

A faint, stylized illustration of a figure, possibly a deity or a personification of justice, holding a pair of scales in the left hand and a staff or scepter in the right hand. The figure is wearing a headdress and a patterned garment. The illustration is centered on the page and serves as a background for the text.

# SMART WAY-LEAVE POLICY FOR THE JOHANNESBURG ROAD AGENCY

(INCORPORATING THE POLICY FOR SOCIAL, SPORTING AND COMMUNITY EVENTS IN  
THE ROAD RESERVE)

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## APPENDICES

- A Wayleave Procedure and Forms
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## 1. DOCUMENT STRUCTURE

This document is organised into two parts with ? sections. Part A deals with the smart way-leave policy. Part B deals with policy for the social sporting and community events. The following is a brief description of each section:

Section 1 – General: This section aims to describe the mandate of the JRA and the aim of the smart way-leave policy.

Section 2 – Definitions: This section contains of definitions used throughout part A of the document.

Section 3 – Policy: The smart way-leave Policy is explained.

Section 4 – The Dual Smart Way-leave Processes and Procedure: This section describes the existing manual process of obtaining a way-leave and how the electronic system will be incorporated therein.

Section 5 – References: This section provides a list of documents, by-laws, standards and resolutions referred to in the Code of practice.

Section 6 – : This section describes the policy for social and sporting events.

Section 7 – : This section contains definitions used throughout part B of the document.

Section 8 – : This section contains procedures to be used in the application for ?.

## PART A

### Section 1

#### 2. GENERAL

##### Introduction

- 2.1 The Johannesburg Road Agency (hereinafter referred to as “the JRA”) is the road authority of the City of the Johannesburg. The JRA is the custodian of the road network that falls within the mandate of the City of Johannesburg. This is the so-called Road Reserve.
- 2.2 There are other services which also fall within the Road Reserve which are important and which require maintenance, rehabilitation and replacement from time to time, other than the road network itself.
- 2.3 The JRA also has the mandated to manage all the activities and work within the Road Reserve itself, and the underground infrastructure within the Road Reserve in accordance with the bylaws of the City of Johannesburg.
- 2.4 The City of Johannesburg also has the mandate to provide access to facilities, where special events, local sporting events, arts activities and festivals are held. Other events may also include concerts, dances, weddings, street parties, raves, bingo games and family reunions.
- 2.5 Often, these activities may use Municipal parks, stadia, community halls and in certain instances public roads.

### 3. THE AIM OF THE SMART WAY-LEAVE POLICY

#### 3.1 Way-Leave Management

3.1.1 The present way-leave management system relies on manual processes and procedures.

3.1.2 After an analysis requirement was performed it was concluded that the JRA Business Planning and Development Asset Monitoring Section required a back office system with a mobile component to manage and monitor the following components of management of the road network system:

3.1.2.1 the Way-Leave System;

3.1.2.2 the Pavement Management System;

3.1.2.3 the Bridge Inspection System.

3.1.3 All these systems are interrelated and the policy is to eventually integrate all three onto the same platform on a progressive basis.

3.1.3 These systems will be called individually:

3.1.3.1 the Smart Way-Leave system;

3.1.3.2 the Smart Pavement Management System;

3.1.3.3 the Smart Bridge Inspection System.

3.1.4 The aim of the smart way-leave policy is to create a dual system of frameworks and procedures for all the work and activities in the Road Reserve within the City of Johannesburg. The electronic management process that is envisaged will be married to the presently existing management system. The policy will also have financial implications and this process will include the determination of the amount of the

tariffs to be paid by any of the parties involved who require access to the Road Reserve for any purpose.

3.1.5 In the management of the Road Reserve, social, economic, safety, environmental effects and efficiency are ranked equal alongside the technical issues so that the final result is in the best overall public interest. Some of the benefits of the system include:

3.1.5.1 A contribution to the productivity levels of the field technical staff through adequate time management;

3.1.5.2 The enhancement of customer services through a speedy response to support calls and automated routing of feedback on milestones;

3.1.5.3 Attaining optimum accuracies in terms of data entry and reporting;

3.1.5.4 Saving on administration costs through automating processes and creating a paper less environment;

3.1.5.5 Through the automation of workflow processes, adequate controls for authorisation and the signing off of jobs can be achieved;

3.1.5.6 The result is a spatial automated system which will be integrated with the present manual system and will ensure the careful control and coordination of all work in the Road Reserve. There will be a duality of systems.

3.2 The policies and guidelines in this document will inform of the manner in which the JRA expect the dual way-leave management will be undertaken and will guide the users thereof.

## Section 2

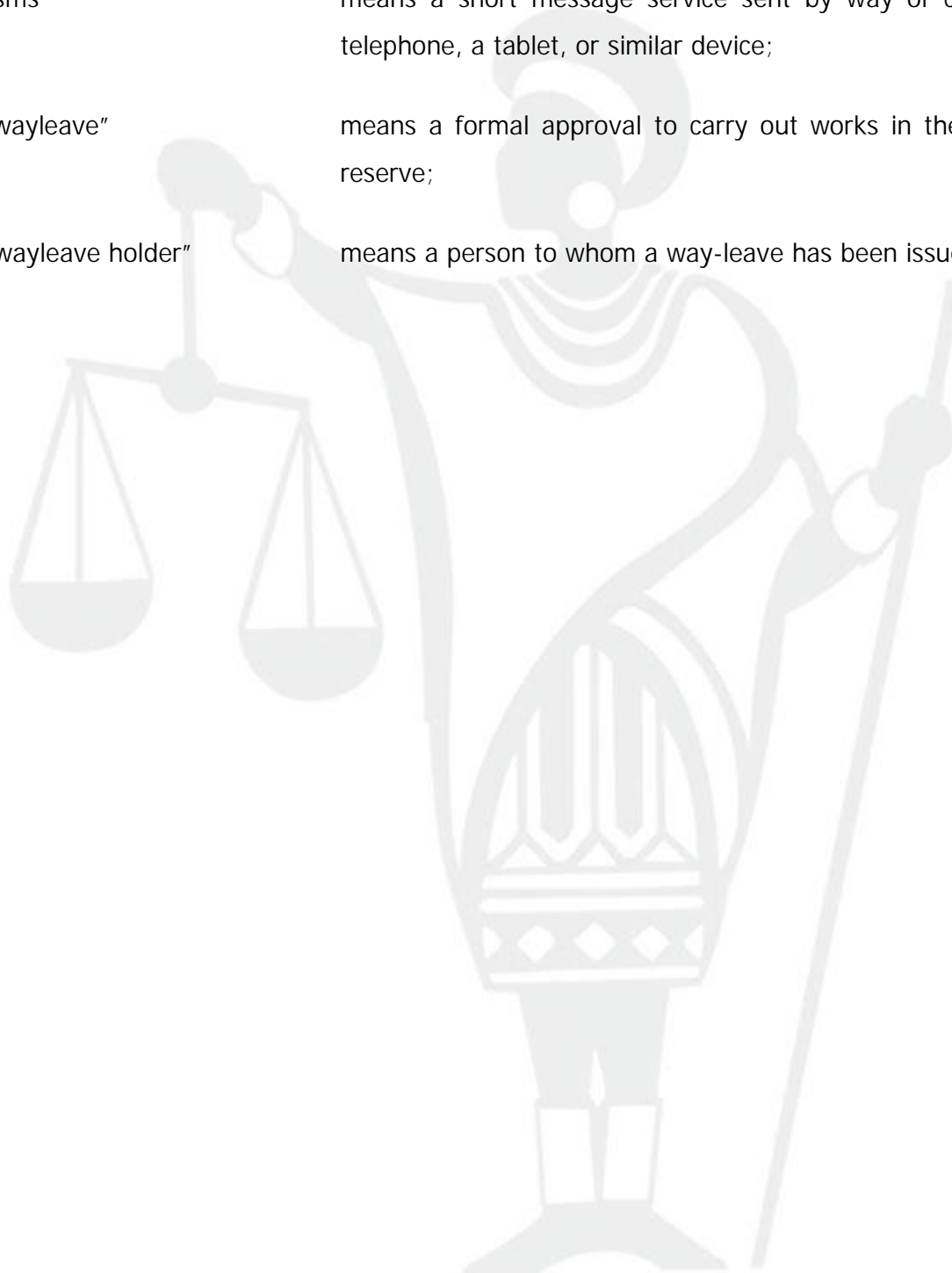
## DEFINITIONS

The definitions in the Code of Practice have been retained and new ones have been introduced. It is envisaged that as technological advancements occur new definitions may be introduced. Unless the context otherwise indicates –

“authorised agent”	means an agent which is authorised by the Council to perform specified services;
“authorised person”	means (a) a wayleave holder; or (b) a licensee who has submitted notice in accordance with the requirements of the By-laws;
“backfilling”	means as defined in the By-laws, backfilling refers to the replacement of the structural layers in the trench or excavation and includes the base, subbase, selected sudgrade and subgrade, but excludes the surfacing;
“code of practice”	///
“Council”	means the City of Johannesburg Municipality Council;
“emergency work”	means any work which is required to prevent or end a dangerous situation, to prevent or end an unplanned interruption in the supply of a service, or to avoid substantial losses;
“lane rental”	means the rental which is paid to the JRA by an authorised person whose work in the road reserve results in time delay costs (TDC) being incurred by the users of the road reserve;
“mobile device”	means a cellular phone, tablet laser measuring instrument or any similar hand held device or measuring instrument;



- “Reinstatement” means as defined in the By-laws, reinstatement refers to replacing the bituminous surfacing or paving blocks in the case of roads, or the paving blocks, paving slabs, bituminous surfacing or grass in the case of footways and verges;
- “sms” means a short message service sent by way of cellular telephone, a tablet, or similar device;
- “wayleave” means a formal approval to carry out works in the road reserve;
- “wayleave holder” means a person to whom a way-leave has been issued.



## Section 3

### WAYLEAVE POLICY

#### 1. Introduction

- 1.1 As already indicated the JRA conducted an analysis requirement to determine whether the various components or sections of the JRA would benefit from using a spatial information system to enable it to make good business decisions.
- 1.2 The result was overwhelmingly in favour of a spatial data management system. Tied to the need for a special data system, a mobile solution was a preference of the various departments.
- 1.3 The reasons therefore are the following:
  - 1.3.1 Within the City of Johannesburg approximately 300 permits to excavate in the Road Reserve are requested on a monthly basis;
  - 1.3.2 The excavations need to be reinstated, which is an issue for the JRA as approximately 60% are being refuted with a concurrent loss of approximately 3 Million Rand;
  - 1.3.3 It is extremely difficult to keep control of all the excavations taking place at anyone time, as well as keep the maintenance of the Road Reserve in a reasonable condition.
- 1.4 It is for this reason that the best use of technology available today was considered to literally enable the JRA to work a lot smarter and be able to do more. There is also a need to improve communication with all role players including the City of Johannesburg and other service providers.
- 1.5 Generally, a way-leave may be described as an agreement or a formal written

consent between two parties which gives the one party the right to install, inspect, maintain, alter, repair equipment, or excavate on the land of another.

## 2. The Policy Itself

- 2.1 The policy is to introduce a system whereby an applicant can apply for a way-leave from a map where all the JRA assets are exhibited over the internet. The full way-leave procedure described below, of sending a request for ground services to all required services agencies must be followed. However, the important thing is that the applicants may henceforth make use of the electronic management way-leave system ("the system") which will be introduced in terms of this policy.
- 2.2 All responses to the applicant with all the conditions from the services agencies will also be returned in the same electronic format.
- 2.3 The introduction of the system will enable all service agencies (Telkom, Eskom, etc) and all Municipal Owned Entities (MOE), to view all current excavations which are taking place at any given time, as well as the duration of the excavation and the party who is in charge thereof.
- 2.4 What is envisaged is that the proposed system will run in tandem with the present existing manual way-leave system. It will not be a replacement thereof. It is for this reason that the systems and procedures that have been developed over time will remain in place and will be in the same manner but on the electronic platform.
- 2.5 It is further envisaged that the electronic management system envisaged will interface with the JRA's Hansen system, the present financial systems, and the City of Johannesburg GIS's systems to harmonise system.

- 2.6 The system needs to be aligned with the safety procedures that applicants are required to follow, and will ensure compliance by applicants of all safety and health, rules and regulations. For example, photographic verification of compliance and/or non compliance would become instantly available to way-leave inspectors to enable them to ensure that all health safety procedures and requirements have been followed.
- 2.7 It is envisaged that the system will allow the JRA to enforce strict adherence to the Code of Practice. This will be integrated with a law enforcement component, such that when law enforcement officers are equally equipped with mobile devices, they will be able to:
- 2.7.1 Immediately determine whether approval for a particular way-leave excavation has been granted or not;
  - 2.7.2 Whether the necessary site and safety boards have been erected to the specifications required, and more importantly;
  - 2.7.3 Whether the way-leave in question falls within the mandate of the JRA, and whether same falls within provincial or national boundaries.
- 2.8 It is envisaged that the system will where necessary, create a paperless environment with improved efficiencies and turnaround time in the entire application process until the completion of the way-leave agreement.
- 2.9 The integration with the financial systems will ensure that once reinstatements are finalised, the reimbursements to contractors are done in the shortest possible time, to reduce backlogs and finally do away with them.
- 2.10 For the system to function at its optimum, it is envisaged that a review system will be put in place whereby the system requirements will be reviewed every three years, and where necessary, all hardware be upgraded to take advantage of new and developing technology.

## WAYLEAVE AND LANE RENTAL

### 1. Work in The Road Reserve

1.1 The introduction of the smart wayleave management system will not affect the procedures defined herebelow which will still apply. To ensure certainty it is important that the Code of Practice that presently applies be adhered to. It is for these reasons that these aspects of the Code of Practice have been introduced.

1.2 Works in the road reserve can be divided into three categories.

1.2.1 The first category is work in the installation or maintenance of underground or overhead services in the road reserve by public service providers, e.g. Eskom, Rand Water and Petronet. For this type of work a wayleave is required to be obtained but no separate approval is required to be obtained from the Council prior to applying for a wayleave to perform works in the road reserve.

1.2.2 The second category is work in the installation or maintenance of underground or overhead services in the road reserve for which a wayleave is required to be obtained but which is also required to be approved or permitted by the Council in terms of the By-laws or any other by-law. Obtaining the necessary approval or permission, is a separate procedure to be completed before any application for a wayleave can be made or considered. The applicable approval or permission and any approved drawings must be submitted with the application for a wayleave.

1.2.3 The third category is work in the installation or maintenance of electronic communications facilities by a licensee (including Telkom), which is required to be notified to the Council in terms of the Electronic Communications Act and the procedures in the By-laws and in respect of which a wayleave is not required.

1.3 The second category of work includes, but is not restricted to –

1.3.1 the erection of structures that require approved building plans in terms of the National Building Regulations;

1.3.2 the erection of advertising signs and structures that require approval in terms of the relevant by-laws;

1.3.3 road works, such as construction of new roads, road widenings or accesses to developments, undertaken by developers;

1.3.4 connections to municipal services, such as water, sewers, electricity and stormwater drainage from developments;

1.3.5 erection of hoardings in the road reserve;

1.3.6 the installation or construction of kerbing, paving, bollards, walls, gardens, etc. on sidewalks by property owners or occupiers;

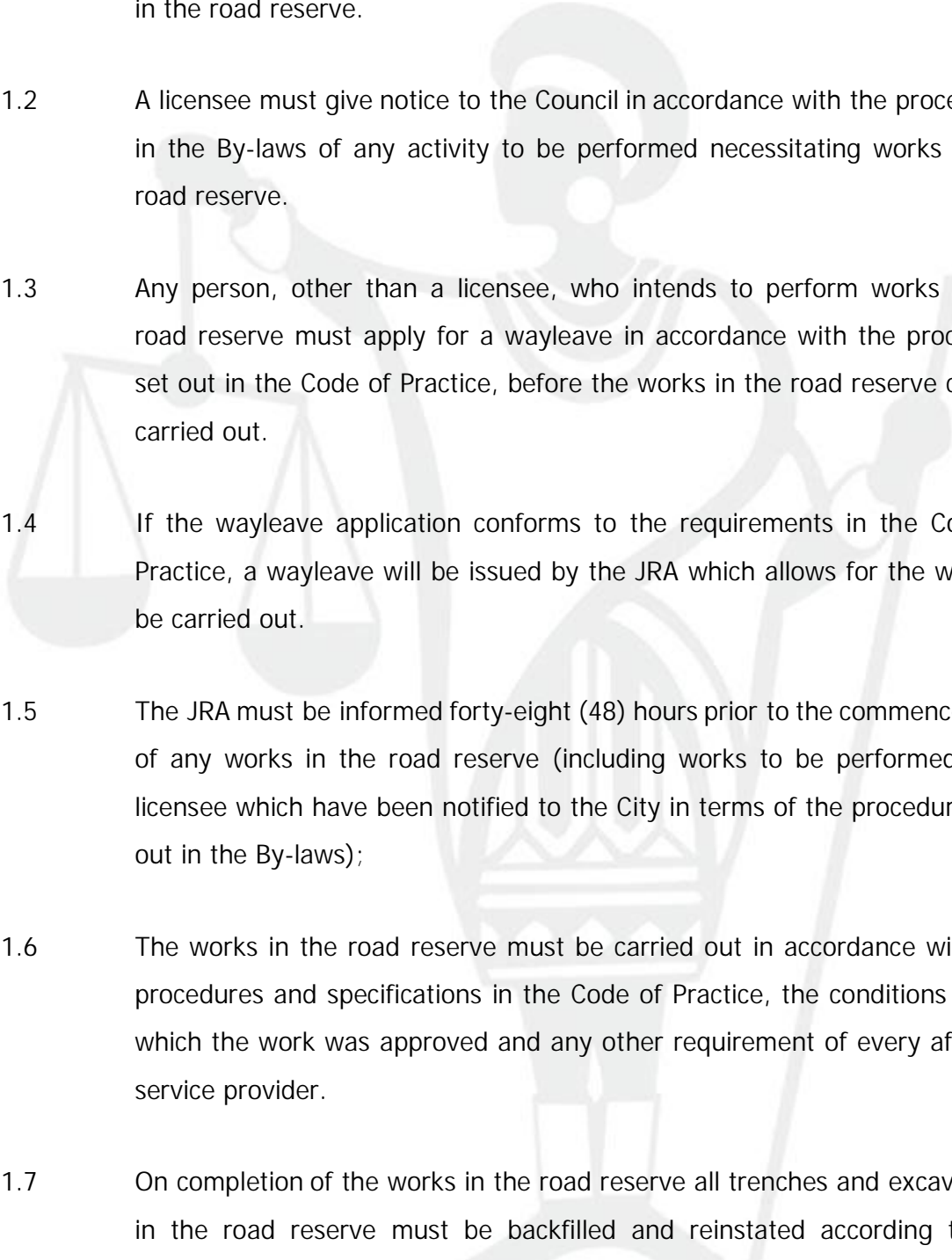
1.3.7 road closures;

1.3.8 traffic calming devices.

1.4 The third category of work includes the installation of wires, cables, antennas and masts which will make up an electronic communications network. In order to install these types of facilities in a road reserve, a person is required to hold a licence to provide electronic communications network services in terms of the Electronic Communications Act or to be exempted in terms of that Act from the requirement to hold such a licence.

2. Procedure

2.1 The basic procedure which is required for work in the Road Reserve is as follows:

- 
- 2.1.1 Service providers and other persons, other than licensees, must obtain any permit, permission or approval which is required to be obtained from the Council in respect of the activity to be performed which necessitates works in the road reserve.
- 2.1.2 A licensee must give notice to the Council in accordance with the procedures in the By-laws of any activity to be performed necessitating works in the road reserve.
- 2.1.3 Any person, other than a licensee, who intends to perform works in the road reserve must apply for a wayleave in accordance with the procedure set out in the Code of Practice, before the works in the road reserve can be carried out.
- 2.1.4 If the wayleave application conforms to the requirements in the Code of Practice, a wayleave will be issued by the JRA which allows for the work to be carried out.
- 2.1.5 The JRA must be informed forty-eight (48) hours prior to the commencement of any works in the road reserve (including works to be performed by a licensee which have been notified to the City in terms of the procedures set out in the By-laws);
- 2.1.6 The works in the road reserve must be carried out in accordance with the procedures and specifications in the Code of Practice, the conditions under which the work was approved and any other requirement of every affected service provider.
- 2.1.7 On completion of the works in the road reserve all trenches and excavations in the road reserve must be backfilled and reinstated according to the specifications contained in the Code of Practice.

- 2.1.8 On completion of the works in the road reserve and temporary or permanent reinstatement, as applicable, a completion notice must be sent to the road authority by the wayleave holder or licensee. A reinstatement order must accompany the completion notice if the road authority has to do the permanent reinstatement.
- 2.1.9 The road authority will then carry out an inspection and issue a certificate of completion once all requirements have been met.
- 2.2 The Code of Practice applies to every person who carries out work in municipal road reserves in the municipal area, such as internal municipal departments, external organisations, service agencies and contractors. It does not apply to work in motorway reserves or in national or provincial road reserves within the municipal area.
- 2.3 The JRA undertakes to inform the relevant service provider in writing before commencing with any work in the road reserve that may affect the services of the service provider in the road reserve.
- 2.4 What has been described above is the present existing system which will continue to apply.
- 2.5 The innovation which will be brought by the electronic system would be that all the steps that are required from the time of application to the time of issue of a certificate of completion once all the requirements have been met will be done electronically.
- 2.6 The smart new way-leave procedure, which is required for work in the Road Reserve will be as follows:
- 2.6.1 The applicant or licensee will make application of a way-leave through the



internet and a request with the relevant map will be sent to all relevant agencies. Once received the application will be sent to a JRA way-leave inspector for a particular region.

- 2.6.2 The way-leave application will be created as a quotation request which will have the standard way-leave inspection list. A short message service ("SMS") will be sent to the licensee or applicant and to the depot of a particular region.
- 2.6.3 A way-leave form will be issued to the way-leave inspector who will thereafter proceed to the site to capture the relevant information required.
- 2.6.4 In the event work is required from the JRA, for reinstatement for instance, a bill of quantities or a quote will be issued to the applicant.
- 2.6.5 Once again an sms will be sent notifying the customer of the costs involved.
- 2.6.6 The customer would have facilities to make payment by way of electronic funds transfer and thereafter provide proof of payment to the JRA.
- 2.6.7 Once payment has been made the applicant will be notified that the way-leave has been approved and that excavations may commence. The way-leave inspector will also be informed that the necessary payments have been made.
- 2.6.8 The way-leave inspector will then perform the necessary final checks and forward a request to the laboratory to perform a quality check.
- 2.6.9 Once the laboratory tests have been conducted the tests result will be forwarded to the depot by way of sms. Depending on the outcome results the process will continue in the Hansen management system or the customer

will be notified that the way-leave is completed and the way-leave inspector will do the necessary checks and close the way-leave in force link. In the event of failure of the quality check the applicant will be notified by sms and be requested to re-compact and whereafter the procedure to perform the lab test will recommence until finality.



### 3. Wayleave and Lane Rental Explained

#### 3.1 Wayleave

3.1.1 The JRA has jurisdiction over the road reserve and no works in the road reserve may be done before a wayleave in respect thereof has been issued by the JRA or, in the case of a licensee, notice has been given to the Council in terms of the By-laws.

3.1.2 To obtain a wayleave, a wayleave application form (see Appendix A) must be submitted, accompanied by three copies of the approved drawing showing details of the proposed work. Details required on the drawing are –

3.1.2.1 a clear depiction of the proposed work;

3.1.2.2 where any service is to be installed, the depth of the every service below the level of the surface of the road;

3.1.2.3 distance of the service from the road reserve boundary (i.e. the property boundary);

3.1.2.4 position and extent of all structures including underground structures such as manholes, chambers, junction boxes, etc;

3.1.2.5 the location of all other services in the road reserve (see section 4).

3.1.3 Once all these requirements have been complied with, a wayleave will be issued by the road authority. An example of a wayleave appears in Appendix A.

3.1.4 The application for a wayleave must be submitted timeously to ensure that a wayleave can be issued before the work is programmed to start. Work being carried out in the road reserve without a wayleave or, in the case of a

licensee, where the required notice has not been given, will be stopped by the JRA. A copy of the wayleave or notice (and acknowledgment of receipt) must therefore always be on site when works in the road reserve are being done.

3.1.5 The wayleave holder or licensee has full responsibility for all costs associated with the works in the road reserve, including any damage to any other service, the cost of relocation of any other service, backfilling and reinstatement, tests and any claim that may result from the work.

3.1.6 Only work described in the wayleave or notice, as the case may be, may be done and only at the locations given in the wayleave or notice. The work described in a wayleave must commence within 90 days of date of issue of the wayleave, failing which the wayleave lapses and re-application is required. The works described in the notice given by a licensee must commence and be completed in accordance with the By-laws.

## 3.2 Lane Rental

3.2.1 Lane rental refers to the rental in respect of a demarcated traffic lane in a road reserve which is payable to the JRA by an authorised person whose works in the road reserve results in time delay costs (TDC) being incurred by the users of the road reserve.

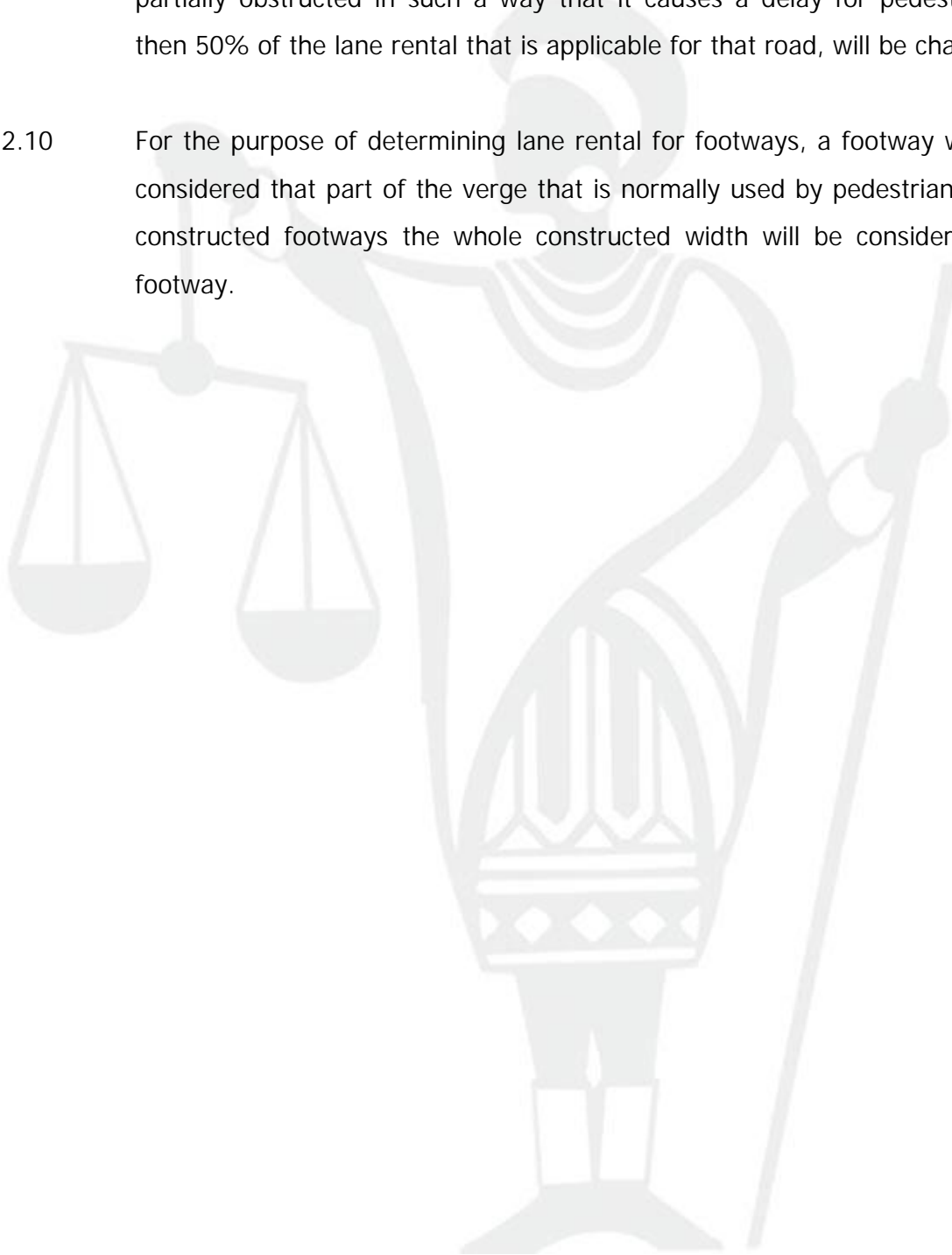
3.2.2 Lane rental is based on a cost per traffic lane (or part of a traffic lane) occupied per day (or part of a day). An occupied traffic lane is considered as being not longer than one street block. If a traffic lane is closed for two street blocks, for example, then the cost will be for two traffic lanes.

3.2.3 A prescribed fee is payable by an authorised person to the JRA and such fee may differentiate between different road categories.

- 3.2.4 The JRA and the authorised person must, before the commencement of the work, agree on the days that will be allowed during which the work must be completed. During the agreed days the service agency will pay a lane rental that is equal to 50% of the TDC. However, after the agreed completion date, the lane rental will be 100% of TDC. All costs will be based on average TDC's that have been calculated for each road category.
- 3.2.5 An authorised person is entitled to a reduced rate if works in the road reserve are undertaken after normal working hours, but precautions must be taken by the authorised person to avoid disturbance in any residential area. For every day that work is done after normal working hours and the lane is fully opened for all the normal working hours of the following day, the lane rental will only be 10% of TDC.
- 3.2.6 For the purpose of calculating lane rental, normal working hours will be considered as being between 06:00 and 19:00 on Monday to Friday and between 06:00 to 14:00 on Saturday. These times are not fixed and may change depending on local conditions and special events in the vicinity where works are to be undertaken. The JRA or any organisation working on behalf of the JRA is exempt from payment of lane rental when any construction, resurfacing, maintenance, improvement or rehabilitation work is being done on the road itself.
- 3.2.8 During the days that have been agreed to in terms of 3.2.6 above, no lane rental will be payable if all traffic lanes are kept open at all times. If work continues after the agreed completion date, a lane rental of 25% of TDC will be charged if all traffic lanes are kept open. If a traffic lane is closed for any part of a day, normal lane rental for a full day will be charged (50% of TDC before the official completion date and 100 % thereafter).
- 3.2.9 Lane rental will also be charged if a footway is affected by work. If the footway

is totally closed so that pedestrians are required to use a traffic lane, then lane rental will be payable in the normal way for the occupation of a traffic lane, since the traffic lane will not be available for vehicular traffic. If a footway is partially obstructed in such a way that it causes a delay for pedestrians, then 50% of the lane rental that is applicable for that road, will be charged.

- 3.2.10 For the purpose of determining lane rental for footways, a footway will be considered that part of the verge that is normally used by pedestrians. For constructed footways the whole constructed width will be considered as footway.



## 4. COSTS

### 4.1 Processing Fee

A processing fee is a fixed amount that is payable by the applicant when submitting a wayleave application form or, in the case of a licensee, notice in terms of the Bylaws. This fee is to cover the cost of processing the wayleave application or notice and will be prescribed by the Council on the recommendation of the JRA, from time to time.

### 4.2 Reinstatement Cost

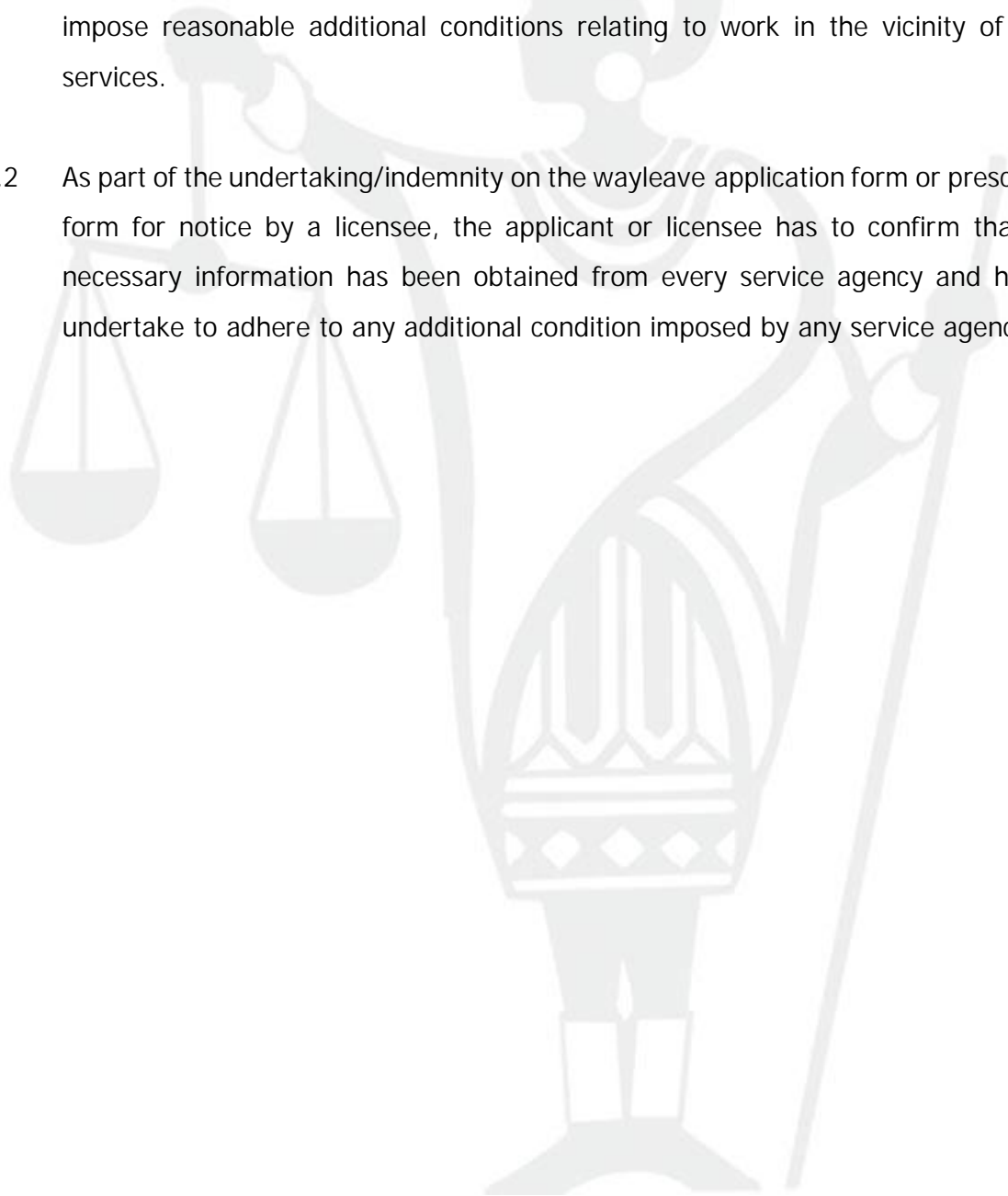
4.2.1 When the JRA does the permanent reinstatement, the cost involved will be payable by the applicant to the JRA. The cost will be determined using the relevant reinstatement rates appearing on the wayleave application form and prescribed form in which notice as required by the By-laws must be given to the Council. These rates are determined by the Council and will be reviewed from time to time.

4.2.2 In this case the wayleave application form or notice, as the case may be, must be accompanied by an official order for an amount based on the expected area to be reinstated. The final invoiced amount payable will be determined using the measured area of the final reinstatement as agreed between the JRA and the authorised person.

4.2.3 It is important to note that the decision on who does the permanent reinstatement lies with the JRA.

## 5. EXISTING SERVICES IN THE ROAD RESERVE

- 5.1 An applicant for a wayleave or licensee, as the case may be, must obtain information from every service provider supplying a service within the municipal area on the location of its service. Every service must then be indicated on the drawings to be submitted with the wayleave application form or notice. Service providers may impose reasonable additional conditions relating to work in the vicinity of their services.
- 5.2 As part of the undertaking/indemnity on the wayleave application form or prescribed form for notice by a licensee, the applicant or licensee has to confirm that the necessary information has been obtained from every service agency and has to undertake to adhere to any additional condition imposed by any service agency.





## 6. ROAD CATEGORIES

6.1 All roads are classified into one of the following categories as described below. The category of a road determines the nature of the specification for backfilling and reinstatement.

6.2 The following definitions apply for the road categories:

Function	Category	Road Type	Administration
A (Class 1)	A1 A2 A3	National Roads Primary – (inter) provincial Urban Freeway/Motorways	SANRAL Gauteng DoT JRA
B (Class 2)	B2 B3	Primary – (inter) provincial Major (inter) urban arterials	Gauteng DoT JRA
C (Class 3)	C2 C3	(Inter) district connectors Minor (intra) urban arterials	Gauteng DoT JRA
D (Class 4)	D2 D3 D4	Intra district connectors (Intra) district collectors (Intra) district collectors & industrial road	Gauteng DoT JRA JRA
E (Class 5)	E4	Urban distributors	JRA
F (Class 6)	F4	Local access roads	JRA
G (Class 7)	G5	Private roads / Culs de Sac	JRA / Residents

6.3 Every road has been categorised into one of the above by the JRA and this information can be obtained from it.

## 7. PROTECTED ROADS

- 7.1 Over and above the four road categories, defined in section 6 of this Code of Practice, certain roads are further classified as protected roads (no-dig roads).
- 7.2 A protected road is a road across which no digging of trenches is permitted. A road is protected if it has been designated a protected road by the JRA. A road is designated as protected when it is of particular strategic importance or if it poses special engineering difficulties. Every arterial is, for example, protected. Any road that has been newly constructed, overlaid or resurfaced will be protected for a period of seven years.
- 7.3 If a road is protected it will be indicated as such on the wayleave or in the acknowledgment of receipt from the Council in respect of notice given by a licensee. A protected road may only be crossed using a trenchless method. If a trenchless method cannot be used for some reason in a protected road, special permission to excavate must be obtained from the JRA.
- 7.4 For the purpose of planning work done by a service provider, F4 and G5 may be regarded as unprotected unless the road has been newly constructed, overlaid or resurfaced and fall within the seven years protected period: Provided that the first 20m from an intersection with any other class road is considered to be protected.

## 8. TRAFFIC SIGNS AND BARRICADING

- 8.1 It is the responsibility of the authorised person to ensure that any law regarding traffic, safety, traffic signs and barricading is complied with.
- 8.2 The authorised person must take all necessary measures and provide all necessary facilities to ensure an adequately safe and easy passage for traffic and pedestrians through areas in which work is in progress, or is uncompleted.
- 8.3 Any traffic sign and barricading must be done according to the latest edition of the South African Roads and Traffic Signs Manual (SARTSM), Volume 2, Chapter 13. An extract from that document appears in Appendix B.
- 8.4 An authorised person may contact the relevant traffic authority to ensure that all requirements have been met for the particular location where the work is being done.
- 8.5 The importance of adequate traffic signs and barricading must be stressed. These measures are intended to ensure the maximum safety for motorists, pedestrians and workers and also the minimum disruption of vehicles and pedestrians. Work sites must be properly barricaded and signed irrespective of how long the work will take.

## 9. ROAD CLOSURES

- 9.1 The granting of a wayleave or, in the case of a licensee, the giving of notice in terms of the By-laws does not give the authorised person the authority to close the road completely to traffic. Methods of construction and programmes of work must be determined on the basis that no road, or portion of road, may be completely closed to traffic for any appreciable period.
- 9.2 In exceptional circumstances permission will be granted for the closure of a road or portion of road to traffic, subject to the provisions of any law. The authorised person must apply to the JRA separately for approval of such closure two weeks prior to the road being closed. Such a road closure will be approved for a specific period, i.e. from and to a specific time on a specific date and is only valid for this specific period. If the work is not completed in this specific period, an application for a new road closure will have to be made.
- 9.3 Work carried out on any arterial, major collector and CBD road will be restricted to outside the following periods, namely from 6:30 to 09:00 and 15:30 to 18:00, to ensure free flow of traffic during peak hours.

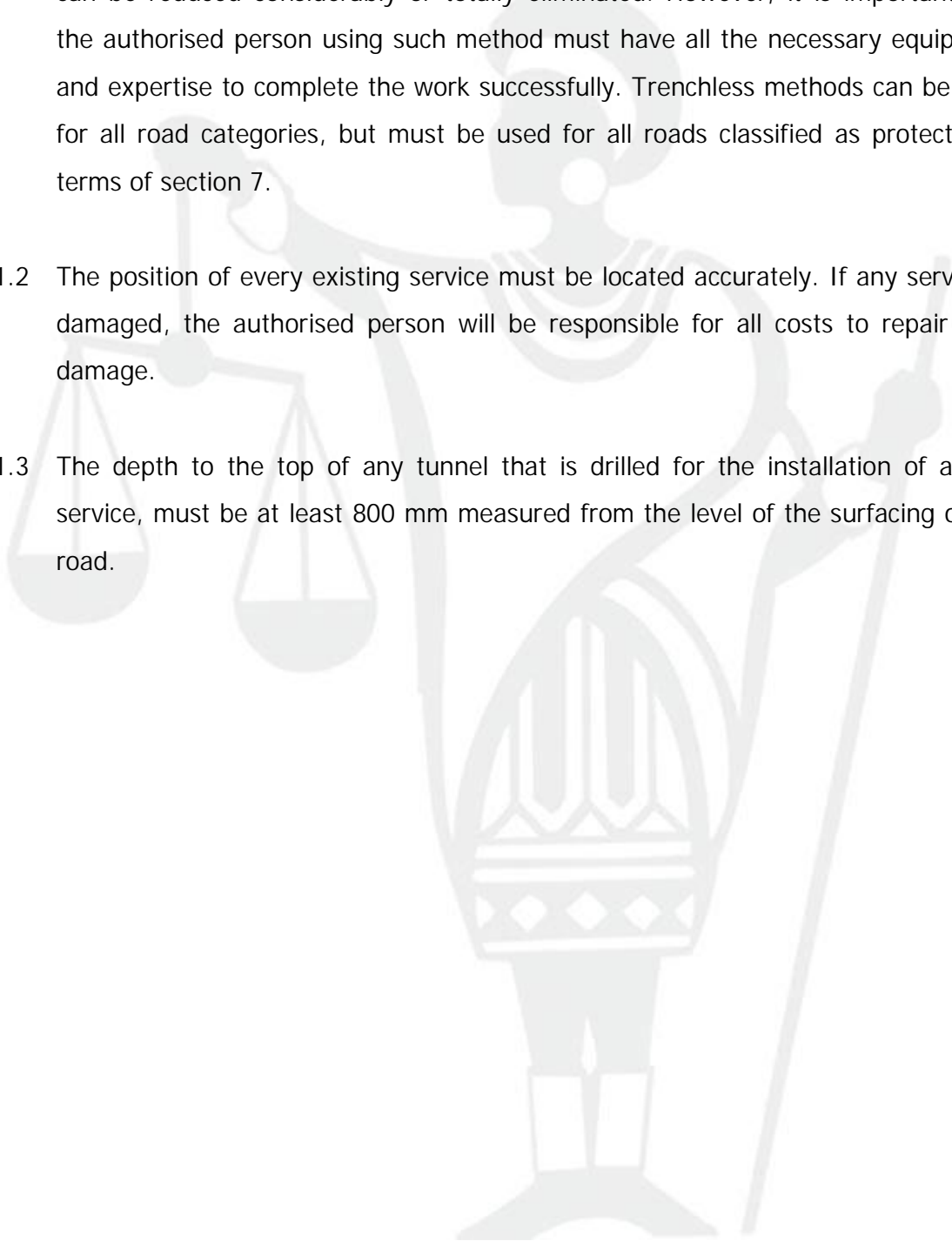
## 10. EXCAVATIONS

- 10.1 The area which is excavated must always be kept to a minimum. The width of the trench must be uniform in length and in depth, in other words the sides must be parallel and vertical. The top of the trench must be cut with a saw to ensure smooth, uniform edges.
- 10.2 The minimum depth that any service may be placed under a road is 800 mm measured from the level of the surfacing of the road to the top of the service. The minimum depth at any other place in the road reserve, e.g. on a verge, is also 800 mm measured from the level of the surfacing of the road and not from natural ground level. Any services subject to being laid at a specific grade such as water pipes and cables, should not be placed at a depth in excess of the 800 mm as this could interfere with a future service that has to be laid at a specific grade, such as sewers and stormwater pipes.
- 10.3 All excavated material and equipment must be placed and demarcated in such a way as to cause the minimum disruption to vehicles and pedestrians. A safe passage must be kept open for pedestrians at all times.
- 10.4 The authorised person will be responsible for any damage to any existing service. Any service, indicated on the drawings or on site by a representative from any service provider, must be opened by careful hand digging. If the service cannot be found, the relevant service provider must be contacted again for further instructions. Under no circumstances may an authorised person dig with mechanical equipment before every known service have been found and marked. When found, a service must be marked and protected or supported as required by the service provider. If any service needs to be moved, instructions from the service provider must be followed carefully. The authorised person will be responsible for all reasonable expenses incurred in moving services costs. If any service is damaged during excavations, the relevant service provider must be contacted immediately.

- 10.5 Adequate preventative measures must be taken to ensure that no water (e.g. due to rain) flows into the open trenches since this will result in the weakening of the structural layers of the road. Any water that is present in a trench must be pumped out before backfilling. Water must be pumped into the stormwater system and not into a sewer manhole. Any material that has become wet must be removed from the bottom of the trench before backfilling.
- 10.6 The authorised person must prevent any foreign material from entering any drain and ensure that silting does not occur either from pumping operations or as a result of rain. If any silting or other contamination does occur, the authorised person must clean the drain or request the JRA to do it at the cost of the authorised person.
- 10.7 All re-usable material such as concrete blocks, slabs, kerbs, gutters, channels and stormwater inlets must be removed with care and re-used if possible.
- 10.8 If any street furniture (e.g. street names, traffic signs, bus shelters, etc.) has to be removed, arrangements must be made with the relevant authority for the removal, storage and re-erection.
- 10.9 If an excavation is made through entrances to properties, access must be maintained by using steel plates, planks or other temporary bridges of sufficient strength and properly secured against movement. The occupants of the properties must be kept informed at all times of how their access will be affected.

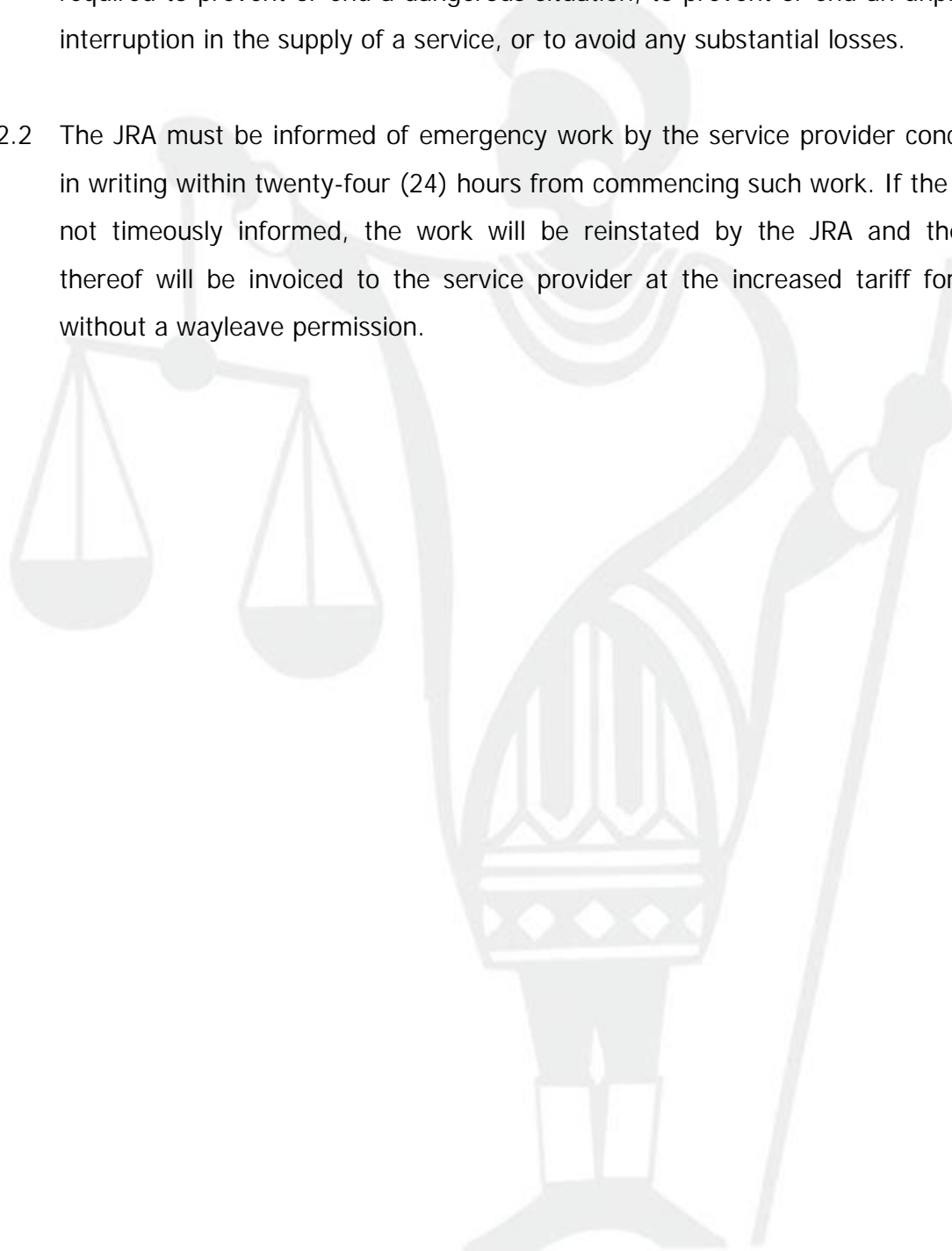
## 11. TRENCHLESS METHODS

- 11.1 If a trenchless method is used, disruption of traffic flow and pedestrian movement can be reduced considerably or totally eliminated. However, it is important that the authorised person using such method must have all the necessary equipment and expertise to complete the work successfully. Trenchless methods can be used for all road categories, but must be used for all roads classified as protected in terms of section 7.
- 11.2 The position of every existing service must be located accurately. If any service is damaged, the authorised person will be responsible for all costs to repair such damage.
- 11.3 The depth to the top of any tunnel that is drilled for the installation of a new service, must be at least 800 mm measured from the level of the surfacing of the road.



## 12. EMERGENCY WORK

- 12.1 As defined in the By-laws, emergency work is defined as any work which is required to prevent or end a dangerous situation, to prevent or end an unplanned interruption in the supply of a service, or to avoid any substantial losses.
- 12.2 The JRA must be informed of emergency work by the service provider concerned in writing within twenty-four (24) hours from commencing such work. If the JRA is not timeously informed, the work will be reinstated by the JRA and the cost thereof will be invoiced to the service provider at the increased tariff for work without a wayleave permission.





## 13. SPECIFICATIONS FOR BACKFILLING AND REINSTATEMENTS

### 13.1 General

13.1.1 Any trenching activity disturbs the structural integrity of a road or footway. Backfilling and reinstatement must therefore be done in such a way as to ensure that the reinstated trench and its immediate surroundings do not fail structurally, thus resulting in road user discomfort and increased costs.

13.1.2 As defined in the By-laws, backfilling refers to the replacement of the structural layers in the trench or excavation and includes the base, subbase, selected subgrade and subgrade, but excludes the surfacing.

13.1.3 As defined in the By-laws, reinstatement refers to replacing the bituminous surfacing or paving blocks in the case of roads, or the paving blocks, paving slabs, bituminous surfacing or grass in the case of footways and verges.

13.1.4 Backfilling must in every case be done by the authorised person in accordance with the applicable specifications in sections 13.2 and 13.3. Permanent reinstatement (100 mm asphalt layer), as specified in section 13.4 and 13.5, can either be done by the JRA or by the authorised person, subject to permission having been granted by the JRA and provided the authorised person has the required expertise and experience. Permanent backfilling and reinstatement (100 mm asphalt layer) done by the authorised person, is subject to a guarantee period of one year based on the performance specifications described in section 13.8.

13.1.5 If the permanent reinstatement must be done by the JRA, the authorised person must do a temporary reinstatement as specified in section 13.7. The authorised person will then be charged for the permanent reinstatement at the applicable rates appearing on the wayleave application form and prescribed

form for notice submitted by a licensee. A reinstatement order must in such case be submitted together with the completion notice. The temporary reinstatement will be removed by the JRA and the backfilling will then be tested. If this does not comply with the applicable specifications, it will be replaced at the cost of the authorised person. These costs are be over and above the normal reinstatement costs.

13.1.6 Temporary reinstatement must also be done if the JRA abandons the site for a period not exceeding two months with the view of returning to complete the work. The authorised person must maintain this temporary reinstatement.

### 13.2 Preparation of the Bottom of the Trench and Backfilling Around Service

The trench bottom must be prepared and compacted according to the requirements of the service provider concerned, to ensure that the service is not damaged. The same applies to the backfilling around the service. If any service with a diameter of more than 300 mm is installed, the subgrade material used for the reinstatement must be soilcrete (in-situ material mixed with 8% cement), placed with poker vibrators, up to a level of 300 mm above the top of the service.

### 13.3 Backfilling

13.3.1 The minimum requirements of the JRA are that the structural layers of the backfilled trench, i.e. the base, subbase, selected subgrade and subgrade down to a depth of 800 mm below the level of the surfacing of the road, must have at least the same shear strengths as those of the adjacent undisturbed structural layers.

13.3.2 It should be noted that it is generally very difficult to obtain the same quality structural layers in the confinement of a narrow trench as that of the undisturbed adjacent structural layers when the same materials are re-used.

13.3.3.1 One of the following methods must therefore be used to ensure adequate shear strengths in trench backfill. The authorised person may use any one of the three methods for backfilling.

Method A. Re-using excavated material

During excavation of the trench, the material from the top 400 mm of the excavation (or in the case of arterials, collectors and industrial roads, the top 550 mm) must be stockpiled separately from the rest of the material being excavated. This material must then be improved through chemical stabilisation with cement and used for the base and subbase layers during backfilling, and in the case of arterials, collectors and industrial roads also for the selected subgrade layers.

The requirements for this method is given in Figure 1 following on section 13.8.7.

If the material is not stockpiled separately during excavation, the road authority will require that material with the required properties be imported. Material which was originally stabilised cannot be re-used and must be discarded.

Method B. Importing material

Import a G5 gravel material and stabilise with 60 kg of cement per m<sup>3</sup> of material. Water must be uniformly mixed into the material. The material must then be placed in the trench in 75 to 100 mm layers and compacted to the required Mod. AASHTO densities as specified in Figure 1 to the Code. The final layer must be finished to a level of 100 mm below the level of the surrounding sound surface of the road.

Method C. Low strength concrete: Specially designed concrete mix (SDCM) for Trench Backfilling

All Road Trenches / Openings: Place 300 mm SDCM concrete of minimum 2.5 Mpa crushing strength (28 days) and manufactured to an approved manufacturer's specification. The SDCM concrete mix is to be placed 50 mm below the level of the surrounding sound surface of the road. The rest of the trench is backfilled with selected approved material compacted to 90% of MOD AASHTO density.

All Footway Trenches / Openings: Place 150 mm SDCM concrete of minimum 2.5 Mpa crushing strength (28 days) and manufactured to an approved manufacturer's specification. The SDCM concrete mix is to be placed 30 mm below the level of the surrounding sound surface of the road. The rest of the trench is backfilled with selected approved material compacted to 90% of MOD AASHTO density.

- 13.3.4 Quality control of the backfilled structural layers can be done by measuring the shear strengths of the adjacent structural layers as well as that of the backfilled layers. The shear strength can be measured with a dynamic cone penetrometer (DCP) or a rapid compaction control device (RCCD). Although the shear strengths of the backfilled layers will be measured against the undisturbed structural layers, an indication of probable acceptance on most roads can be obtained from the typical DCP and RCCD Penetration diagram shown on Figure 2 following on section 13.8.7.

#### 13.4 Backfilling of Footways

- 13.4.1 Any footway, where there is no possibility of vehicles crossing the footway, must be backfilled using the excavated material, placed in the trench in 150 mm layers and compacted to 90% Mod AASHTO density (maximum DCP penetration of 19 mm/blow) for all layers below the base and 93 % Mod AASHTO density (maximum DCP penetration of 14 mm/blow) for the base.
- 13.4.2 Any footway where there is a possibility of light vehicles (cars and LDVs)

crossing the footway, typically where there is mountable kerbing, must be backfilled using Method A or Method B described in section 13.3.3 according to the standards for local streets specified in Figure 1 following on section 13.8.7.

13.4.3 Where any heavy vehicles make use of a footway, such as loading zones in industrial areas, the footway must be backfilled using Method A or Method B described in section 13.3.3 according to the standards for arterials, collectors and industrial roads on Figure 1 following on section 13.8.7.

13.4.4 Any excavation in an unconstructed verge must be backfilled in such a way that the verge is in the same condition after backfilling as it was before excavation. All excess material must be removed and not spread over the verge. Topsoil must be removed and stored separately and replaced as the final layer.

### 13.5 Permanent Reinstatement of Roads

13.5.1 The same method of reinstatement must be used independent of the method of backfilling of the structural layers.

13.5.2 The permanent reinstatement of the surfacing must consist of 100 mm hot-mix asphalt. The lower 70 mm must be "blackbase" (26,5 mm nominal stone size, continuously graded) and the top 30 mm fine (4,75 mm nominal stone size, continuously graded). Cold mix may only be used for temporary reinstatement. Both these surfacing layers must be compacted to 95% Marshall density.

13.5.3 The reinstated surfacing must be at least 100 mm wider than the trench on both sides to accommodate any edge break where saw cutting was not possible.

13.5.4 The material used for the reinstatement of the surfacing must comply with the relevant requirements of Section 4200: Asphalt Base and Surfacing of the Committee of Land and Transport Officials (COLTO) or any document which replaces it, Standard Specification for Road and Bridge Works.

13.5.5 In the case of any road surfaced with interlocking paving blocks, the general procedure would be to re-use the material removed during the excavation of the trench. If new material has to be used, it must be of the same type and size as the existing material and must comply with the requirements of SABS 1058-1985, as amended or replaced from time to time.

### 13.6 Permanent Reinstatement of Footways

13.6.1 The general procedure would be to re-use all the material removed during the excavation of the trench. If new material has to be used, it must comply with the following requirements.

- (a) Precast concrete kerbs and channels: Any precast concrete kerbs and channel must comply with the requirements of Section 2300: Concrete Kerbing, Concrete Channelling, Open Concrete Chutes and Concrete Linings for Open Drains of the COLTO Standard Specification for Road and Bridge Works. All cast in-situ concrete must be Class 25/19.
- (b) Concrete paving blocks: All concrete paving blocks must comply with the requirements of SABS 1058-1985, as amended or replaced from time to time.
- (c) Cast In-situ concrete: All cast in-situ concrete must comply with the relevant requirements of Section 6400: Concrete for Structures of the COLTO Standard Specification for Roads and Bridge Works. All cast in-situ concrete must be Class 25/19.
- d) Precast concrete paving slabs: All concrete paving slabs must comply with

the requirements of SABS 541-1971, as amended or replaced from time to time.

13.6.2 Any constructed footway must be reinstated with the same surfacing materials that existed originally (e.g. concrete blocks, slabs, etc.). Material may be reused if undamaged, or else replaced with similar material.

13.6.3 If a private driveway and footway with non-standard materials are to be excavated, the owner of the property concerned must be informed in advance and in writing of the intended work. The owner must then [supply/specify to] the authorised person [with] the materials that are to be used for the reinstatement.

13.6.4 If any unconstructed verge has an established lawn, this must be removed, stored and replaced in sods in such a way that the lawn is in the same condition after reinstatement as it was before excavation. If the sods are allowed to dry out or become damaged in any way, they must be replaced with similar sods.

13.6.5 If an unconstructed verge has been planted with garden vegetation other than lawn, the owner of the adjacent property must be consulted before excavation, to obtain instructions on what to do with the plants that are affected. Every effort must be made to preserve all plants.

### 13.7 Temporary Reinstatements by the Wayleave Holder

13.7.1 If the permanent reinstatement is to be done by the JRA, the authorized person must do temporary reinstatement with a suitable material that is compacted to an adequate density to ensure that it will carry the traffic for a period of at least fourteen (14) days without deforming or potholing. The temporary reinstatement must be maintained by the authorised person in a serviceable condition for a period of fourteen (14) days from the date on which

the completion certificate has been issued by the JRA. After the fourteen (14) day period the maintenance will be taken over by the JRA.

13.7.2 It is recommended that cold mix asphalt be used for temporary reinstatement.

### 13.8 Performance Specifications

13.8.1 The performance of any trench permanently reinstated by the authorized person will be monitored for twelve (12) months, during which period the authorised person will be held responsible for any remedial work that may be required.

13.8.2 The tests that were used for quality control (density or shear strength) will be used to determine whether or not the work was done according to specifications. The JRA may do additional tests if the quality control tests are not considered to be adequate.

13.8.3 Remedial work will be required if any of the following defects exists:

- (a) Depressions;
- (b) humps (crowning);
- (c) edge depression (trips, vertical discontinuities) at the interface; or
- (d) cracking.

13.8.4 Any depression or hump will be measured with a straight edge across the reinstatement and will require remedial work if the following limits are exceeded over 100 mm or more of the length of the trench:

Reinstatement Width (mm)	Height of Deformation or Hump as measured with straight edge (mm)
--------------------------	---



Up to 400	10
400 to 500	12
500 to 600	14
600 to 700	17
700 to 800	19
800 to 900	22
Over 900	25

- 13.8.5 Remedial work will also be required if a depression results in standing water wider than 500 mm or exceeding one square metre, two hours after rain has stopped.
- 13.8.6 Any edge depression exceeding 10 mm over 100 mm or more of the length of the trench will require remedial work.
- 13.8.7 Any open crack wider than 3 mm and longer than 100 mm will require remedial work.

## 14. COMPLETION NOTICE AND CERTIFICATE OF COMPLETION

- 14.1 On completion of the work concerned the authorised person must fill in a completion notice and return it to the road authority within twenty-four (24) hours (see Appendix A for an example of a completion notice). The road authority will then arrange a site meeting with the authorised person to do an inspection and to issue a certificate of completion if all requirements have been met. The twelve (12) month guarantee period for permanent reinstatement by the wayleave holder, or the fourteen (14) day maintenance period for temporary reinstatement by the authorised person, commences on the day after the date of issue of the certificate of completion.
- 14.2 Completion of the work means that all work has been completed and that all material, equipment and rubble have been removed and the site is completely cleared and cleaned and that either the permanent or temporary reinstatement, as applicable, has been done by the authorised person.
- 14.3 If work involves more than one street link (street block), a completion notice must be submitted after completion of each link.

## APPENDIX A

## WAYLEAVE PROCEDURE AND FORMS

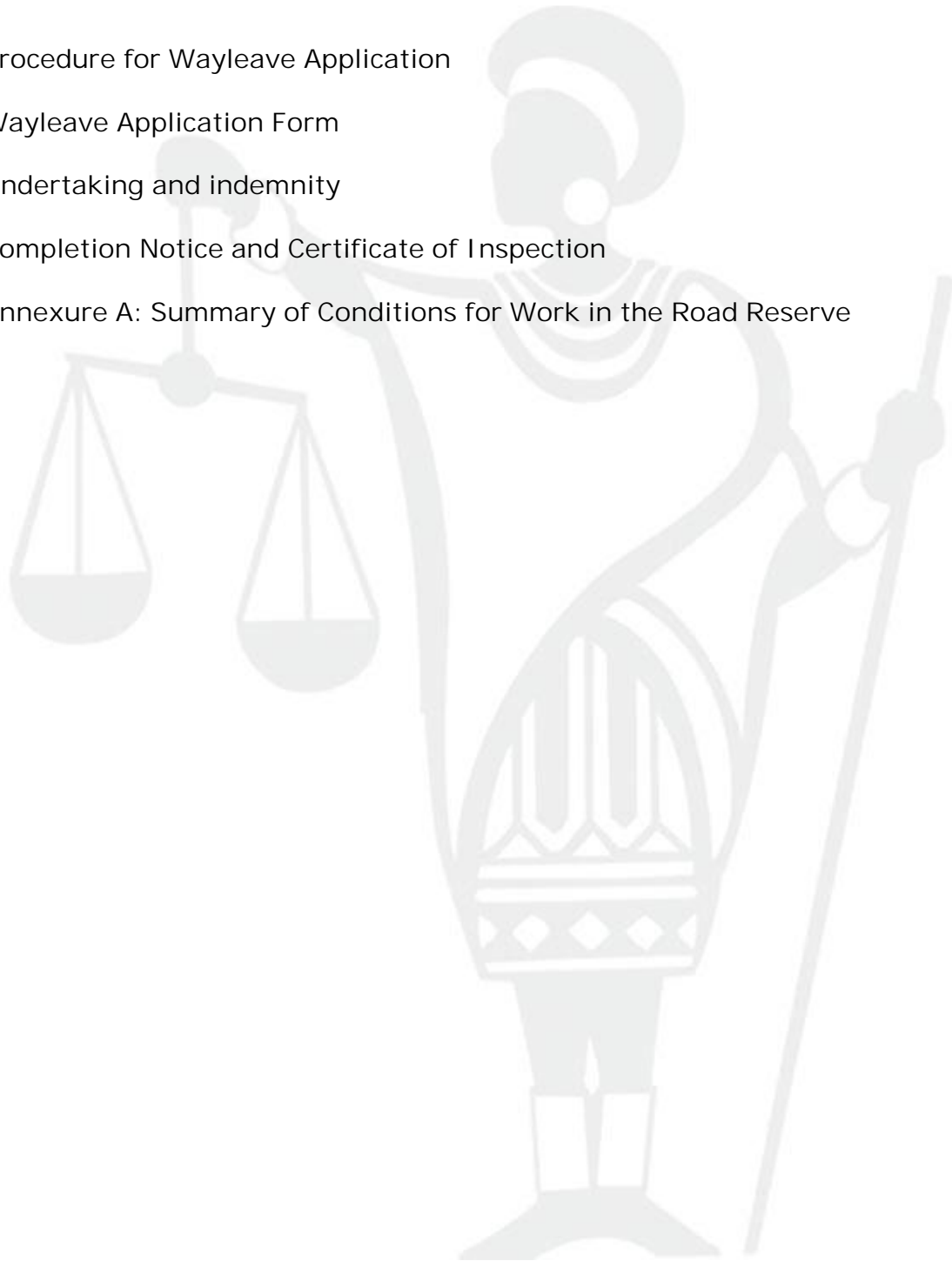
Procedure for Wayleave Application

Wayleave Application Form

Undertaking and indemnity

Completion Notice and Certificate of Inspection

Annexure A: Summary of Conditions for Work in the Road Reserve



## JOHANNESBURG ROADS AGENCY

## PROCEDURE FOR WAYLEAVE APPLICATION

## STEP 1: BY APPLICANT

Obtain detailed information from all relevant service agencies with regard to all services 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, STREET NAMES AND HOUSE NUMBERS (where possible). All service information must be obtained before applicant applies for wayleave.

Please Note:

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

## STEP 2: BY APPLICANT

Prepare a drawing of the proposed work showing the following details:

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 STRUCTURES.
5. EXTENT OF UNDERGROUND STRUCTURES.
6. LOCATION OF ALL OTHER SERVICES.

(If there is no service from a particular service agency for that area, written confirmation to that effect from that agency is required)

## STEP 3: BY APPLICANT

The signed copies of the drawings and the signed application form must be handed to the central wayleave registration office, for final approval.

## STEP 4: BY APPLICANT

The central wayleave registration office will check whether all requirements have been met.

The central wayleave registration office will register the application on the GIS and the applicant must pay the prescribed registration fee. When it has been registered a wayleave number will be allocated and the wayleave will be issued. The applicant must take note of all the special conditions. (see Annexure A to the Code).

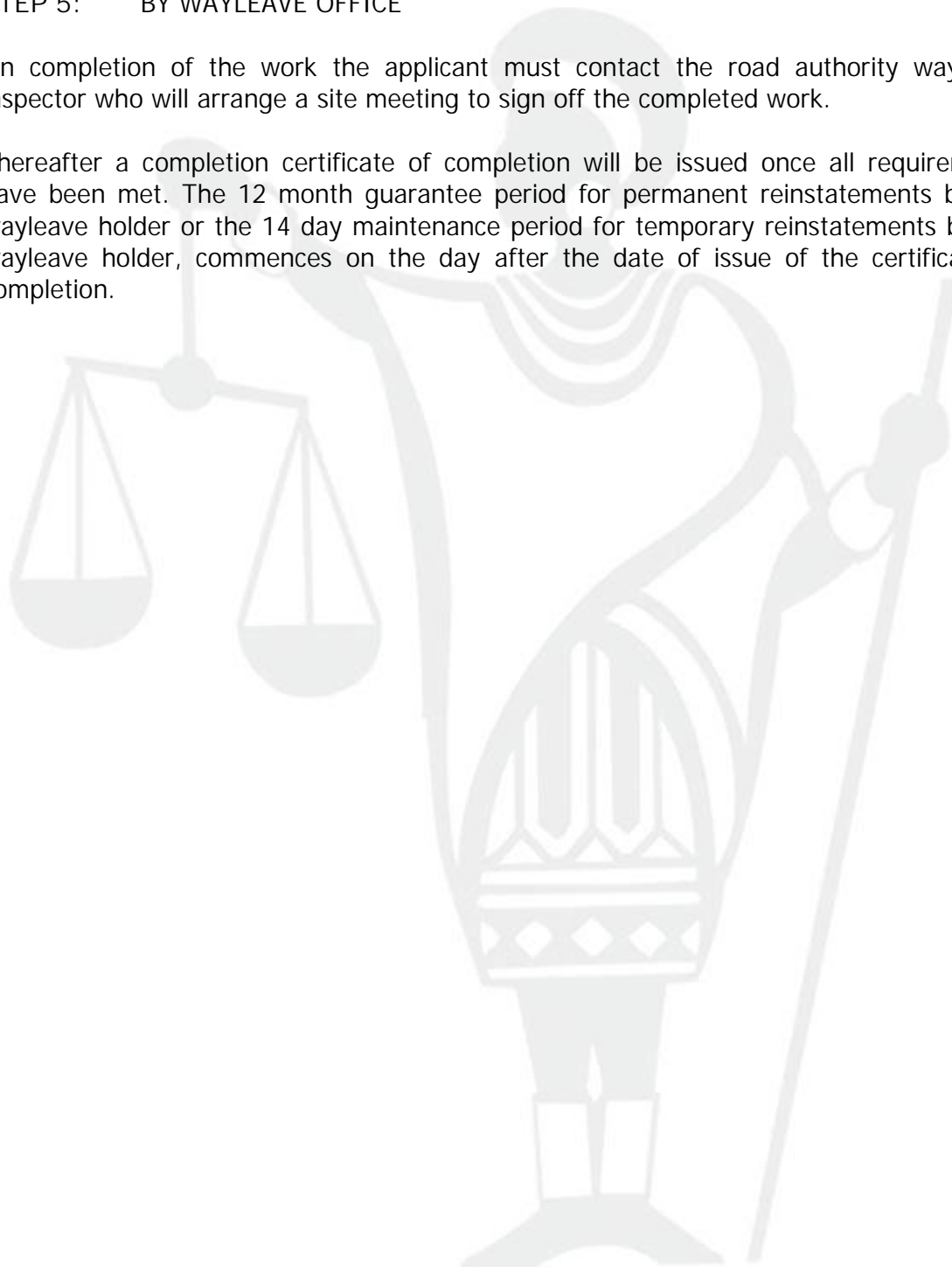
The central wayleave registration office will forward the details of the approved wayleave to the relevant road authority wayleave inspector in whose area the excavation will take

place and he will monitor the site and make sure that the correct standards and the Code is adhered to during the excavation. The road authority wayleaves inspector must be present when the DCP tests are done to approve the backfilling.

#### STEP 5: BY WAYLEAVE OFFICE

On completion of the work the applicant must contact the road authority wayleave inspector who will arrange a site meeting to sign off the completed work.

Thereafter a completion certificate of completion will be issued once all requirements have been met. The 12 month guarantee period for permanent reinstatements by the wayleave holder or the 14 day maintenance period for temporary reinstatements by the wayleave holder, commences on the day after the date of issue of the certificate of completion.



## 1.1.1.1.1.1.1 JOHANNESBURG ROADS AGENCY

## WAYLEAVE APPLICATION FORM

Application is hereby made by the undersigned to do work in 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 Roads and Miscellaneous bylaws, 2003.

No work may commence before a wayleave is issued in respect thereof. All permanent reinstatements (100 mm asphalt layer) will be done by the road authority unless specific permission is granted to the applicant to do it for this wayleave. All applicable fees are to accompany this application.

## APPLICANT

AGENCY/DEPARTMENT / PRIVATE:

CONTACT PERSON: CONTACT TEL: \_\_\_\_\_

CONTRACT FAX: \_\_\_\_\_

E-mail:

CONTRACTOR: \_\_\_\_\_ PROJECT NO: \_\_\_\_\_

REINSTATEMENT ORDER NO:

2.

## 3. PROVISIONAL DATES

STARTING DATE: \_\_\_\_\_ COMPLETION DATE:

3.1.1 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: RIDING SURFACE \_\_\_\_\_m<sup>2</sup> : KERBS m<sup>2</sup>ASPH FOOTWAY: \_\_\_\_\_m<sup>2</sup> INTERNAL BLOCK \_\_\_\_\_m<sup>2</sup>:UNPAVED

FOOTWAYS

\_\_\_\_\_m<sup>2</sup>

## 3.1.1.1 SPECIAL NOTE

For the purpose of planning work done by service providers, local streets may be regarded as unprotected unless it has been newly surfaced and provided that the first 20 m from an intersection with any other class road are considered to be protected.

THE FOLLOWING 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

AGENCY	REMARKS/SIGNATURE /DATE	AGENCY	REMARKS/ SIGNATURE/DATE
CITY POWER		TELKOM	
EGOLI GAS		ESKOM	
JHB WATER		RAND WATER	
CITY PARKS		SASOL	

Road Authority OFFICE USE:

DATE RECEIVED	NAME OF OFFICIAL	SIGNATURE
---------------	------------------	-----------

APPROVED:

YES	NO	WAYLEAVE NO:	
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UNDERTAKING/INDEMNITY: .....

## JOHANNESBURG ROADS AGENCY

## 3.1.1.1.1

## 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 City of Johannesburg Municipality'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 roads authority wayleaves 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 agencies indicated on the form.

In the case of emergency work, e.g. burst pipes, a wayleave application form must be submitted within 24 hours and the road authority maintenance depot must be informed.

All work must be done according to the aforesaid Code of Practice. Only work indicated on the wayleave form may be done and only during the period indicated, unless 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 another service, backfilling, reinstatement, tests and any claim 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.

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

Backfilling and reinstatement: Backfilling must be done according to the specifications given in the aforesaid 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 road authority or a copy of the results handed into the issuing wayleave office. The reinstatement (100 mm asphalt layer) of the surface will be done by the road authority unless specific permission is granted to the wayleave holder to do the work.

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 arterials, collectors and industrial streets), be stockpiled separately and stabilised with 4 % Ordinary Portland Cement (OPC) approximately 80 kg/m<sup>3</sup> 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 100 mm 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 stabilised cannot be re-used and must be discarded.

The reinstatement of the surfacing must consist of 100 mm hot-mix asphalt. The lower 70 mm must be "blackbase" (26,5 mm nominal stone size, continuously graded) and the top 30 mm fine (4,75 mm nominal stone size, continuously graded hot mix). Cold mix may only be used for temporary backfills (Emergency backfill).

If desired the wayleaves 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 level 100 mm below the surrounding surface level. As soon as the foamed concrete has set sufficiently, a 70 mm layer of asphalt basecourse material must be placed on top followed by a 30 mm layer of continuously graded asphalt wearing course material.

The top 100 mm of a trench must be backfilled by the wayleave holder, compacted and maintained in a serviceable condition for a period of 14 days commencing on the day after the date of issue of the certificate of completion.

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 and signed by all parties and must be accompanied by the DCP or RCCD test results.

Any excavation left unattended for a period of more than 5 days, will be made safe by the road authority and charged to the service agency or contractor, who made the excavation.

## JOHANNESBURG ROADS AGENCY

## CERTIFICATE OF INSPECTION AND COMPLETION

Wayleave No.: \_\_\_\_\_

The road authority 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 No.: (\_\_\_\_) \_\_\_\_\_

## COMPLETION NOTICE

The central wayleave office is hereby informed that:

- The work done in terms of the above wayleave has been completed according to the conditions as prescribed in the wayleave.

AND

- The permanent reinstatement has been done in accordance with the specifications in the Code of Practice for work in the Road Reserve.

OR

- A temporary reinstatement has been done and a reinstatement order to the amount of R\_\_\_\_\_ is attached for the road authority to do the permanent reinstatement.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Wayleave Holder Date \_\_\_\_\_

## CERTIFICATE OF COMPLETION

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 did the permanent reinstatement and the 12 month guarantee period commences from date.

## 3.1.1.1.1.1.1.1 OR

The wayleave holder did a temporary reinstatement and the 14 day maintenance period commences from the day after the date of issue of the certificate of completion. A reinstatement order was received from the wayleave holder.

## SITE INSPECTIONS

REMARKS:

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REINSTATEMENT ORDER NO: \_\_\_\_\_

The road authority waysleave inspector was present when the DCP tests were done (see site inspection remarks).

NAME: \_\_\_\_\_ Signed: \_\_\_\_\_  
ROAD AUTHORITY INSPECTOR DATE

## APPENDIX B

## 3.2

## 3.3 ROADWORKS SIGNING FOR URBAN STREETS

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

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## PART B

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## 1. THE AIM FOR POLICY FOR SOCIAL SPORTING AND COMMUNITY EVENTS

- 1.1 On the 24<sup>th</sup> May 2010 the President of the Republic of South Africa promulgated into law the Safety at Sports and Recreational Events Act, No 2 of 2010 (hereinafter referred to as "the Act"). The purpose of the Act was to provide for measures to safeguard the physical well being and safety of persons and property at sports, recreational, religious, cultural, exhibitional, organisational or similar events held at stadiums, venues or along a route, to provide for the accountability of event role-players, to provide for certain prohibitions, to provide for the risk categorisation of events, to provide for the establishment of measures to deal with safety and security at events, to provide for accreditation of role-players at events, to provide for events ticketing, to provide for the control of access of spectators and vehicles at events, to provide for the issuing of safety certificates for planned or existing stadiums or venues, to provide for the contents of safety certificates and amendments to safety certificates, to provide for appointments of inspectors and their powers of entry and inspection, to provide for the deployment of security services, to provide for spectator exclusion notices, to provide for prohibition notices, to provide for the establishment of an appeal board and for appeals, to provide for public liability insurance for events, to provide for payment of fees, to provide for offences and penalties and to provide for matters connected therewith.
- 1.2 The regulations to the Act are presently up for comment and have not yet been promulgated. This renders this section of the policy document a living document in that it is only after the regulations to this Act have been promulgated that a state of certainty and finality will be reached. The nature and purport of the Act has been taken into account in the drafting of this document and it is for this reason that we have deemed it necessary to introduce the preamble to the Act which reads as follows"

"Acknowledging –

1.2.1 the need to determine and maintain minimum safety and security standards at sports, recreational, religious, cultural, exhibitional, organisational or similar events;

1.2.2 the importance of the promotion of spectator friendly, secure sports, recreational, religious, cultural, organisational or similar events;

1.2.3 that the public has become a desirous destination for the hosting of major international sports, recreational, religious, cultural exhibitional, organisational or similar events,

be it therefore enacted by the parliament of the Republic of South Africa".....[The Safety at Sports and Recreational Events Act, 2010.


1.3 The aim of this policy is multifaceted. The mandate of the City of Johannesburg Metropolitan Council also includes access to certain of its facilities. These activities make the Municipality a vibrant, animated and a wonderful place to live. Typical events include local sporting events, special events, arts activities and festivals, concerts, dances, bingo games, family reunions, weddings etc. often, these activities use Municipal sporting arenas, Municipal parks, community halls, and in certain instances public roads. Special events includes the holding of fashion shows on iconic bridges within the municipality, the filming of advertisements, movies and other media related activities.

1.4 This policy must be read in conjunction with the Act will serve as a guideline to help those who arrange these events so that they can be run safety, in an orderly fashion and to create certainty. Prior and timeous notification is also

necessary to avoid double bookings as well as ensure proper safety control, to secure safe and adequate means of access to and exits from the events, for the prevention and subtraction of nuisances and for the preservation of the sanitary conditions, cleanliness, order and public safety.

- 1.5 It is also important for the determination of the amount of the tariffs to be paid by the parties requiring access to these facilities. The tariffs which will be charges at each of the facilities are based on a variety of factors which are all unique to each facility. Factors likely to be taken into consideration are the size of the facility, the type of activity taking place, the resources required to cover the event, the type of users for the activity, and the general condition of the facility being requested.
- 1.6 The tariff previously charged by the City of Johannesburg Municipality is no longer feasible as the economic situation and availability of facilities has changed over a period of time. This recognition is also in line with the provisions of the Act.
- 1.7 It is important to note that the provisions of the Act applies and overwrite any provisions of any other Act which may be in conflict therewith.

## 2. DEFINITIONS



“afternoon booking”	means bookings that take place later on in the day, usually after 16:00;
“access control officer”	means a person appointed in terms of section 21;
“accreditation”	means accreditation contemplated in section 19;
“authorised member”	means a police official designated in terms of section 16;
“booking”	means a formal, written request by a user to gain access to a specific facility, on a specified date and at a specified time;
“breakage deposit”	means a portion of the deposit paid for the booking that is withheld in the event of the users damaging any part of the facility;
“charity”	means events that are hosted with no profit being expected by the organizer(s);
“confirmed fixtures”	means a list of games and/ or matches scheduled by clubs with full details on playing times and venues;
“controlling body”	means a national federation as defined in section 1 of the National Sport and Recreation Act, 1998 (Act No. 110 of 1998), or an international controlling body governing a code of sport or recreational activity in the Republic, but excludes the National Department of Sport and Recreation of the Republic of South Africa and the Sports Confederation contemplated in section 1 of the National Sport and Recreation Act, 1998;
“corporate hospitality”	includes the provision of food, liquid refreshments and



entertainment, to members of the public or invited guests within a permanent or temporary demarcated hospitality area which may be located within a stadium or a venue or along a route, or within the immediate or outer precincts thereof;

“designated area” means an area designated in the prescribed manner and in respect of which access is limited to a person specifically accredited to enter such area;

“disaster management” means a process of planning and implementation of the measures referred to in section 1 of the Disaster Management Act, 2002 (Act No. 57 of 2002);

“disaster management centre” means a centre established in terms of the Disaster Management Act, 2002 (Act No. 57 of 2002);

“equipment” means tables, chairs and sport equipment, e.g. soccer poles and netball nets;

“emergency services” means, in relation to a sports or recreational event, all public and private sector medical services, including emergency medical services and health services, the fire department, the disaster management department and local authority traffic or by-law enforcement department;

“essential services” means a department or other administrative unit, such as a disaster management centre, and includes those departments responsible for electrical, water, sewerage and waste removal utilities in the administration of a local authority responsible for ensuring that the measures contemplated under the definition of “disaster management”

contained in section 1 of the Disaster Management Act, 2002 (Act No. 57 of 2002), are in place and complied with as far as the staging of an event at a stadium or venue or along a route is concerned;

“event” means sporting, entertainment, recreational or similar activities hosted at a stadium, venue or along a route or within their respective precincts;

“event organiser” means any person who plans, is in charge of, manages, supervises or holds an event or sponsorship rights to an event or in any manner controls or has a material interest in the hosting of an event as contemplated in this Act;

“event safety and security planning committee” means the committee contemplated in section 16;

“event ticketing” means the production, distribution and sale of tickets in respect of an event contemplated in section 20;

“exclusion notice” means the notice contemplated in section 23;

“existing stadium or venue safety certificate” means a certificate issued by a local authority in terms of section 8(1)(a);

“free bookings” means bookings that are approved and allow use of facilities at no charge;

“grading certificate” means a certificate issued by a local authority in terms of section 7(2);

“high risk events” means events that involve major logistical arrangements, and where a large number of people are expected to be in

attendance;

“high-risk event safety

certificate”

means a certificate issued by the National Commissioner in terms of section 7(3);

“liability”

means the responsibility of City of Johannesburg Municipality and the user(s);

“lights”

means permanent units available at facilities that provide visibility during period of play in the dark;

“liquor”

means liquor as defined in section 1 of the Liquor Act, 2003 (Act No. 59 of 2003);

“local authority”

means a municipality established under section 12 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), within whose jurisdiction a stadium, venue or route is located;

“morning booking”

means bookings that take place earlier on in the day, sometimes before 07:30;

“Minister”

means the Minister responsible for sport and recreation in the Republic;

“National Commissioner”

means the National Commissioner of the South African Police Service;

“National Health Act”

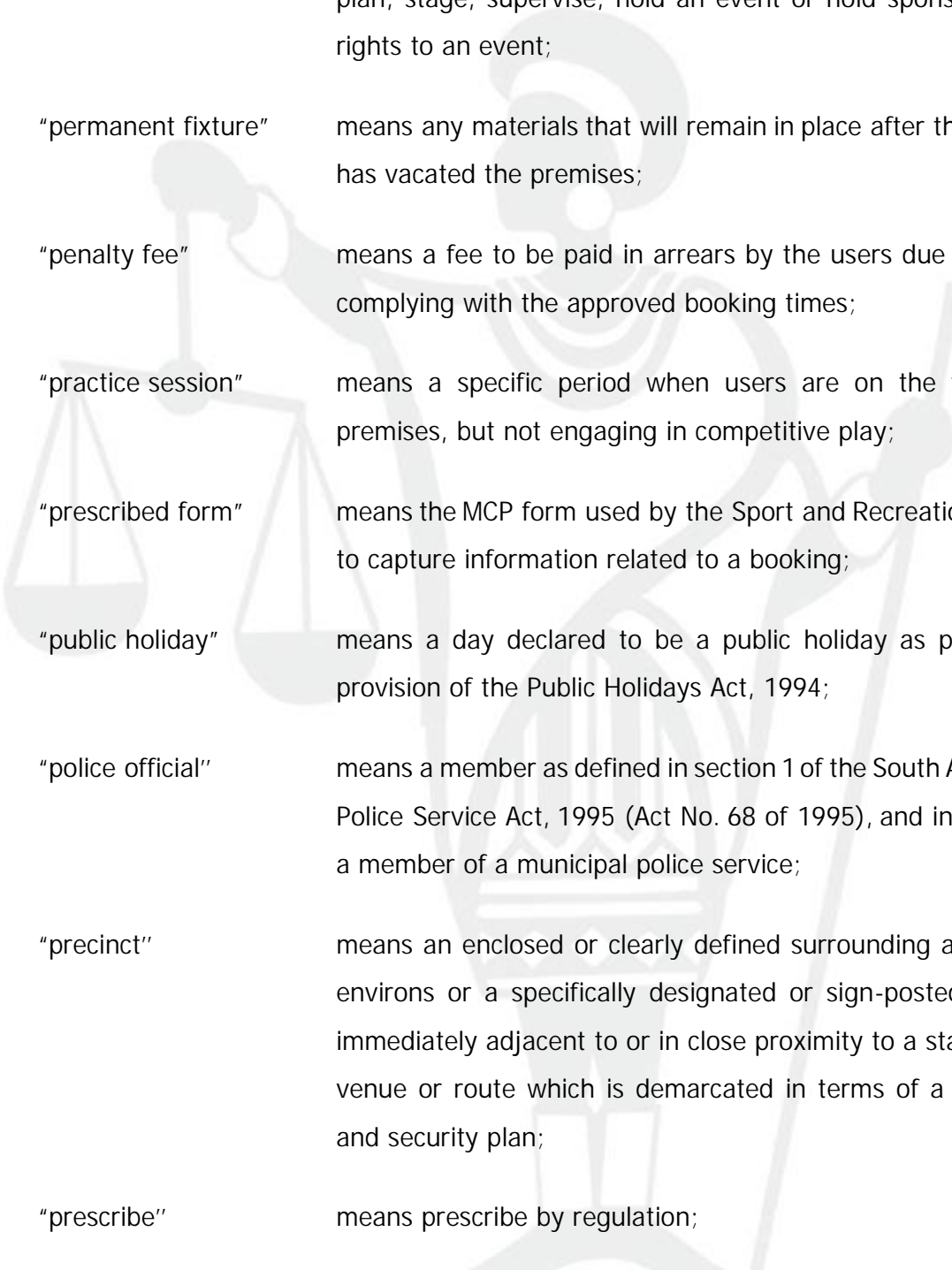
means the National Health Act, 2003 (Act No. 61 of 2003);

“new stadium or venue

design safety certificate” means a certificate contemplated in section 9;

“outside users”

means individuals or organizations not residing within the



	boundaries of City of Johannesburg;
“organise”	includes to arrange, be in charge of, convene, host, manage, plan, stage, supervise, hold an event or hold sponsorship rights to an event;
“permanent fixture”	means any materials that will remain in place after the user has vacated the premises;
“penalty fee”	means a fee to be paid in arrears by the users due to not complying with the approved booking times;
“practice session”	means a specific period when users are on the facility premises, but not engaging in competitive play;
“prescribed form”	means the MCP form used by the Sport and Recreation unit to capture information related to a booking;
“public holiday”	means a day declared to be a public holiday as per the provision of the Public Holidays Act, 1994;
“police official”	means a member as defined in section 1 of the South African Police Service Act, 1995 (Act No. 68 of 1995), and includes a member of a municipal police service;
“precinct”	means an enclosed or clearly defined surrounding area or environs or a specifically designated or sign-posted area immediately adjacent to or in close proximity to a stadium, venue or route which is demarcated in terms of a safety and security plan;
“prescribe”	means prescribe by regulation;
“prohibition notice”	means a notice contemplated in section 22;



“refundable deposit”	means a portion of the deposit fee that is paid back to the user in the absence of any issues arising from their booking (no broken materials; the facility is clean; no equipment is left behind after the event);
“regulation”	means a regulation made under section 31;
“route”	means the way or course taken in getting from a starting point to a destination during an event which takes the form of a race or procession;
“safety certificate”	means a certificate referred to in section 7;
“safety and security plan”	means the safety and security plan referred to in section 17(1)(b);
“safety officer”	means a person appointed in terms of section 3(4)(a) to assist with the planning and oversight of safety and security measures at an event;
“security officer”	means a security officer as defined in section 1 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);
“security service”	means a security service as defined in section 1 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001), rendered at an event;
“security service provider”	means a security service provider as defined in section 1 of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001);
“spectator”	means a member of the public who is an attendee or part of

an audience at an event held at a stadium, venue or along a route or within their respective precincts;

“stadium” means an enclosed or semi-enclosed structure which consists of seating for spectators and a field of play or a permanent or temporary podium or other area within the structure reserved for the purposes of hosting events, which has a safe seated or standing spectator capacity of at least 2000 persons as certified by a local authority;

“stadium design plan” means a stadium design plan referred to in section 9 or 10;

“stadium owner” means a person who owns, manages or is entitled to exercise the rights of an owner or occupier of a stadium used for events;

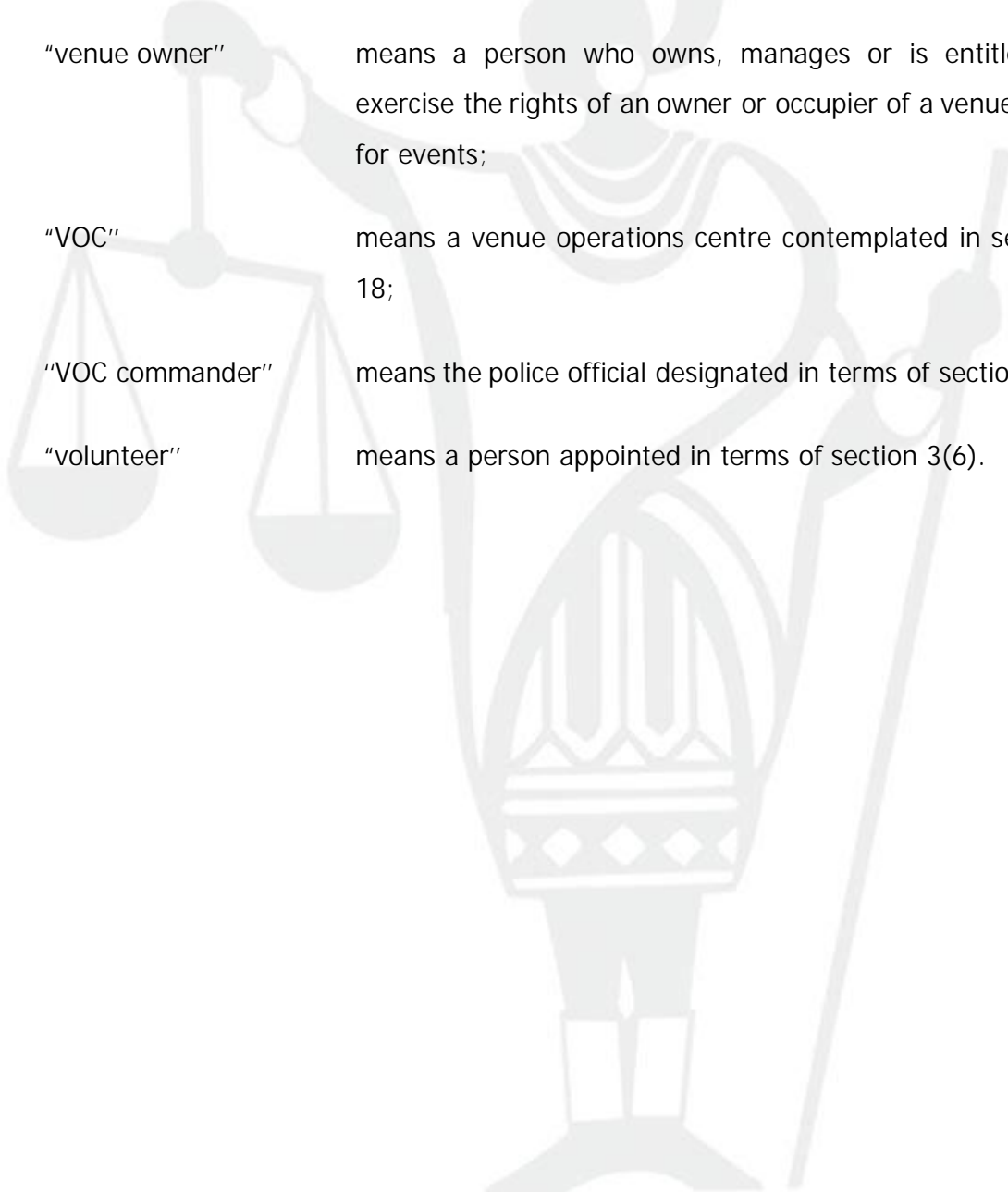
“steward” means a person appointed in terms of section 3(4)(b);

“tariffs” means fees paid by users of facilities to ensure access to a facility as per the request;

“this Act” includes a regulation made under section 31;

“traffic-free zone” means an area designated by an event safety and security planning committee on a public road or other area, and clearly marked in the prescribed manner, as an area where access is limited to a motor vehicle and a person specifically accredited to enter such an area;

“vendor” means a person authorised in writing by a controlling body, event organiser or a stadium or venue owner to sell or otherwise purvey approved goods or services within the precincts of a stadium or venue or along a route;



“venue”	means any area or place, other than a stadium where an event is hosted, demarcated by an enclosed or semi-enclosed permanent or temporary structure which has a seating or standing spectator capacity of at least 2000 persons as certified by a local authority, within which other permanent or temporary structures may be erected;
“venue owner”	means a person who owns, manages or is entitled to exercise the rights of an owner or occupier of a venue used for events;
“VOC”	means a venue operations centre contemplated in section 18;
“VOC commander”	means the police official designated in terms of section 18;
“volunteer”	means a person appointed in terms of section 3(6).

### 3. BOOKINGS

#### 3.1 General

- 3.1.1 The approval for use of City of Johannesburg Sport and Recreation facilities will be subject to the conditions set out in this policy document as determined by the Municipality from time to time
- 3.1.2 All requests for hire or usage of the facilities shall be made in writing on the prescribed form, not less than seven (7) working days prior to the event, and shall be dealt with in the order in which they are received.
- 3.1.3 The person signing the application form should be 18 years or older, and provide proof thereof upon request.
- 3.1.4 The person signing the application form, as well as the organization, shall be held jointly liable for any damages to municipal property during the time of use.
- 3.1.5 The applicant, or a representative, will ensure compliance to the relevant legislation.
- 3.1.6 Arrangements for additional resources (PA systems, chairs, etc) are the responsibility of the user.
- 3.1.7 All users of the facilities shall vacate the premises no later than the times stipulated in the operating hours. Should the event carry on beyond the approved times, the deposit fee will be forfeited.
- 3.1.8 The above mentioned conditions apply to the use of sport and recreation facilities and the buildings attached thereto.
- 3.1.9 Exclusions to the policy will be festivals or events of a non-sport or recreation nature.



## 3.2 Free bookings

3.2.1 Free bookings will be granted upon receipt of a written request addressed to the Manager: Sport, Arts, Culture and Recreation at least 14 working days prior to the event or activity.

3.2.2 Free bookings include, but are not limited to:

3.2.2.1 Official municipality functions;

3.2.2.2 National and Provincial Government events;

3.2.2.3 Co-hosted sport and recreation events with City of Johannesburg Municipality;

3.2.2.4 Local community meetings and gatherings

3.2.3 Persons and organizations using the facilities will be held liable for any damages to municipal property, or loss, during the time of use.

## 3.3 Bookings in advance

3.3.1 Bookings can be done in advance subject to submission of confirmed fixtures.

3.3.2 All organizations and/or persons using the facilities will be held liable for any damages to municipal property, or loss, during the time of use.

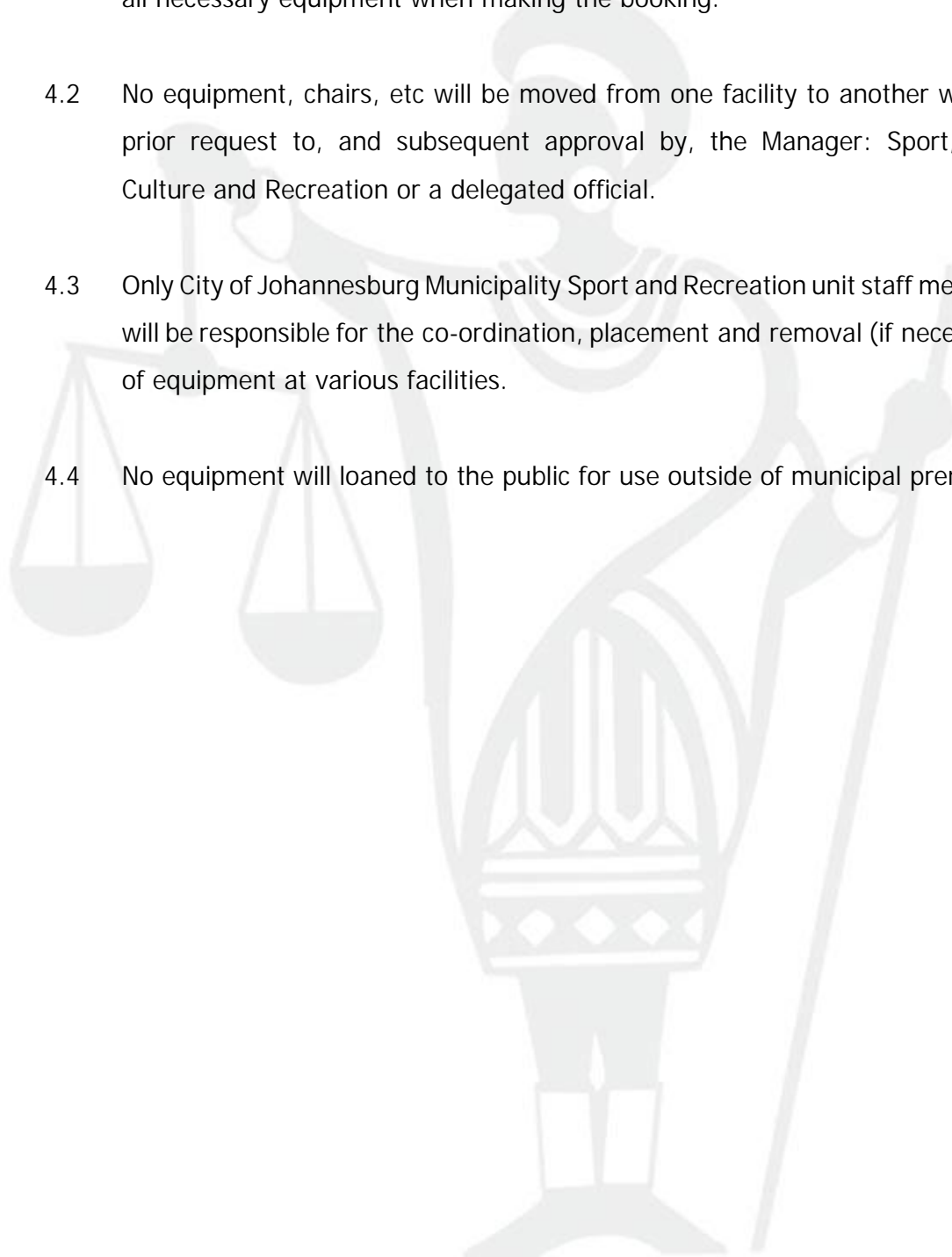
## 3.4 Payment for bookings

3.4.1 All payments for bookings shall be made at the Revenue Section, based at the Civic Centre in the Krugersdorp CBD, or at the nearest pay point in the locality where the sport and recreation facility is based.

3.4.2 Bookings shall be confirmed by the Sport and Recreation unit upon receipt of confirmation of payment.

#### 4. EQUIPMENT

- 4.1 It is the responsibility of the user and/ or applicant to verify the availability of all necessary equipment when making the booking.
- 4.2 No equipment, chairs, etc will be moved from one facility to another without prior request to, and subsequent approval by, the Manager: Sport, Arts, Culture and Recreation or a delegated official.
- 4.3 Only City of Johannesburg Municipality Sport and Recreation unit staff members will be responsible for the co-ordination, placement and removal (if necessary) of equipment at various facilities.
- 4.4 No equipment will loaned to the public for use outside of municipal premises.



## 5. CONDITIONS OF USE OF FACILITIES

- 5.1 No use and/or consumption of alcohol shall take place on municipal premises during the time of the event or activity.
- 5.2 No firearms, weapons and dangerous objects, shall be allowed on the premises before, during and after the event or activity, with the exception of law enforcement officers.
- 5.3 No acts of violence from any persons shall be tolerated during the course of the event and/or activity.
- 5.4 All cooking or food preparations shall take place in designated areas only.
- 5.5 No permanent fixtures shall be attached to any part of the facility during the booking period
- 5.6 All users shall refrain from using stickers, markings and other materials that might cause temporary and /or permanent damage to municipal property.
- 5.7 The municipality reserves the right to not approve the use of a facility if the expected and/ or estimated number of guests, participants, spectators and/ or users exceeds the capacity of the requested facility.
- 5.8 Seasonal usage of the facility will be based on the seasons as confirmed by federations: soccer, cricket, rugby.

## 6. TARIFFS

- 6.1 The City of Johannesburg has the powers and discretion to determine tariffs to be charged to users of sports, recreation and community facilities across the Municipality;
- 6.2 As already indicated the past tariffs, and the tariffs that have been proposed in the present budget are not feasible any longer as the economic situation and availability of facilities is much more different than it was years ago;
- 6.3 The fees charged at each of the facilities must be based on a variety of factors, which are all unique to each of the facilities as no two facilities are the same. An event being held at a particular facility might also be different. Factors that must be take into consideration are the size of the facility, the type of activity that will take place, the resources required as per the request received, the type of users for the activity and the general condition of the facility being requested. It is based on these considerations that any tariffs to be applied and paid must be carefully considered and discussed. It is therefore proposed that community participation and consultations be invited in the consideration of these tariffs;
- 6.4 It is for this reason that no proposals have been made with regard to tariff increases and the present tariff will continue to apply.

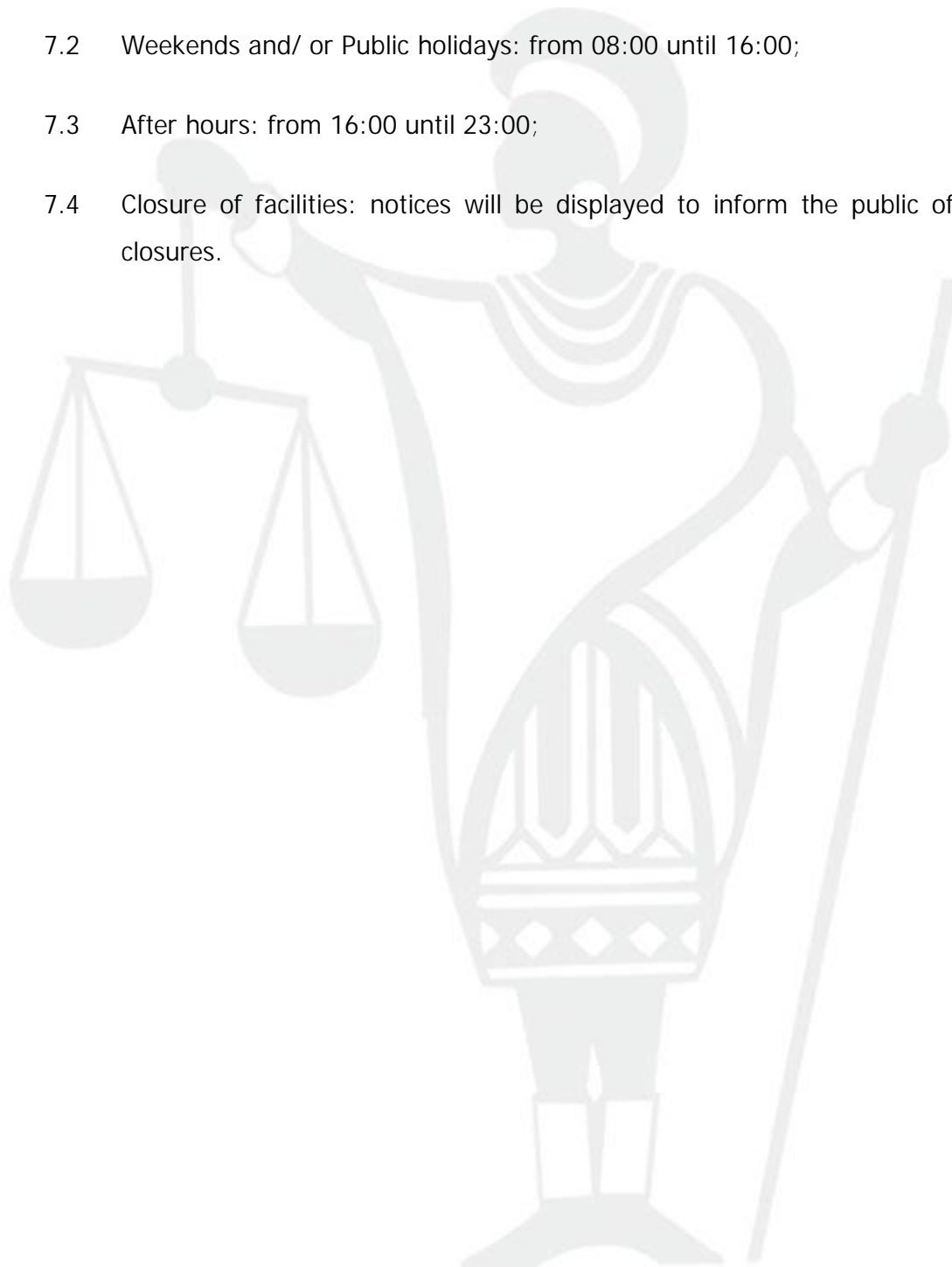
## 7. OPERATING HOURS

7.1 Weekdays: from 07:30 until 22:00;

7.2 Weekends and/ or Public holidays: from 08:00 until 16:00;

7.3 After hours: from 16:00 until 23:00;

7.4 Closure of facilities: notices will be displayed to inform the public of such closures.



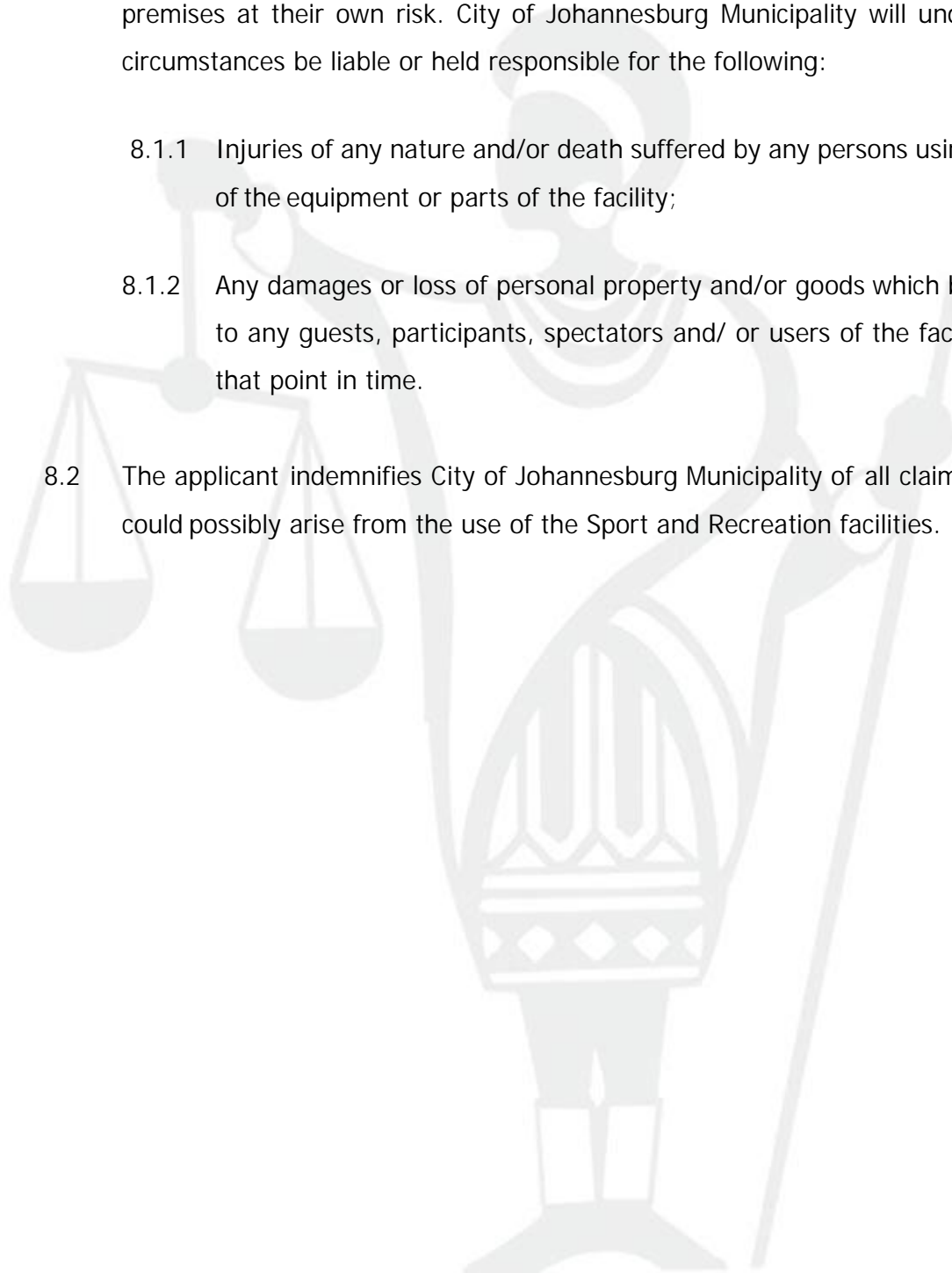
## 8. LIABILITY

8.1 All guests, participants, spectators and/or users of all facilities enter the premises at their own risk. City of Johannesburg Municipality will under no circumstances be liable or held responsible for the following:

8.1.1 Injuries of any nature and/or death suffered by any persons using any of the equipment or parts of the facility;

8.1.2 Any damages or loss of personal property and/or goods which belong to any guests, participants, spectators and/ or users of the facility at that point in time.

8.2 The applicant indemnifies City of Johannesburg Municipality of all claims that could possibly arise from the use of the Sport and Recreation facilities.



## 9. SCOPE OF THE POLICY

This policy will apply equally to the following:

- 9.1 All sports, recreation and community complexes;
- 9.2 All informal sports fields;
- 9.3 Certain recreational parks;
- 9.4 The Nelson Mandela Bridge; or
- 9.5 Other Bridges of a similar nature where events are held;
- 9.6 All public roads within the jurisdiction of the Municipality where the closure of the roads is required.

## SAFETY REQUIREMENTS FOR EVENTS

### 1. Introduction

This Policy states legal requirements as well as advice on good safety practice as contained in:

<ul style="list-style-type: none"> <li>• Safety at Sports and Recreational Event Act</li> <li>• Disaster Management Act</li> <li>• SABS Codes</li> <li>• NFPA Codes</li> <li>• Fire Services Act</li> <li>• Occupational Health And Safety Act</li> <li>• National Building Regulations</li> <li>• Civil Aviation Authority Act</li> <li>• Civil Aviation Offences Act</li> <li>• National Road Traffic Act</li> <li>• Criminal Procedure Act</li> <li>• Dangerous Weapons Act</li> <li>• Explosives Act</li> <li>• Hazardous Substances Act</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation Of Gatherings Act</li> <li>• SA Police Services Act</li> <li>• Regulations Concerning Fireworks</li> <li>• Any Applicable By-Laws.</li> <li>• The Provincial and Local Authority Act</li> <li>• Firearms Control Act</li> <li>• Engineering Profession of South Africa Act</li> <li>• Copyright Act</li> <li>• Control of Access to Public Premises and Vehicles Act</li> <li>• Liquor Act</li> <li>• Tear-gas Act</li> <li>• Telecommunications Act</li> </ul>
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The procedure to grant permission for an outdoor event involves considerable preparation and requires close liaison with all the emergency services, various Municipal departments, the Ward Councillor for the area in which the event is to be held and also, in some instances, the local residents. It is therefore, essential that an application be submitted to the Municipality at least 30 days prior to the event taking



place. The City of Johannesburg Municipality reserves the right to refuse an application if there is insufficient time to give proper due consideration to the details submitted for the event.

## 2. Types of venues to be used

<ul style="list-style-type: none"> <li>• Indoor sports Stadiums</li> <li>• Outdoor Sports Stadiums</li> <li>• Exhibition Halls</li> <li>• Conference Centres</li> <li>• Shopping Centres</li> <li>• Schools</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Venues /</li> <li>• Theatres</li> <li>• Indoor Venues / Warehouses / Basements / Parking Garages</li> <li>• Outdoor Venues</li> <li>• Street Events</li> <li>• Iconic Bridges</li> </ul>
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## 3. Pre-Planning

Effective planning is concerned with prevention through identifying, eliminating and controlling hazards and risks. Therefore Disaster Management must be notified in writing, at least thirty (30) days prior to an event. The Head of Disaster Management will in consultation with all relevant stakeholders thereafter classify the event.

## 4. Plan submission

4.1 The head of the relevant municipal disaster management centre will request a copy of a disaster management plan and if such a plan does not exist, or is deficient, the head of the disaster management centre—

4.1.1 must first take such steps as may be necessary to secure compliance by the said organiser and

4.1.2 may thereafter cancel the special event in question if the steps referred

to in paragraph (4.1) are unsuccessful to secure compliance by the organiser.

- 4.2 Any organiser of a special event must have a disaster management plan for the special event, which plan must at least provide for the following (where applicable):

4.2.1 Nature of Event:- (Event Plan)

Summary of event including expected occupancy, age, performance profile, standing/seated audience and ticketing arrangements.

4.2.2 Site Plan:- (Detailed Drawings)

Identifying: -

- 4.2.2.1 Site layout including all structures and roads, fencing, lighting, generators, toilets, first aid posts, disabled persons facilities, car parking, Joint Operations Centre;
- 4.2.2.2 Lost children's point;
- 4.2.2.3 Floor area;
- 4.2.2.4 Emergency Escape routes. Detail all fire safety measures including means of escape routes and exit widths, and details of access for emergency vehicles;
- 4.2.2.5 Site Location / Stand number / Street address;
- 4.2.2.6 Emergency vehicle access (minimum 4 meters wide and 4.2 meter high);
- 4.2.2.7 J.O.C. location (Joint Operations Centre);
- 4.2.2.8 Stage location

- 4.2.3 Sufficient personnel to give effect to the execution of such a disaster management plan Collapsible fencing and barriers First Aid, Ambulance and Welfare provisions:-

Detail the first Aid organisation appointed and agreed numbers, Ambulance Service appointed and level of agreed provision, Welfare provisions.

- 4.2.3 Evacuation procedures including Emergency fire drills Fire fighting equipment Crowd control measures; Safety Co-ordinator:-

Identify appointed person and provide copy of roles/duties/job descriptions.

- 4.2.5 Provisions for Disabled Persons:-

Detail access, viewing areas, WC provision, concessions and egress provisions for disabled persons.

- 4.2.6 Car/Coach Parking and Traffic Management:-

Detail realistic numbers of cars or coaches expected to the event and the proposed private/public traffic management plan for pre and post event.

- 4.2.7 Communications and Noise Control:-

Detail the methods of communication to be used between personnel onsite and the provisions to assess and maintain minimum noise levels.

- 4.2.8 Lighting and Power Supply:-

Provide full details of all lighting including emergency lighting to entire event area (including car parks) to current regulations.

#### 4.2.9 Stewarding/Security:- security measures

Detail the stewarding/security firm appointed and proposed numbers and relevant experience.

#### 4.2.10 Toilets, Catering and Drink Water:-

Detail the numbers and location of all these facilities with names of suppliers.

#### 4.2.11 Environmental Issues

Detail proposals for litter collection pre/during/post event.

#### 4.2.12 TV/Media provisions:-

Detail all locations to be occupied by TV/Radio/Photographic crews, and access requirements to all required locations.

#### 4.2.13 Construction/deconstruction Plan:-

Detail the manner by which the site and all areas of public roads will be set-up to provide the licensed area, and returned to their original condition as soon as possible following the event. All works must be planned to enable all areas to be used in a safe and satisfactory manner to the complete satisfaction of the Local Authority and other agencies as necessary.

#### 4.2.14 Detailed event plan to be drawn up and submitted for approval thirty (30) days prior to event.

### 5. Safety requirements for all events

#### 5.1 Entrance and Exit

- 5.1.1 Adequate means of escape to evacuate premises to a safe area for people present;
- 5.1.2 Escape doors must be clearly indicated with photo luminescent signage and doors to have approved locking devices (as approved by the Local Authority);
- 5.1.3 Escape routes to be unobstructed at all times. People should be able to walk safely along, clearly recognisable routes, by own unaided effort. Doors to open in direction of travel and maintained in satisfactory condition;
- 5.1.4 For temporary structures such as marquees refer to Annexure "A" – Marquees;
- 5.1.5 Shows and exhibitions: Aisle width to be at least 3m and no trading to take place in aisle space.

## 5.2 Emergency Lighting

- 5.2.1 Emergency lighting: In addition to the normal lightning arrangements, emergency lightning should be provided as determined by the fire safety representative. The emergency lightning supply should come from a source of electricity independent of normal lightning to provide lightning to Exits signs located around the venue for directional purposes and located above the final exit doors;
- 5.2.2 Emergency lighting to give sufficient light for at least 60 minutes;
- 5.2.3 All parts of the venue to which people have access should be provided with normal and emergency lighting capable of giving sufficient light for people to leave safely as determined by the risk assessment.

## 5.3 Electrical

- 5.3.1 Electrical certificate of all electrical work done to be handed to Fire Safety Official;
- 5.3.2 Electrical cabling to be covered with an approved ducting method or below ground level;
- 5.3.3 Overhead cabling to be at least 2.1m high.

#### 5.4 Temporary Structures

Structural engineer to certify all structures including marquees, stages, stands, grandstands, screens, and suspended lights or sound equipment.

#### 5.5 Fire Precautions:- Fire Safety

- 5.5.1 Fire equipment to be clearly indicated, mounted and serviced annually;
- 5.5.2 A 1m<sup>2</sup> clearance to be kept around fire equipment and to be accessible at all times;
- 5.5.3 All fire equipment to confirm to SABS standards;
- 5.5.4 Sprinkler Systems: The performance of sprinkler systems may not be impeded in anyway.
- 5.5.5 Open flames: Written permission must be obtained from Fire Safety;
- 5.5.6 Braai areas: These should be demarcated and so positioned to limit smoke travel and fire risk;
- 5.5.7 Liquid Petroleum Gas: Indoors a maximum of 1x 19kg cylinder or 2x 9kg cylinders may be used;
- 5.5.8 Special effects and Pyrotechnics: Written application with a site plan to be submitted to Fire Safety.

## 5.6 Décor

5.6.1 All combustible wood and additional material to be used for décor such as draping, curtains, partitions, and floor, wall or roof coverings where required, to be treated with a flame retardant. A certificate of proof to be presented to the Fire Safety Official;

5.6.2 Curtains across exit doors should be arranged so as not to trail on the floor, they should be open from the centre and will only be permitted where stewards are present at all times. Fire Safety may limit the amount of coverings used for décor and prohibit the use in certain locations or insist on additional fire protection measures;

5.6.3 Vehicles: A maximum of 10 litres of fuel is allowed in the fuel tank of a vehicle, in a display area. The battery of such vehicle must be disconnected.

## 5.7 Emergency Vehicles

Adequate entrances and exits for emergency vehicles and staging area.

## 5.8 Public Parking

Are parking areas for private vehicles safe? This must be addressed to minimise risk of fire spread e.g. (dry vegetation).

## 5.9 Barriers

If barriers or collapsible fencing is used the Disaster Management and Fire Safety Officials should be consulted as to the requirements.

## 5.10 Joint Operations Centre

All relevant stakeholders to be notified of JOC meetings (Disaster management to co-ordinate).

#### 5.11 Inspections

Disaster Management and Fire Safety will conduct inspections prior to and during the event.

### 6. Safety Certificate

It has become standard practice to issue a Safety Certificate for major or high profile events. However, it must be emphasised that no certificate will be issued without all necessary role-players being involved and compliance to the event policy.

### 7. Multi Agency Meeting

7.1 A minimum of 7 days after receipt of an application the Head: Disaster Management will call a multi-agency meeting. Municipal Services, emergency services, relevant other role-players and the applicant will be invited to attend this meeting. It will be of assistance if the event safety co-ordinator and a representative/s of the security firm/s and/or any other organisations involved with the event also attend. The purpose of the multi-agency meeting is to discuss the proposals and the event as a whole.

7.2 Individual observations shall be invited from all parties, which are likely to result in the need for additional meetings between the applicant and the appropriate agency to discuss a particular subject. It will also be decided at this meeting whether it is necessary to establish a J.O.C.

7.3 Multi-agency meetings provide an opportunity for the applicant to familiarise themselves with all the representatives and to establish a good working relationship. There may be more than one multi-agency meeting called prior to



the granting of a Licence. Formal minutes will be taken at the multi-agency meeting(s) and circulated to all involved.

- 7.4 A minimum of fourteen days prior to the event the Head: Disaster Management will call a multi-agency meeting, which the applicants' will be invited to attend. At this meeting all agencies representatives will be requested if they have any serious objections which should be considered by the Committee as possible grounds for cancelling the event. In this instance it may be necessary for the application to be referred to a special meeting of the Committee for further consideration.

## 8. Site Inspections Prior To Event Commencement

- 8.1 The relevant Officers of the Local Authority and/or, members of the multi-agency team will carry out various site inspections prior to the day of the event. The applicant will be invited to attend these inspections.

- 8.2 24 hours prior to the event, a site inspection will be carried out by the above, with any minor items outstanding being re-inspected as necessary prior to a final site inspection. A lighting and sound check will be requested prior to the event at an agreed time.

- 8.3 The final site inspection will be held on the day of the event prior to commencement of the event.

## 9. Site Inspections During The Event

- 9.1 The Local Authority reserves the right to inspect the site and its infrastructure during the event to ensure that the Licence Holder is complying with the terms and conditions of the Licence. Meetings will be arranged as necessary with all relevant agencies to discuss any issues that require attention.

- 9.2 In the case of an event held on consecutive days, multi-agency de-brief meetings may be held on the morning of each show day with a view to rectifying any issues arising from the previous day.

## 10. Post Event

A multi-agency de-brief meeting will be organised for a later date which the applicant will be invited to attend.

