

# JOHANNESBURG ROADS AGENCY

## PROCEDURE FOR WAYLEAVE APPLICATION (Updated 01 October 2012)



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

#### STEP 1

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

#### *Please Note:*

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

#### STEP 2

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

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

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

#### STEP 3

The signed copies of the drawings and the signed application form must be handed to the Regional Depots, for final approval..

#### STEP 4 FOR WAYLEAVE OFFICE

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

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

The Regional Depot will forward the details of the approved wayleave to the relevant JRA 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 of Practice is adhered to during the excavation.

#### STEP 5

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

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

## WAYLEAVE FORM



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

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

### APPLICANT

AGENCY / DEPARTMENT / PRIVATE : \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_ CONTACT TEL : \_\_\_\_\_  
 CONTACT FAX : \_\_\_\_\_ Email: \_\_\_\_\_  
 CONTRACTOR : \_\_\_\_\_ PROJECT. NO : \_\_\_\_\_  
 REINSTATEMENT ORDER NO: \_\_\_\_\_

### PROVISIONAL DATES

STARTING DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_  
 DRAWING NUMBER : \_\_\_\_\_

### LOCATION OF WORK (give full details)

SUBURB : \_\_\_\_\_ STREET NAME: \_\_\_\_\_  
 STREET (FROM) : \_\_\_\_\_ STREET (TO): \_\_\_\_\_  
 ERF NO'S : \_\_\_\_\_  
 HOUSE NO'S : \_\_\_\_\_

### EXCAVATION DETAILS:

LENGTH OF EXCAVATION : : RIDING SURFACE \_\_\_\_\_m<sup>2</sup> KERBS \_\_\_\_\_m  
 ASPH. FOOTWAY \_\_\_\_\_m<sup>2</sup> : INTERL. BLOCK \_\_\_\_\_m<sup>2</sup> UNPAVED FOOTWAYS \_\_\_\_\_m<sup>2</sup>

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

### SPECIAL NOTE.

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

THE FOLLOWING SERVICE AGENCIES ARE AWARE THAT THE APPLICANT WILL BE WORKING WITHIN THE VICINITY OF THEIR SERVICES, HAVE GIVEN THE APPLICANT THEIR CONDITIONS FOR WORKING WITHIN THE VICINITY OF THEIR SERVICES AND THEREFORE HAVE NO OBJECTION TO THE APPLICANT APPLYING FOR A WAYLEAVE.

AGENCY	REMARKS / SIGNATURE / DATE
CITY POWER	
EGOLI GAS	
JHB WATER	
CITY PARKS	
JRA STORM WATER	
SASOL	
DARK FIBRE AFRICA	

AGENCY	REMARKS / SIGNATURE / DATE
TELKOM	
ESKOM	
RAND WATER	
NEOTEL	
MTN	
CITY CONNECT	

JRA OFFICE USE:

DATE RECEIVED: \_\_\_\_\_ NAME OF OFFICIAL \_\_\_\_\_ SIGNATURE \_\_\_\_\_ APPROVED: \_\_\_\_\_

YES	NO	WAYLEAVE NO:		
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## UNDERTAKING / INDEMNITY

I, the undersigned hereby,

- Acknowledge the receipt of a brochure containing the procedures and conditions pertaining to wayleave applications and understand that It will be my responsibility to contact the relevant Service agencies within and outside the area of jurisdiction of the Johannesburg Roads Agency (PTY) Ltd, undertake to adhere to the conditions not applicable to this department, e.g. TELKOM, ESKOM and RAND WATER.
  
- Undertake to furnish the relative Service Agencies with all necessary application form(s) and information obtained as a result of this application, in order to obtain final wayleave approval and permission to work within the road reserve,
  - ⇒ acknowledge that service information is given in good faith and that the accuracy of this information is not guaranteed.
  - ⇒ guarantee all backfilling and permanent reinstatement work done by the contractor, for a period of 12 months from the time when the work is signed off as completed by the JOHANNESBURG ROADS AGENCY Inspector.
  - ⇒ accept responsibility for all costs associated with the work, including any damages to other services, permanent backfilling/reinstatement of trenches, the cost of any tests that may be required and any claims that may result from the work until the permanent reinstatement is completed.
  - ⇒ accept full responsibility for all costs associated with the relocation of the service / structure in future to accommodate any road or Stormwater drainage works.
  - ⇒ accept the terms and conditions of the wayleave approval and all the conditions contained in the code of practice for work in the Road Reserve.
  
- Indemnifies the JOHANNESBURG ROADS AGENCY (JRA) against any claim(s), cost or damage or loss of whatsoever nature that may be incurred or sustained by the JRA, the applicant or any third party and also against all actions, legal proceedings and claims of whatsoever nature that may be instituted or made against the JRA arising out of, by reason of, or in any way whatsoever caused by or connected with the exercising by the applicant of the rights granted by the Wayleave application as well as in respect of cost which may be incurred by the JRA in examining or resisting any such demands, actions, legal proceedings and claims, instituted by any person or party for injury to person(s) loss of life or damage to or loss of property, arising directly or indirectly exercising the permission granted with approval of this application.

\_\_\_\_\_  
Signature (applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (JRA Officer)

## **ANNEXURE A**

### **SUMMARY OF CONDITIONS FOR WORK IN THE ROAD RESERVE**



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

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

All work must be done according to the Code of Practice. Only work indicated on the wayleave form may be done and only during the period indicated, unless written approval has been obtained from the relevant wayleave office to change the dates.

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

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

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

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

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

The wayleave holder must ensure that the top 400 mm (550 mm for primary and secondary roads) must be stockpiled separately and stabilized with 4% Ordinary Portland cement (OPC) when replaced with 60kg/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 100mm of the existing road surface. This method should provide the required shear strengths in most cases, but it should be noted that material that was originally stabilized cannot be re-used and must be discarded.

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

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

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

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

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

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

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

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

Your co-operation is appreciated.

# JOHANNESBURG ROADS AGENCY (PTY) LTD

(Company Registration No: 2000/028993/07)

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

Private Bag X70  
Braamfontein  
2017

File Ref:



## DYNAMIC CONE PENETRATION TEST.

STREET : ..... SUBURB : .....

FROM : ..... TO : .....

CHAINAGE /POSITION : .....DATE : 200 / / .

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

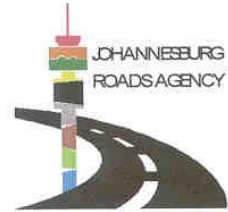
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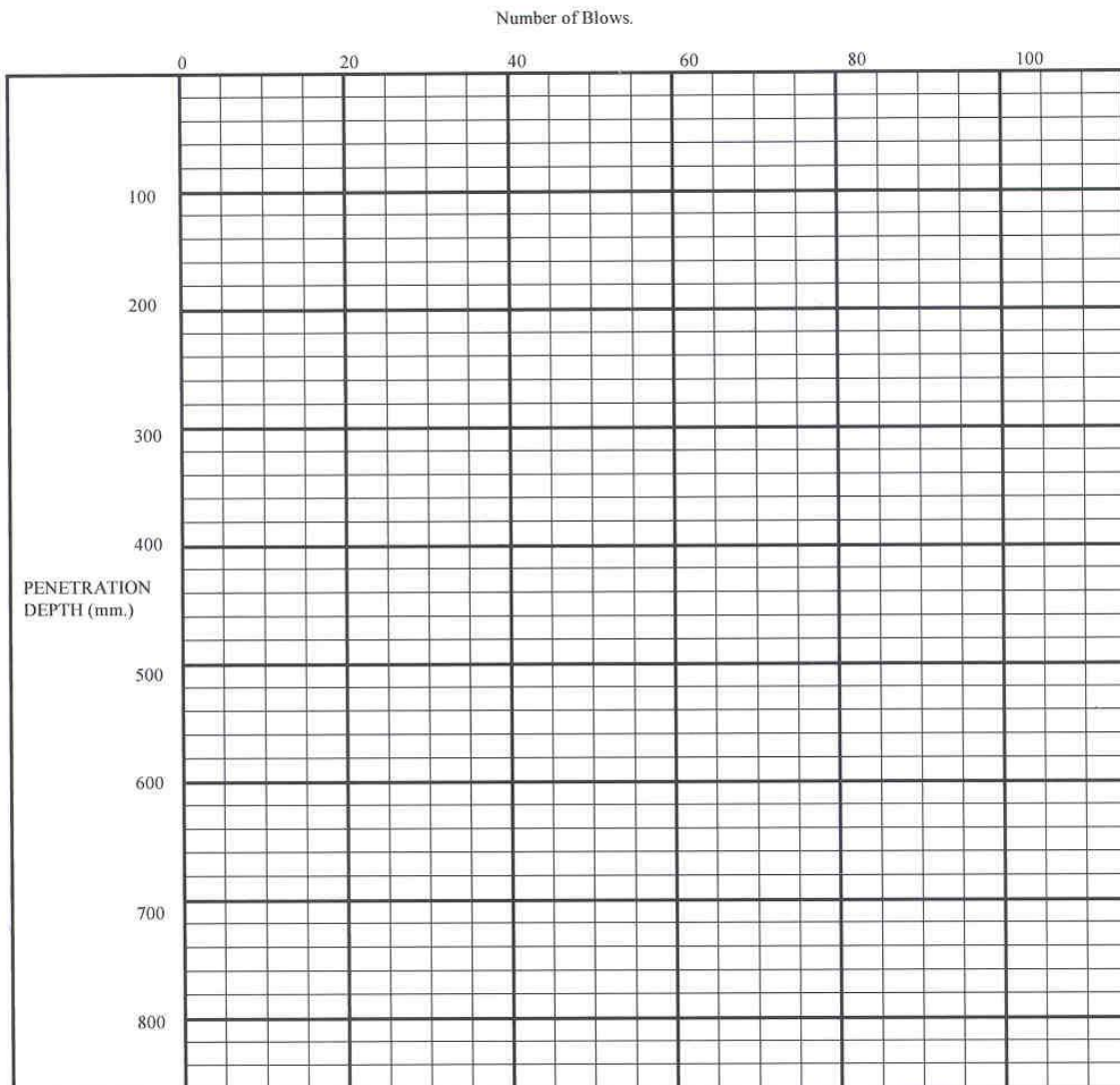
File Ref:



## DYNAMIC CONE PENETRATION TEST

STREET: \_\_\_\_\_ SUBURB: \_\_\_\_\_ POSITION: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ DATE: \_\_\_\_\_



APPROVAL: SERVICE PROVIDER \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVAL: JRA \_\_\_\_\_ DATE: \_\_\_\_\_

# JOHANNESBURG ROADS AGENCY (PTY) LTD

(Company Registration No: 2000/028993/07)

JRA Building  
66 Sauer Street, cnr Jeppe  
Johannesburg

Private Bag X70  
Braamfontein  
2017



## ATTENTION: ALL SERVICE AGENCIES

Regarding what part of the reinstatement will the Service Agencies be allowed to reinstate and what will the Johannesburg Roads Agency do.

- No road may be excavated unless special permission is granted by the JRA. All services must be put in using trenchless technology when putting it in the road.
- All the backfilling part of the excavation will be done by the Service Agency or their appointed contractor and the excavation made safe till handed over to the Johannesburg Roads Agency.
- The reinstatement of all the top 100mm asphalt surfaces will be done by the Johannesburg Roads Agency, unless written approval is given by the JRA that the Wayleave Holder can use their own specified contractor.
- When submitting the DCP tests, the JRA DCP graphs must be used. Subject to written approval by the JRA the Wayleave Holder can use the services of an independent private laboratory.
- Note that if a DCP test fails, the excavation must be re-backfilled, re-compacted and the DCP re-tested. **NB: THE JRA RESERVES THE RIGHT TO ARRANGE THE EXECUTION OF THIS WORK AT THE COST OF THE SERVICE AGENCY.**

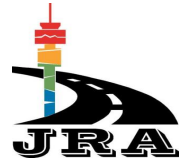




**SCHEDULE OF FEES FOR REINSTATEMENT OF EXCAVATIONS: 2012/2013**  
**(NOTE: Fees are revised annually as from 1 July.)**

<b>SERVICE</b>	<b>NEW TARIFF</b>
Road Riding Surface	R550
Backfilling	R650
Paved Footways	R410
DCP Testing	R1 205
Unpaved Footways	R400
Kerbing (lm)	R600
Temporary Reinstatements	R300
Wayleaves processing fees, per project per suburb	R550
Wayleave processing fee for unplanned work per suburb (emergencies)	R250
.	
For Re-inspection where previous inspection had failed and work was Redone	R550
Penalty for failed reinstatements done by own agent	R6 500
Non Compliance to City By laws	R 100 000





# CERTIFICATE OF INSPECTION AND / OR COMPLETION

Wayleave Number: \_\_\_\_\_.

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

## Description of wayleave

Date: \_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_ Street From \_\_\_\_\_ Street To \_\_\_\_\_ Suburb \_\_\_\_\_

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

Name Company: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

## 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 Procedure document; a DCP Test was done and complies with the JRA requirements.

**AND**

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

**OR**

- The backfilling has been done and a copy of proof of payment/ Reinstatement Order to the amount of R\_\_\_\_\_ is attached for the JRA to do the permanent reinstatement.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Wayleave Holder

## COMPLETION CERTIFICATE

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

- The work has been completed; and
- The site has been cleared and cleaned; and
- The wayleave holder did the permanent reinstatement and the 12-month guarantee period commences from the date of the Wayleave stamp underneath.

**OR**

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

## SITE INSPECTIONS

REMARKS:

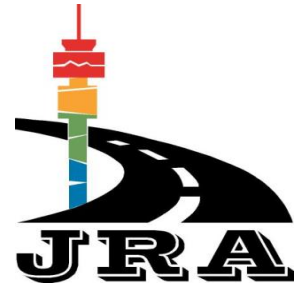
\_\_\_\_\_  
\_\_\_\_\_

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

Name : \_\_\_\_\_ Signed: \_\_\_\_\_ Date \_\_\_\_\_  
JRA Inspector

.....  
.....

**OFFICIAL WAYLEAVE STAMP AND DATE**



## APPENDIX B

### ROADWORKS SIGNING FOR URBAN STREETS

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

	Page No
<b>General 1</b>	<b>3.10.1</b>
<b>Urban Roadworks</b>	<b>13.10.1</b>
<b>Temporary Traffic Signals</b>	<b>13.10.2</b>
<b>Sidewalk Deviation</b>	<b>13.10.4</b>
<b>Localised Work Site – Good Visibility</b>	<b>13.10.6</b>
<b>Lane Closed Beyond a Junction</b>	<b>13.10.8</b>
<b>Work Within a Junction</b>	<b>13.10.10</b>
<b>Work in a One-way Street</b>	<b>13.10.12</b>
<b>Road Closure - CBD</b>	<b>13.10.14</b>
<b>Road Closure – Dual Carriageway Street</b>	<b>13.10.16</b>
<b>Road Closure - Detour</b>	<b>13.10.18</b>
<b>Freeway/Dual Carriageway: Lane Closure</b>	<b>13.11.3</b>

### WAYLEAVE SERVICES LIAISON LIST



#### WAYLEAVE REGIONAL REGISTRATION OFFICES

REGION	WAYLEAVE OFFICIAL	ADDRESS	TEL. NO.
<b>REGION A</b>	Vusi Radebe	6 Dale Rd cnr Glen Auston Rd, Midrand	0872850013
<b>REGION B</b>	Makhosi Ndaba	6 Dale Rd cnr Glen Auston Rd, Midrand	011 2568550 0827265136
<b>REGION C</b>	Godfrey Legodi	159 Hamburg Rd cnr Reid Rd, Florida	011 3703846 0827265129
<b>REGION D</b>	Dolly Sefathle		011 0000000 0836645328
<b>REGION E</b>	Khulu Ngcobo	15 Short Rd cnr Pain Str, Norwood	011 2985018 0827265128
<b>REGION F</b>	Makhosi Ndaba	185 Main Reef Rd, Newtown	011 8704237 0827265136
<b>REGION G</b>	Gugulethu Nzimande	1 Calendula Str, Klipspruit West	011 9471002 0825673980
<b>LABORATORY</b>	Bongani Msiza	8 Spring Str, Ophirton	011 4936386
<b>JRA STORM WATER</b>	Ron Neelman	66 Sauer Sre cnr Jeppe Str, Newtown	011 2985019/20/21

**JOHANNESBURG ROADS AGENCY CALL CENTRE.  
JOBURG CONNECT (011) 375 5555**

To whom it may concern

Please find the banking details for the wayleave fee:

Bank : Standard Bank(Trust Account)  
Branch : 00-02-05.  
Account No : 00-019-791-2  
Branch code : 00-02-05

Reference for Wayleave 102309

Planned Wayleave – R694.00

Emergency Wayleave-R313.00

Fax No. 086 26205202

Please fax me the proof of payment on the above fax no or e-mail it to [mndaba@jra.org.za](mailto:mndaba@jra.org.za)

Regards,

\_\_\_\_\_  
Mr V Radebe  
Ass Manager Wayleaves  
JRA Region A  
Tel: +27 87 285 0013

Date \_\_\_\_\_

**"Don't run too fast in life that you forget not only where you come from  
but also where you are going"**

## WAYLEAVE SERVICES LIAISON LIST



### SERVICE PROVIDERS

SERVICE AGENCY	CONTACT	ADDRESS	TEL. NO.	FAX NO.	E-MAIL
<b>CITY POWER</b>	Derrick Oliver	40 Herronmere Rd, Reuven	011 490700	011 4907688	<a href="mailto:doliver@citypower.co.za">doliver@citypower.co.za</a>
<b>TELKOM</b>	Lazarus Ramalobela	2 Crownwood Rd, Crown Mines, 1725	011 3099186	011 3099185	<a href="mailto:ramalobelal@telkom.co.za">ramalobelal@telkom.co.za</a>
<b>EGOLI GAS</b>	Morven Northcott	1 Annet Rd, Cottesloe, 2092	011 3565000	011 7266403	<a href="mailto:mnorthcott@egoligas.co.za">mnorthcott@egoligas.co.za</a>
<b>ESKOM</b>	May Husselman	204 Smit Str, Braamfontein	011 7112104	011 7112189	<a href="mailto:husselm@eskom.co.za">husselm@eskom.co.za</a>
<b>JOBURG WATER</b>	Johanna Coetzee	17 Harrison Str, Marshalltown, 2107	011 6881615	011 6881587	<a href="mailto:jcoetzee@jwater.co.za">jcoetzee@jwater.co.za</a>
<b>RAND WATER</b>	Job Kubheka	522 Impala Rd, Glenvista	011 6820433	0116820893	
<b>CITY PARKS</b>	Gabriel Motsatsi	Cnr Hamburg Rd and Westlake Rd, Florida Lake	011 4703722	0114725790	<a href="mailto:gmotsatsi@jhbcityparks.com">gmotsatsi@jhbcityparks.com</a>
<b>NEOTEL</b>	Shane Cannon	33 Foofd Str, Forum 3, Building 9, Braampark	011 5850453	011 5850001	<a href="mailto:scannon@neotel.co.za">scannon@neotel.co.za</a>
<b>MTN</b>	Khumo Maponya	14 <sup>th</sup> Avenue, Fairland, 2195	0832125178		
<b>SASOL</b>	Bruce van der Heuvel	146 Honfbaai Rd, Elandhaven	011 8658563	011 8658591	
<b>DARK FIBRE AFRICA</b>	Zandi Kuiper	55 Regency Dr, Route 21 Corporate Park, Nellmapus Rd and Irene, Pretoria	012 3457520	0866941233	<a href="mailto:Zandi.kuiper@dfafrica.co.za">Zandi.kuiper@dfafrica.co.za</a>
<b>CITY CONNECT</b>	Carel van der Merwe	Building 13 Meadow House, Woodmead Estate, 1 Woodmead Dr, Woodmead, 2023	0872500316/ 0795297382		<a href="mailto:carel@citiconnect.co.za">carel@citiconnect.co.za</a>