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

STEP 1

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

Please Note:

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

STEP 2

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

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

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

STEP 3

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

STEP 4



FOR JRA WAYLEAVE OFFICE

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

STEP 5

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

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

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WAYLEAVE FORM

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

No work shall commence before the Wayleave is issued. The JRA will do all reinstatements unless specific permission is granted. All applicable fees are to accompany this application.

These fees are only an estimate and will be properly measured on completion of the reinstatement.

APPLICANT DETAILS: AGENCY / DEPARTMENT / PRIVATE

PLANNED APPLICATION EMERGENCY APPLICATION

APPLICANTS NAME

CONTACT PERSON

CONTACT TEL

EMAIL

CONTACT FAX

CONTRACTOR

PROJECT NO

DRAWING NO(s)

PROVISIONAL DATES:

DATE OF APPLICATION:

COMMENCEMENT DATE:

COMPLETION DATE:

LOCATION OF WORK (give full details)

SUBURB: _____

STREET NAME (ON): _____

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

ERF NO(s) _____ : HOUSE NO(s): _____



EXCAVATION DETAILS:

LENGTH OF EXCAVATION: _____ m² RIDING SURFACE: _____ m²

KERBS: _____ m ASPH. FOOTWAY: _____ m²

INTERL. BLOCK: _____ m² UNPAVED FOOTWAYS: _____ m²

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



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DESCRIPTION OF WORK / DETAILED METHOD STATEMENT:

SPECIAL NOTE:

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

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

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

AGENCY	REMARKS / SIGNATURE DATE	AGENCY	REMARKS / SIGNATURE DATE
CITY POWER		OPENSERVE	
EGOLI GAS		ESKOM	
JOBURG WATER		RAND WATER	
CITY PARKS		LIQUIDTELECOM	
JRA STORM WATER & PLANNING		MTN	
SASOL		METRO TRADING	
DARK FIBRE AFRICA		TRANSNET	
LINK AFRICA			



JRA OFFICE USE:

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

Signature of Applicant

Date



JRA Official

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ANNEXURE A



SUMMARY OF CONDITIONS FOR WORK IN THE ROAD RESERVE

- This page is intended to provide a summary of conditions and specifications. Please refer to the Council's Code of Practice for Work in the Road Reserve for more detail.
- Before any work is done in the road reserve, a wayleave must be issued by the Johannesburg Roads Agency regional wayleave office. This will only be done after a completed wayleave application form has been received by the Wayleave Officer and all the necessary fees paid. Before submitting the form to the Wayleave Officer, approval must be obtained from all other agencies indicated on the form. The JRA will not approve a wayleave where some agency /service providers have not commented/responded approved.
- An sms must be sent to the regional staff seeking approval to work as per contact details. The sms must contain this information to be approved.
- All work must be done according to the Code of Practice. Only work indicated on the wayleave form may be done and only during the period indicated unless written approval has been obtained from the relevant wayleave office to change the dates.
- The wayleave holder is responsible for all costs, including any damage to other services, backfilling, reinstatement, tests and any claims that may result. The wayleave holder is also responsible for traffic signs, barricading and the safety of motorists, pedestrians, and workers.
- If any trees or road furniture is affected by the proposed work, then the relevant office must be contacted.
- The underground service shall have not less than **800 mm** cover and all manhole or valve covers shall be finished flush with the surface of the road or the verge.
- Backfilling and reinstatement: Permanent backfilling must be done according to the specifications given in the Code of Practice. The minimum requirement is that the backfilled layers must have at least the same shear strengths as those of the adjacent undisturbed pavement layers. The tests done with a DCP or a RCCD will either be done by the J.R.A or a copy of the results of the tests by an independent private laboratory, approved by the JRA must be submitted to the wayleave office. The reinstatement of the (100mm asphalt layer) surface will be done by the JRA unless specific written permission is granted to the wayleave holder to arrange for the reinstatement of the surface.
- The wayleave holder is responsible for obtaining the required strengths, but the following is recommended as a method that should be adequate in most cases.
- The wayleave holder must ensure that the top 400 mm (550 mm for primary and secondary roads) must be stockpiled separately and stabilized with 4% Ordinary Portland cement (OPC) when replaced with 60kg/m³ of cement. The material must be compacted in thin (75 to 100 mm) layers with a vibratory compactor at optimum moisture content (OMC) to the required densities (base: 98%, subbase: 95%, selected subgrade: 93% and subgrade: 90% Mod AASHTO) to within 100mm of the existing road surface. This method should provide the required shear strengths in most cases, but it should be noted that material that was originally stabilized cannot be re-used and must be discarded.

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- The reinstatement of the surfacing must consist of 100 mm hot-mix asphalt. The lower 70mm must be: “blackbase” (26,5 mm nominal, continuously graded) and the top 30 mm fine (4,75 mm nominal, continuously graded hot mix). Cold mix may only be used in temporary backfills (Emergency backfill)
- If desired the wayleave holder may place foamed concrete of a minimum 4 Mpa crushed strength and manufactured to an approved manufacturers specification. The foamed concrete is to be placed to a level 100mm below the surrounding road surface. As soon as the foamed concrete has set sufficiently, a 70mm layer of asphalt basecourse material shall be placed, to be followed by the 30mm asphalt wearing course. This needs approval of the Assistant Manager/Depot Manager before commencement.
- 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 JRA and charged to the Service Agency or contractor.



Your co-operation is appreciated.

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Job No.:	Wayleave No.:
Location:	Street Name:
From:	To:
DCP No.:	

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

Tested by:	Signature:	Date:
Checked by: _____	Capacity: _____	
Signature: _____	Date: _____	

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

JRA Building
75 Helen Joseph Street
Cnr Harrison street
Johannesburg
2001



P/Bag X70
Braamfontein
Johannesburg
2017

ATTENTION: ALL SERVICE AGENCIES

Please take note of the following:

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

NB: THE JRA RESERVES THE RIGHT TO ARRANGE THE EXECUTION OF THIS WORK AT THE COST OF THE SERVICE AGENCY.



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SCHEDULE OF FEES FOR REINSTATEMENT OF EXCAVATIONS: 2020/2021
(NOTE: Fees are revised annually as from 1 July)

Standard Activity	Unit of Measurement	New Tariff
Road Riding Surface	Square meter (m ²)	R 1 448.00
Backfilling	Square meter (m ²)	R 1 024.00
Paved Footways	Square meter (m ²)	R 640.00
DCP Testing (excluding transport, labour and administration)	Per test	R 217.00
Unpaved Footways	Square meter (m ²)	R 629.00
Kerbing	Linear meter (m)	R 946.00
Temporary Reinstatements	Square meter (m ²)	R 479.00
Wayleave processing fee	Sum per project application per suburb	R 890.00
For Re-inspection where previous inspection had failed and work was redone	-	R 3 340.00
Penalty for failed reinstatements done by own agent	-	R 13 356.00

Banking Details

Bank : Standard Bank
Account No : 00-019-791-2
Branch : 00-205
Reference for Wayleave: :102309 (A-G)
Emergency Wayleave : R890.00
Planned Wayleave : R890.00

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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 Issued:
Street On	Street (From)	Street (To)	Suburb

NAME OF WAYLEAVE HOLDER (responsible for the erection / installation of the service):

COMPANY: TELEPHONE No.: (.....)

COMPLETION NOTICE

The Wayleave Office is hereby informed that an inspection for *Practical Completion* is required since:

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

Name: Signed: Date:
Wayleave Holder

COMPLETION CERTIFICATE

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

- The work has been completed; and
- The site has been cleared and cleaned; and
- The wayleave holder completed the backfilling, and the two-week maintenance period commences from the date of the Wayleave stamp underneath. A Reinstatement Order was received from the wayleave holder.
- The wayleave holder did the permanent reinstatement, **and the 12-month guarantee period commences from the date of the Wayleave stamp underneath.**

SPECIAL NOTE:

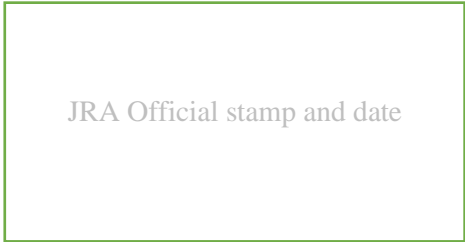
In terms of Clause 7 of the Code of Practice all roads in the JRA jurisdiction are classified as protected roads. As such no road will be excavated, all services that need to cross a road will be laid using trench less technology. In the event where this is not possible, a letter applying to excavate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



REMARKS:.....
.....
.....

REINSTATEMENT ORDER NO: _____

Name: _____ Signed: _____ Date _____

JRA Inspector





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APPENDIX B

ROADWORKS SIGNING FOR URBAN STREETS



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

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General 1	3.10.1
Urban Roadworks	13.10.1
Temporary Traffic Signals	13.10.2
Sidewalk Deviation	13.10.4
Localised Work Site – Good Visibility	13.10.6
Lane Closed Beyond a Junction	13.10.8
Work Within a Junction	13.10.10
Work in a One-way Street	13.10.12
Road Closure - CBD	13.10.14
Road Closure – Dual Carriageway Street	13.10.16
Road Closure - Detour	13.10.18
Freeway/Dual Carriageway: Lane Closure	13.11.3

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JRA WAYLEAVE SERVICES LIAISON LIST



REGION	WAYLEAVE	ADDRESS	TEL & CELL NO.	Email address
REGION A	Musa Maluleke Vusi Radebe Tlou Dinvake	6 Dale Rd cnr Glen Auston Rd, Midrand	078 757 4686 087 285 0013 076 602 1083	mmaluleke@jra.org.za vradebe@jra.org.za
REGION B	Sphamandla Mavuso Shalati Nvambi	Cnr Hans Schoeman and Malibongwe	011 699 5326 083 279 4388	smavuso@jra.org.za snvambi@jra.org.za
REGION C	Katlego Ngoepe Godfrey Legodi Mzwamadoda Balfour	159 Alberting Sisulu cnr Reid Rd, Florida	060 677 2573 082 561 4804 011 298 2676	kngoepe@jra.org.za glegodi@jra.org.za mbalfour@jra.org.za
REGION D	Doreen Jacobs Dolly Sefatlhe	2 Jonas Moabi, Dobsonville, Soweto	082 330 1546 083 664 5328 011 988 0736	djacobs@jra.org.za dsefatlhe@jra.org.za
REGION E	Khulu Ngcobo Pontsho Tefu	15 Short Street Norwood	011 727 5300/36 061 585 4806	kngcobo@jra.org.za mtefu@jra.org.za
REGION F	Makhosi Ndaba Rhulani Ngobeni Tshepiso Matjie	185A Main Reef Rd, Fordsburg	082 726 5136 073 754 6476 079 484 0614	mndaba@jra.org.za rngobeni@jra.org.za tmatjie@jra.org.za
REGION G	Montsho Ndhlovu Margaret Bereng Isani Ndou	1 Calendula Str, Klipspruit West	079 403 9445 082 555 2091 011 947 1002/3/5	mmohapi@jra.org.za mbereng@jra.org.za indou@jra.org.za
Head Office	Ayabulela Dube	75 Helen Joseph Str Cnr Harrison Street	084 457 7158	adube@jra.org.za
GIS	Ron Segenhout	75 Helen Joseph Street Cnr. Harrison Street	011 298 5019	rsegenhout@jra.org.za
Development Control (Private)	Jose Monteiro	75 Helen Joseph Street Cnr. Harrison Str.	011 298 5059	jmonteiro@jra.org
Development Control (Public)	Kumbi Gusha	75 Helen Joseph Street Cnr. Harrison Street	011 298 5087	kgusha@jra.org.za
Traffic Engineering	Esther Schmidt	75 Helen Joseph Street Cnr. Harrison Street		eschmidt@jra.org.za

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WAYLEAVE SERVICE AGENCIES LIAISON LIST

SERVICE PROVIDERS

<p><u>Openserve</u></p> <p>Emergency Wayleaves: P.K. Mahlangu PKM@openserve.co.za 011 995 9909 OFFICE CELL 081 354 8252 G.M. Heslop GaryH1@openserve.co.za 011 868 1338 OFFICE CELL 081 392 5210</p> <p>Planned Wayleaves: gautengwayleaves@telkom.co.za Contact Numbers: 011-995-9909/11/12/13/14</p>	<p><u>Rand Water</u></p> <p>Emergency Wayleaves (JHB): Scout Mbhele 011 724 9620/083 566 2407 smbhele@randwater.co.za Rudi Van Lingen 011 477 4316/082 389 2640/ 082 389 2640 rvlingen@randwater.co.za Hendrik Roets 011 683 2129/082 389 2277 heroets@randwater.co.za Thabisile Xaba 011 776 9020/073 416 3402 txaba@randwater.co.za Limukani Dube 016 362 6006/083 950 8238 ldube@randwater.co.za</p> <p>Planned Wayleaves: Lindiwe Gamede 011 682 0962 lgamede@randwater.co.za Cwengile Ma-Awu 011 682 0649 cmaawu@randwater.co.za Peleka Mashele 011 682 0260 pmashele@randwater.co.za</p>
<p><u>SASOL</u></p> <p>Rachael Mphofu 010 345 8358/079 505 4588 rachel.mphofu@sasol.com Sandra Reyneke 010 345 8540 sandra.reyneke@sasol.com Seipati Lekalakala 010 345 8579 seipati.lekalakala@sasol.com</p>	<p><u>Eskom</u></p> <p>Perseverance Motlhabi: Tel: +27 11 800 4067 Mobile: +27 78 253 7820. Emailed to: wayleaveJHB@eskom.co.za</p> <p>Report Damage to Eskom Services: Sandton Sector : Contact: Steve Sello - Cell: +27 83 632 7933, email: SelloMS@eskom.co.za Soweto Sector: Contact: Glory Matlou – Cell: +27 82 789 5420, email: MatlouG@eskom.co.za</p>
<p><u>Egoli Gas</u></p> <p>info@egoligas.co.za Morvan Northcott northcott@egoligas.co.za Tone Van Rensburg Tone@egoligas.co.za</p>	<p><u>Transnet Pipelines</u></p> <p>Wayleave Officer: Thami Hadebe Tel No. : 031 361 1454 E Mail: thami.hadebe@transnet.net Region B, C and F</p>
<p><u>City Parks</u></p> <p>H.Masiela : Wayleave Specialist Hmasiela@jhbcityparks.com 011 683 8231</p>	<p><u>J Water</u></p> <p>B. Sibiya Tel: (011) 688-1615, (011) 688-1617, (011) 688-1616 Cell: bongani.sibiya@jwater.co.za</p>

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