
	<b>Wayleave Application Form</b>	Document Reference No.	RO-REG-F001	
		Revision	2	
	Document Type: <b>Form</b>	Effective date	01 July 2022	
	Department: <b>All</b>	Page No.	Page 1 of 14	

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.

	<b>Wayleave Application Form</b>	Document Reference No.	RO-REG-F001	
		Revision	2	
	Document Type: <b>Form</b>	Effective date	01 July 2022	
		Page No.	Page 2 of 14	
Department: <b>All</b>				

**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

**COMPANY 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: \_\_\_\_\_ m<sup>2</sup> 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\*\***



	<b>Wayleave Application Form</b>	Document Reference No.	<b>RO-REG-F001</b>	
		Document Type: <b>Form</b>	Revision	
	Department: <b>All</b>	Effective date	<b>01 July 2022</b>	
		Page No.	<b>Page 4 of 14</b>	

**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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*PRT - month - 00*

	<b>Wayleave Application Form</b>	Document Reference No.	<b>RO-REG-F001</b>	
		Revision	<b>2</b>	
	Document Type: <b>Form</b>	Effective date	<b>01 July 2022</b>	
		Page No.	<b>Page 5 of 14</b>	
Department: <b>All</b>				

### 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

	<b>Wayleave Application Form</b>	Document Reference No.	RO-REG-F001	
		Revision	2	
	Document Type: <b>Form</b>	Effective date	01 July 2022	
		Page No.	Page 6 of 14	
Department: <b>All</b>				

## 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/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.

	<b>Wayleave Application Form</b>	Document Reference No.	RO-REG-F001	
		Revision	2	
	Document Type: <b>Form</b>	Effective date	01 July 2022	
		Page No.	Page 7 of 14	
Department: <b>All</b>				

- 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.**



	<b>Wayleave Application Form</b>	Document Reference No.	RO-REG-F001	
		Document Type: <b>Form</b>	Revision	
	Department: <b>All</b>	Effective date	01 July 2022	
		Page No.	Page 8 of 14	

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

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

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



	<b>Wayleave Application Form</b>	Document Reference No.	RO-REG-F001	
		Revision	2	
	Document Type: <b>Form</b>	Effective date	01 July 2022	
		Page No.	Page 9 of 14	
Department: <b>All</b>				

**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.**



	<b>Wayleave Application Form</b>	Document Reference No.	<b>RO-REG-F001</b>	
		Revision	<b>2</b>	
	Document Type: <b>Form</b>	Effective date	<b>01 July 2022</b>	
		Page No.	<b>Page 10 of 14</b>	
Department: <b>All</b>				

**SCHEDULE OF FEES FOR REINSTATEMENT OF EXCAVATIONS: 2022/2023**  
**(NOTE: Fees are revised annually as from 1 July)**

<b>Standard Activity</b>	<b>Unit of Measurement</b>	<b>New Tariff</b>
Road Riding Surface	Square meter (m <sup>2</sup> )	R 1 520.00
Backfilling	Square meter (m <sup>2</sup> )	R 1 075.00
Paved Footways	Square meter (m <sup>2</sup> )	R 672.00
DCP Testing (excluding transport, labour and administration)	Per test	R 228.00
Unpaved Footways	Square meter (m <sup>2</sup> )	R 660.00
Kerbing	Linear meter (m)	R 993.00
Temporary Reinstatements	Square meter (m <sup>2</sup> )	R 503.00
Wayleave processing fee	Sum per project application <b>per suburb</b>	R 935.00
For Re-inspection where previous inspection had failed and work was redone	-	R 3 507.00
Penalty for failed reinstatements done by own agent	-	R 14 024.00

**Banking Details**

Bank : Standard Bank  
Account No : 00-019-791-2  
Branch : 00-205  
Reference for Wayleave: :102309 (A-G)  
Emergency Wayleave : R935.00  
Planned Wayleave : R935.00

	<b>Wayleave Application Form</b>	Document Reference No.	RO-REG-F001	
		Revision	2	
	Document Type: <b>Form</b>	Effective date	01 July 2022	
		Page No.	Page 11 of 14	
Department: <b>All</b>				

**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.

<b>DESCRIPTION OF WAYLEAVE</b>			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.**

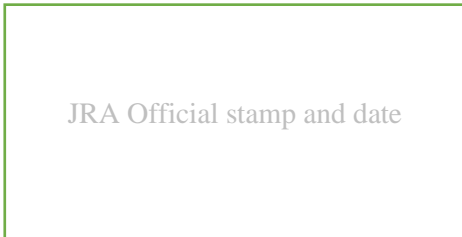
**SPECIAL NOTE:**



**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





	<b>Wayleave Application Form</b>	Document Reference No.	RO-REG-F001	
		Revision	2	
	Document Type: <b>Form</b>	Effective date	01 July 2022	
		Page No.	Page 12 of 14	
Department: <b>All</b>				

## 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>

	<b>Wayleave Application Form</b>	Document Reference No.	RO-REG-F001	
		Revision	2	
	Document Type: <b>Form</b>	Effective date	01 July 2022	
		Page No.	Page 13 of 14	
Department: <b>All</b>				

### JRA WAYLEAVE SERVICES LIAISON LIST

REGION	WAYLEAVE	ADDRESS	TEL & CELL NO.	Email address
<b>REGION A</b>	Musa Maluleke Tlou Dinyake	6 Dale Rd cnr Glen Auston Rd, Midrand	087 285 0013 078 757 4686 069 429 6212	<a href="mailto:malulekeM@jra.org.za">malulekeM@jra.org.za</a> <a href="mailto:tdinyake@jra.org.za">tdinyake@jra.org.za</a>
<b>REGION B</b>	Sphamandla Mavuso Shalati Nyambi Billy Tswaledi	Cnr Hans Schoeman and Malibongwe	011 699 5300/26 083 279 4388 067 921 1759 078 950 6588	<a href="mailto:smavuso@jra.org.za">smavuso@jra.org.za</a> <a href="mailto:snnyambi@jra.org.za">snnyambi@jra.org.za</a> <a href="mailto:btswaledi@jra.org.za">btswaledi@jra.org.za</a>
<b>REGION C</b>	Katlego Ngoepe Godfrey Legodi Mzwamadoda Balfour	159 Alberting Sisulu cnr Reid Rd, Florida	011 672 6333 060 677 2573 082 726 5129 066 179 4434	<a href="mailto:kngoepe@jra.org.za">kngoepe@jra.org.za</a> <a href="mailto:glegodi@jra.org.za">glegodi@jra.org.za</a> <a href="mailto:mbalfour@jra.org.za">mbalfour@jra.org.za</a>
<b>REGION D</b>	Doreen Jacobs Dolly Sefatlhe Reprimment Segodi	2 Jonas Moabi, Dobsonville, Soweto	082 330 1546 083 664 5328 071 649 2632 011 988 0736	<a href="mailto:djacobs@jra.org.za">djacobs@jra.org.za</a> <a href="mailto:dsefatlhe@jra.org.za">dsefatlhe@jra.org.za</a> <a href="mailto:rsegodi@jra.org.za">rsegodi@jra.org.za</a>
<b>REGION E</b>	Khulu Ngcobo Pontsho Tefu	15 Short Street Norwood	011 727 5300/36/15 061 585 4806	<a href="mailto:kngcobo@jra.org.za">kngcobo@jra.org.za</a> <a href="mailto:mtefu@jra.org.za">mtefu@jra.org.za</a>
<b>REGION F</b>	Makhosi Ndaba Rhulani Ngobeni Tshepiso Matjie	185A Main Reef Rd, Fordsburg	082 726 5136 073 754 6476 079 484 0164	<a href="mailto:mndaba@jra.org.za">mndaba@jra.org.za</a> <a href="mailto:rngobeni@jra.org.za">rngobeni@jra.org.za</a> <a href="mailto:tmatjie@jra.org.za">tmatjie@jra.org.za</a>
<b>REGION G</b>	Montsho Ndlovu Margaret Bereng Isani Ndou	1 Calendula Str, Klipspruit West	079 403 9445 082 555 2091 011 947 1002/3/5	<a href="mailto:mmohapi@jra.org.za">mmohapi@jra.org.za</a> <a href="mailto:mbereng@jra.org.za">mbereng@jra.org.za</a> <a href="mailto:indou@jra.org.za">indou@jra.org.za</a>
<b>GIS</b>	Ron Segenhout	75 Helen Joseph Street Cnr. Harrison Street	011 298 5019	<a href="mailto:rsegenhout@jra.org.za">rsegenhout@jra.org.za</a>
<b>Development Control (Private)</b>	Jose Monteiro	75 Helen Joseph Street Cnr. Harrison Str.	011 298 5059	<a href="mailto:jmonteiro@jra.org">jmonteiro@jra.org</a>
<b>Development Control (Public)</b>	Kumbi Gusha	75 Helen Joseph Street Cnr. Harrison Street	011 298 5087	<a href="mailto:kgusha@jra.org.za">kgusha@jra.org.za</a>
<b>Traffic Engineering</b>	Esther Schmidt	75 Helen Joseph Street Cnr. Harrison Street		<a href="mailto:eschmidt@jra.org.za">eschmidt@jra.org.za</a>

	<b>Wayleave Application Form</b>	Document Reference No.	<b>RO-REG-F001</b>	
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		Page No.	<b>Page 14 of 14</b>	
Department: <b>All</b>				

## WAYLEAVE SERVICE AGENCIES LIAISON LIST

### SERVICE PROVIDERS

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