

EXCAVATION JOB NUMBER : _____

APPLICATION FORM FOR CLEARANCE TO EXCAVATE ON PROPERTY OF THE AUSTRALIAN NATIONAL UNIVERSITY

Prior to any excavation work being carried out at the **AUSTRALIAN NATIONAL UNIVERSITY** this form must be completed and authorised by the nominated Project Officer/Coordinator located at Facilities and Services Division, Innovations Building J124, Eggleston Road, ACTON, ACT 0200.

CLEARANCE REQUIRED BY (ALL BOXES MUST BE COMPLETED & SIGNATURES OBTAINED)

Project Name:			
Applicant/Contractor:		Tel No:	
		Mob No:	
Site Location / Area where the work is to be undertaken:			
Description of Work			
Anticipated Start Date			
ANU Project Officer / Coordinator Supervising Work:		Tel No:	
		Mob No:	

APPLICANT/CONTRACTOR'S ACKNOWLEDGMENT:

Warning: The ANU plans showing the position of underground services have been prepared solely for the ANU's own use and may show the position of such underground services and other structures and equipment relative to fences, buildings, etc., as at the time the service was installed and may not take into account any subsequent change in particular.

The ANU accepts no liability for inaccuracies in the information or lack of information on plans provided to the contractor as part of this clearance process.

Persons excavating or carrying out other works are required to exercise due care in the completion of work and will be held responsible for any damage caused to services on the ANU's site.

Written evidence of permission to excavate from all external bodies (ie AGL, ACTEW and Telstra) must be presented to the ANU Project Officer / Coordinator, before clearance can be completed.

I acknowledge that I have received a drawing indicating known underground services located in the areas to be excavated, and will abide by the conditions stated hereunder:

Name (*print*)

Applicant's Signature

/ /
Date

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CLEARANCE:

Clearance is granted to the applicant to excavate in the area indicated, subject to the "Conditions for Excavation".

ANU Project Officer
/ Coordinator _____

Date: / /

CONDITIONS FOR EXCAVATION:

1. Written clearance must be obtained from ACTEW, AGL Telstra and Optus regardless of whether the drawings provided indicate that services are located in the areas of the proposed excavation. **Where services are present, excavation cannot commence until these external bodies have marked the location on site.**
2. Persons excavating are required to exercise care and will be held responsible (liable) for any damage caused.
3. If services are indicated within two (2) metres of the site of the work the Contractor must have the service located on site by the appropriate person (refer Contact List).
Note: Site includes all areas bounded by fencing or temporary barriers.
4. The location of services' drawing distributed by the Drawing Office is a guide only and the exact location cannot be guaranteed. If the Contractor is in doubt he should contact relevant persons on the Contact List.
5. Work can only be done in the area covered by this clearance. If, for any reason, there is a requirement to deviate from the approved excavation location, **WORK MUST NOT PROCEED** until the Project Officer / Coordinator has approved the additional excavation works.
6. If, during the course of excavations, any services are exposed which are not identified on the plans provided or are inaccurately marked on those plans, the Contractor shall immediately inform the Project Officer / Coordinator who then notify the Drawing Office and Plan Registry.
7. All excavations shall be reinstated to the original site conditions including the replacement and installation of warning tape. If excavations are sited under the canopies of large trees the Gardens and Grounds Section must be contacted for approval of reinstated work.
8. On completion of project, work as executed drawings/sketches must be provided to the Project Officer / Coordinator is who responsible for passing these to the Drawing Office and Plan Registry.

CONTACT LIST — SEE OVER

DISTRIBUTION: ORIGINAL TO CONTRACTOR
ONE (1) COPY ANU PROJECT OFFICER (FOR PROJECT FILE)
ONE (1) COPY TO DRAWING OFFICE

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CONTACT LIST

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INTERNAL

	Contact	Phone No.	Mobile No.	Signature
Building Management Cable Installation	BMS Supervisor	6125 2126	0416 249 823	
CCTV	Security	6125 2249	0400 354 080 0404 020 879	
Communication Cabling	Division of Information	6125 5034		
Irrigation Installation Sewer Service Lines Storm Water Service Lines Water Service Lines	Plumbing Technical Officer	6125 3836/ 6125 7207	0416 249 762/ 0416 249 067	
Gardens and Grounds (includes clearances for directional boring and high water pressure blasting)	Arborist	6125 3017	0416 249 704	
Low Voltage Cables and Street Lighting Cables	Zone Leader	6125 4711	0416 249 790	
Waste Disposal	(Waste, Recycling & Cleaning)	6125 0111	0416 249 747	

EXTERNAL

Gas Mains	JEMENA	6285 7730	Maps & Assistance
High Voltage Power	ActewAGL	6293 5770	Clearances for underground supply and relocation of service lines
Water and Sewers	ActewAGL	6242 1111	Customer Advocate – Locations / Complaints

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