

Application for Permission to Excavate are only available from the Space and Drawing Office Team at Facilities and Services. Please see below a sample of the Permission to Excavate. Forms are only issued to the ANU Project Officer

Email <u>space@anu.edu.au</u> or 612 53812



Application for Permission to Excavate

Prior to any excavation work, penetration of surfaces or concrete cutting and coring being carried out at the AUSTRALIAN NATIONAL UNIVERSITY this form must be completed and authorised by the nominated Project Officer/ Coordinator located at Facilities & Services, Anthony Low Building, 124 Garran Road, ACTON, ACT 2601.

PROJECT INFORMATION				
Project Name:				
ANU Project Officer / Coordinator Supervising Work:				
Applicant/Contractor:				
Site Location / Area where the work is to be undertaken:				
Description of Work:				
Anticipated Start Date:				

APPLICANT / CONTRACTOR'S ACKNOWLEDGMENT

WARNING

The ANU plans showing the position of underground services or in-floor and wall services have been prepared solely for the University's own use and may show the position of such underground, in-floor or wall 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, penetrating surfaces or concrete cutting and drilling are required to exercise due care in the completion of work and will be held responsible for any damage caused to services on the University's site.

All Dial Before You Dig correspondence and information is to be provided to the Facilities and Services Project Officer / Coordinator, before the 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)
- tarrie	(P''''')

Applicant's Signature

/ / Date



INTERNAL CLEARA	NCES (Com	pleted by ANU Project Officer				
Discipline	Clearance Required	Contact	Conditions	Drawings Sighted	Name	Signature
BMS		BMS Supervisor T: 6125 2126 M: 0416 249 823				
Electrical		Electrical Engineer T: 6125 5009 M: 0429 606 519				
Gardens and Grounds		Arborist T: 6125 3017 M:0416 249 704				
Hydraulics		E&TS Hydraulics Officer T: 6125 3836 M: 0416 249 762				
Security and CCTV		Security Manager T: 6125 2249 M: 0400 354 080				
Waste and Recycling		Waste & Recycling Manager T: 6125 1660 M: 0416 249 772				
Communications Infrastructure		Networks & Communications T: 6125 5033				
Fire Penetrations		ANU Fire Safety Officer T: 6125 2325				
Other						



EXTERNAL CLEARANCES (Completed By Contractor)

Dial Before You Dig – www.1100.com.au or phone 1100.

You must provide electronic copies of all Dial Before You Dig Drawings, Clearances and Correspondence to space@anu.edu.au, and relevant ANU Project Officer

REVIEW (Completed by ANU Project Officer)

It is the ANU Project Officer's responsibility to ensure the following documents, clearances and notifications have been attached and completed (as appropriate) prior to granting the Clearance to Excavate.

- **ANU Drawings Attached** П
- Dial Before You Dig Documentation provided П
- **Internal Clearances Completed** П
- Notification to Building Custodian and Stakeholders as necessary

ANU Pro	oject Offi	cer (prin	t name)

Signature

/ Date

/



CLEARANCE

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

ANU Project Officer (print name)

Signature

/	/
Date	

CONDITIONS FOR EXCAVATION

- 1. Written clearance must be obtained from Dial Before You Dig 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. For any concrete cutting and coring activity:
 - a. Written evidence in necessary that the affected area's electrical power, gas and water services are identified and appropriately isolated and documented in a Safe Work Methods Statement (SWMS) to be prepared by the person undertaking the work.
 - b. The SWMS must ensure three is a record of all disconnections being confirmed and physically locked and tagged out by each individual working at risk.
 - c. Check for evidence of unidentified services on all surfaces of the penetration before reconnecting or re-energising the locked out services.
- 3. Persons excavating are required to exercise care and will be held responsible (liable) for any damage caused.
- 4. If services are indicated within two (2) metres of the site of the work the person undertaking the work must have the clearance by the appropriate person (refer Contact List). All services must be identified on site by an Underground Service Locator or relevant authority Note: Site includes all areas bounded by fencing or temporary barriers.
- 5. The location of services' drawing distributed by the Drawing Office is a guide only and the exact location cannot be guaranteed. If the person undertaking the work is in doubt they should contact relevant persons on the Contact List.
- 6. 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.
- 7. 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 person undertaking the work shall immediately inform the responsible Project Officer who then provide drawings or notify and coordinate update of drawings to the Drawing Office and Plan Registry.
- 8. 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 Facilities and Services Gardens and Grounds Section must be contacted for approval of reinstated work.
- 9. On completion of project, work as executed drawings/sketches must be provided to the ANU Project Officer who is responsible for passing these to the Drawing Office and Plan Registry.
- **10.** Permission to Excavate is only valid for a period of 3 months from date of approval.

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