>	<u>Reading</u>	<u>No. of Blows.</u>	<u>Reading</u>
0		205	
5		210	
10		215	
15		220	
20		225	
25		230	
30		235	
35		240	
40		245	
45		250	
50		255	
55		260	
60		265	
65		270	
70		275	
75		280	
80		285	
85		290	
90		295	
95		300	
100		305	
105		310	
110		315	
115		320	
120		325	
125		330	
130		335	
135		340	
140		345	
145		350	
150		355	
155		360	
160		365	
165		370	
170		375	
175		380	
180		385	
185		390	
190		395	
195		400	
200		405	



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Private Bag X70
Braamfontein
2017

File Ref:

DYNAMIC CONE PENETRATION TEST

STREET: _____ SUBURB: _____ POSITION: _____

FROM: _____ TO: _____ DATE: _____

Number of Blows.

PENETRATION DEPTH (mm.)	Number of Blows.									
	0	20	40	60	80	100				
100										
200										
300										
400										
500										
600										
700										
800										

APPROVAL: SERVICE PROVIDER _____ DATE: _____

APPROVAL: JRA _____ DATE: _____

**JOHANNESBURG ROADS AGENCY (PTY) LTD
(Company Registration No: 2000/028993/07)**

**JRA Building
66 Pixley Ka Isaka Same Str
Cnr Rahima Moosa Str
Johannesburg
2001**

**Private Bag X70
Braamfontein
Johannesburg
2017**

ATTENTION: ALL SERVICE AGENCIES

Please take note of the following

- No road may be excavated unless special permission is granted by the JRA. All services must be installed using trenchless technology on the road reserve.
- Excavating must be done by hand when services are being identified. The use of mechanical tools is not allowed for identifying services.
- The backfilling and excavation will be done by the Service Agency or their appointed contractor and the excavation made safe till handed over to the Johannesburg Roads Agency.
- The reinstatement of all the top 100mm asphalt surfaces will be done by the Johannesburg Roads Agency, unless written approval is given by the JRA that the Wayleave Holder can use their own contractor.
- When submitting the DCP tests, the JRA DCP graphs must be used. Subject to written approval by the JRA the Wayleave Holder can use the services of a private SANS accredited laboratory. Such test must be done in the presence of Wayleave Officer.
- Note that if a DCP test fails, the excavation must be re-backfilled, re-compacted and the DCP re-tested. **NB: THE JRA RESERVES THE RIGHT TO ARRANGE THE EXECUTION OF THIS WORK AT THE COST OF THE SERVICE AGENCY.**

SCHEDULE OF FEES FOR REINSTATEMENT OF EXCAVATIONS: 2017/2018
(NOTE: Fees are revised annually as from 1 July.)

SERVICE	NEW TARIFF
Road Riding Surface	R735
Backfilling	R870
Paved Footways	R545
DCP Testing	R185
Unpaved Footways	R535
Kerbing (1m)	R805
Temporary Reinstatements	R405
Wayleaves processing fees, per project per suburb	R735
Wayleave processing fee for unplanned work per suburb (emergencies)	R650
.	
For Re-inspection where previous inspection had failed and work was Redone	R2500
Penalty for failed reinstatements done by own agent	R10 000

CERTIFICATE OF INSPECTION AND / OR COMPLETION

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: _____

Street on: _____ Street From: _____ Street To: _____ Suburb: _____

Responsible person (for the erection / installation of the service)

Name Company: _____ Telephone Number : _____

COMPLETION NOTICE

- The work done in terms of the above Wayleave has been completed according to the conditions as prescribed in the Wayleave Procedure document; a DCP Test attached was done and complies with the JRA requirements. **AND**
- The backfilling has been done and a copy of proof of payment/ Reinstatement Order to the amount of R _____ is attached for the JRA to do the permanent reinstatement. **OR**
- The permanent reinstatement has been done in accordance with the specifications in the Code of Practice for work in the Road Reserve.

Name: _____ Signed: _____ Date: _____
 Wayleave Holder

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 completed the backfilling and the two-week maintenance period commences from the date of the Wayleave stamp underneath. A Reinstatement Order was received from the wayleave holder.
- The wayleave holder did the permanent reinstatement and the 12-month guarantee period commences from the date of the Wayleave stamp underneath.

OR SITE

INSPECTIONS SPECIAL NOTE.

In terms of Clause 7 of the Code of Practice all roads in the JRA jurisdiction are classified as protected roads. As such no road will be excavated, all services that need to cross a road will be laid using trench less technology. In the event where this is not possible, a letter applying to excavate the road must be submitted the JRA wayleave office with a plan showing all services already in the ground. If written approval is given, no work will commence until a wayleave officer is present.

REMARKS:

REINSTATEMENT ORDER NO: _____

Name: _____ Signed: _____ Date: _____
 JRA Inspector

OFFICIAL WAYLEAVE STAMP AND DATE

Cnr. Johannesburg BraamfonteinSouth Africa
 2001 2017

APPENDIX B

ROADWORKS SIGNING FOR URBAN STREETS

(Extract from the South African Roads and Traffic Signs Manual (SARTSM), Volume 2, Chapter 13)

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WAYLEAVE SERVICES LIAISON LIST

REGION	WAYLEAVE OFFICIAL	ADDRESS	TEL & CELL NO.	Email address
REGION A	Vusi Radebe	6 Dale Rd cnr Glen Auston Rd, Midrand	087 285 0013 076 602 1083	vradebe@jra.org.za
REGION B	Sphamandla Mavuso	Cnr Hans Schoeman and Malibongwe	011 699 5326 083 279 4388	smavuso@jra.org.za
REGION C	Daniel Matjeding Godfrey Legodi	159 Alberting Sisulu cnr Reid Rd, Florida	082 726 5129 082 561 4804 011 298 2676	dmatjeding@jra.org.za glegodi@jra.org.za
REGION D	Doreen Jacobs Dolly Sefatlhe	2 Jonas Moabi, Dobsonville, Soweto	082 330 1546 083 664 5328 011 988 0736	djacobs@jra.org.za dsefatlhe@jra.org.za
REGION E	Khulu Ngcobo	15 Short Street Norwood	011 727 5336 082 726 5128	kngcobo@jra.org.za
REGION F	Makhosi Ndaba Rhulani Ngobeni Tshepiso Matjie	185A Main Reef Rd, Fordsburg	082 726 5136 073 754 6476 079 484 0614 011 870 4200	mndaba@jra.org.za rngobeni@jra.org.za tmatjie@jra.org.za
REGION G	Montsho Mohapi Margaret Bereng	1 Calendula Str, Klipspruit West	079 403 9445 082 555 2091 011 947 1002/3/5	mmohapi@jra.org.za mbereng@jra.org.za
Manager: Wayleaves	Ntokozo Mkwebane	66 Pixley Ka Isaka Seme Street Cnr. Rahima Moosa Str. Johannesburg 2001	011 2985247	nmkwebane@jra.org.za
GIS	Ron Segenhout	66 Pixley Ka Isaka Seme Street Cnr. Rahima Moosa Str. Johannesburg 2001	011 298 5019	rsegenhout@jra.org.za
Development Control (Private)	Jose Monteiro	66 Pixley Ka Isaka Seme Street Cnr. Rahima Moosa Str. Johannesburg 2001	011 298 5059	jmonteiro@jra.org.za
Development Control (Public)	Mbongeni Zondo	66 Pixley Ka Isaka Seme Street Cnr. Rahima Moosa Str. Johannesburg 2001	011 298 5212	mzondo@jra.org.za
Road Closures (JRA)	William Mabotja	66 Pixley Ka Isaka Seme Street Cnr. Rahima Moosa Str. Johannesburg 2001	011 2985229	wmabotja@jra.org.za

WAYLEAVE SERVICE AGENCIES LIAISON LIST

SERVICE PROVIDERS

SERVICE AGENCY	CONTACT	ADDRESS	TEL & CELL NO	FAX NO.	E-MAIL
CITY POWER	Derrick Oliver	40 Herronmere Rd, Reuven	011 490 7000 083 704 9267	011 490 7688	doliver@citypower.co.za wayleaves@citypower.co.za
OPENSERVE	PK Mahlangu Samuel Seleka Cor Esterhuizen	City deep ETE. 2 Bonsmara rd, City Deep, 2049	011 995 9909 081 354 8252 011 995 9911 081 392 9769 011 995 9937		PKM@openserve.co.za gautengwayleaves@telkom.co.za a
EGOLI GAS	Morven Northcott	1 Annet Rd, Cottesloe, 2092	011 356 5000	011 726 6403	mnorthcott@egoligas.co.za
ESKOM	Nosipho Mashazi Clarissa Letsoalo	204 Smit Str, Braamfontein	012 421 3058 011 711 2327	011 711 2189	wayleaveJHB@eskom.co.za
JOBURG WATER	Bongani Sibiya Tshifhiwa Singo	17 Harrison Str, Marshalltown, 2107	011 688 1615 011 688 1646	011 688 1587	Bongani.sibiya@jwater.co.za Evelyn.shingange@jwater.co.za
RAND WATER	Lindiwe Gamede Paleka Mashele	522 Impala Rd, Glenvista	011 682 0962 011 688 0893	011682 0893	lgamede@randwater.co.za wayleave@randwater.co.za pmashele@randwater.co.za
CITY PARKS	Hamilton Masiela	12 Glencoe road cnr Marlborough, Springfield	011 683 8231	011 683 8232	hmasiela@jhbcityparks.com
LIQUID TELECOM	Peter Brasler Nqobile Munro	33 Hoofd Str, Forum 3, Building 9, Braampark	011 585 0850 0832865308 083 778 6739	011 585 0001	Peter.Brasler@liquidtelecom.co.za a wayleaves.gauteng@liquidtelecom.co.za
MTN	Vusi Mahlobo	14 th Avenue, Fairland, 2195	083 212 3753 011 912 4343		Way.leaves@mtn.com Wayleaves@sasol.com
SASOL	Rachel Mphofu	146 Honfbaai Rd, Elandhaven	011 865 8563	011 865 8591	rachel.mphofu@sasol.com
DARK FIBRE AFRICA	Bayanda Ngcuka	55 Regency Dr, Route 21 Corporate Park, Nellmapus Rd and Irene, Pretoria	071 852 4977	073 331 7123	services@dfafrica.co.za Bayanda.Ngcuka@dfafrica.co.za za
METRO TRADING COMPANY	Bongani Mahlangu	No 308 Kent avenue Randburg 2194 JOHANNESBURG	011 438 6064 082 432 4080		wayleaves@metrotradingcompany.joburg.org.za
JRA STORM WATER	Ron Segenhout	66 Pixley ka Isaka Seme street cnr Rahima Moosa street, Newtown	011 298 5019/20/21		servicesinfo@jra.org.za
TRANSNET	Thami Hadebe	202 Anton Lembebe Durban 4000	031 3611456		Thami.hadebe@transnet.net