

Wayleave Application Form	Document Reference No.	RO-REG-F001
	Revision	1
Document Type: Form	Effective date	01 July 2025
	Page No.	Page 1 of 16
Department: All		•



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 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.



Wayleave Application Form Document Reference No. RO-REG-F001 Revision 1 Document Type: Form Effective date 01 July 2025 Page No. Page 2 of 16



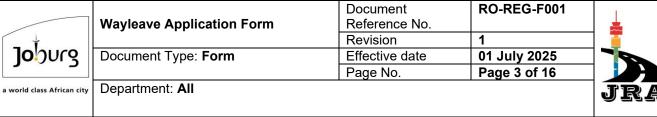
orld class African city Department: All

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: AGENC	CY / DEPARTMENT / PRIVATE UNED APPLICATION EMERGENCY	APPLICATION
COMPANY NAME	EMBREDITE I	TAT ELECTION
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 fu	ıll details)	
SUBURB:		
STREET NAME (ON):		
STREET (FROM):	STREET (TO):	
FRF NO(s)	: HOUSE NO(s):	
EIG 110(5)	110 002 1(0(0).	
EXCAVATION DETAILS:		
LENGTH OF EXCAVATION:	m² RIDING SURFACE:	m²
KERBS:	m ASPH. FOOTWAY:_	m ²
	m² UNPAVED FOOTWAYS:	
**All work will be done betwe	en the hours of 09:00 and 15:30 to ens	ure free flow of traffic during peak



L.	

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 trench less 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



Wayleave Application Form	Document Reference No.	RO-REG-F001
	Revision	1
Document Type: Form	Effective date	01 July 2025
	Page No.	Page 4 of 16

JRA

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:

PRT - month - 00



Wayleave Application Form	Document Reference No.	RO-REG-F001
	Revision	1
Document Type: Form	Effective date	01 July 2025
	Page No.	Page 5 of 16



Department: All

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	



Wayleave Application Form	Document Reference No.	RO-REG-F001
•	Revision	1
Document Type: Form	Effective date	01 July 2025
	Page No.	Page 6 of 16

ly 2025 6 of 16

Department: All

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 is most cases, but it should be noted that material that was originally stabilized cannot be re-used and must be discarded.



Wayleave Application Form	Document Reference No.	RO-REG-F001
	Revision	1
Document Type: Form	Effective date	01 July 2025
• •	Page No.	Page 7 of 16
Department: All		



vorld class African city Department: All

- 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.



Wayleave Application Form	Document Reference No.	RO-REG-F001
	Revision	1
Document Type: Form	Effective date	01 July 2025
	Page No.	Page 8 of 16



a world class African city

Department: All

Job No.:					Wayleave No.:								
Location:					Street Name:								
	From:						To:						
DCP No).:												
Test no.:													
Positio	n no:		PS			S	Positio	n no:	GPS				S E
No. of	Reading	No. of	dinates Reading	No. of	Bos		No. of		No. of	dinates Reading	No. of	Boo	
blows.	Reading	blows.	Reading	blows.	Rea	ading	blows.	Reading	blows.	Reading	blows.	Rea	ding
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	<u></u>	
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:													



	Document	RO-REG-F001
Wayleave Application Form	Reference No.	
	Revision	1
Document Type: Form	Effective date	01 July 2025
	Page No.	Page 9 of 16
Department: All		

JRA

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

JRA Building 75 Helen JosephStreet 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.



Wayleave Application Form	Document Reference No.	RO-REG-F001	
	Revision	1	
Document Type: Form	Effective date	01 July 2025	
	Page No.	Page 10 of 16	
Department: All			

JRA

SCHEDULE OF FEES FOR REINSTATEMENT OF EXCAVATIONS: 2025/2026 (NOTE: Fees are revised annually as from 1 July)

Standard Activity	Unit of Measurement	New Tariff
Road Riding Surface	Square meter (m ²)	R 3 643.24
Backfilling	Square meter (m ²)	R 2 848.48
Paved Footways	Square meter (m ²)	R 1 890.91
Footway: Asphalt	Square meter (m ²)	R 1 820.72
Footway: Concrete	Square meter (m ²)	R 3 090.50
DCP Testing (excluding transport, labour and administration)	Per test	R 1 761.00
Unpaved Footways	Square meter (m ²)	R 1 757.27
Kerbing	Square meter (m ²))	R 3 140.52
Kerbing and Gutter		R 3 203.52
Temporary Reinstatements	Square meter (m ²)	R 1 263.98
Wayleave processing fee: Planned Wayleave	Sum per project application per suburb	R 1 241.39
Wayleave processing fee: Emergency Wayleave	Unplanned work per suburb	R 1 245.00
Wayleave PRIORITY processing fee within 3 days (excluding processing fees)		R 1 137.76
For Re-inspection where previous inspection had failed and work was redone	-	R 4 048.02
Penalty for failed reinstatements done by own agent	-	R 16 187.90
Road Maintenance		



Wayleave Application Form	Document Reference No.	RO-REG-F001	
	Revision	1	
Document Type: Form	Effective date	01 July 2025	
	Page No.	Page 11 of 16	



African city Department: All

Labour plant, materialAdministration	POA
Road Construction Project Management	
Management fees (as per SLA)	POA

Banking Details

Bank : Standard Bank

Account No : 00-019-791-2

Branch : 00-205

Reference for Wayleave: :102309 (A-G depending on the region applying to)

Emergency Wayleave : R1 245.00

Planned Wayleave : R1 241.39



RO-REG-F001 Document **Wayleave Application Form** Reference No. Revision 01 July 2025 Page 12 of 16 Document Type: Form Effective date Page No.



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JRA Inspector

Department: All

CERTIFICATE OF INSPECTION AND / OR COMPLETION

	CENTIFICAT	LE OF INSIECTION	Wayleave Number:	/			
been done acco	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 as been correctly installed, is that of the applicant.						
DESCRIPTIO	ON OF WAYLEAVE		Date Issued:				
Street On Street (From)			Street (To)	Suburb			
NAME OF W	AYLEAVE HOLDER (respon	sible for the erection / installa	tion of the service):				
COMPANY:		ТЕГЕРН	ONE No.: ()	<u></u>			
		COMPLETION NOT	CE				
The Wayleave	Office is hereby informed that	at an inspection for <u>Practic</u>	al Completion is required sine	ce:			
•		-	leted according to the conditions	as prescribed in the			
	Code of Practice for Work in the		1 · 1 · 12 · 11 · 12	9 1: 4			
•			leted according to the conditions as and complies with the JRA requ	•			
•			nt/ Reinstatement Order to the a				
	attached for the JRA to do the po	ermanent reinstatement.					
		s been done in accordance wit	h the specifications in the Code o	f Practice for work			
	in the Road Reserve.	Signed:	Date:				
	eave Holder						
		COMPLETION CERTIFI	CATE				
It is hereby certhat:	tified that the site of the work		above Wayleave was inspec	ted on the above date and			
	The work has been completed; a						
	The site has been cleared and cleared		1 ' 4 ' 1	C 1 1 C			
•			eek maintenance period commend eceived from the wayleave holder				
•			12-month guarantee period cor				
	date of the Wayleave stamp un	nderneath.					
SPECIAL NOT	E:						
road will be exca is not possible, a	avated, all services that need to a letter applying to excavate th	cross a road will be laid using the road must be submitted to	on are classified as protected r ng trench less technology. In the he JRA wayleave office with a mmence until a wayleave office	e event where this a plan showing all			
REINSTATEM	ENT ORDER NO:						
Name:	Signed	:Dat	JRA (Official stamp and date			



Wayleave Application Form	Document Reference No.	RO-REG-F001
	Revision	1
Document Type: Form	Effective date	01 July 2025
	Page No.	Page 13 of 16



APPENDIX B ROADWORKS SIGNING FOR URBAN STREETS

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

	Page No
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



Wayleave Application Form	Document Reference No.	RO-REG-F001	
	Revision	1	
Document Type: Form	Effective date	01 July 2025	
	Page No.	Page 14 of 16	
Department: All			



JRA WAYLEAVE SERVICES LIAISON LIST

REGION	WAYLEAVE	ADDRESS	TEL & CELL NO.	. Email address
REGION A	Lesego Molefe Vusi Radebe Unity Nedzamba	6 Dale Rd cnr Glen Auston Rd, Midrand	076 174 6861/ 087 285 0012 076 602 1083/ 087 285 0013 081 543 2104/ 087 285 2012	lmolefe@jra.org.za vradebe@jra.org.za
REGION 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	smavuso@jra.org.za snyambi@jra.org.za btswaledi@jra.org.za
REGION C	Katlego Ngoepe Godfrey Legodi Mzwamadoda Balfour	159 Alberting Sisulu cnr Reid Rd, Florida	060 677 2573 087 004 9254 082 726 5129 087 004 9303 066 179 4434	kngoepe@jra.org.za glegodi@jra.org.za mbalfour@jra.org.za
REGION D	Doreen Jacobs Dolly Sello	2 Jonas Moabi, Dobsonville, Soweto	082 330 1546 087 004 9235 083 664 5328 087 004 9223	djacobs@jra.org.za dsello@jra.org.za
REGION E	Khulu Ngcobo Pontsho Tefu	15 Short Street Norwood	011 727 5300/36 061 585 4806 011 727 5300/15 060 982 8882	kngcobo@jra.org.za mtefu@jra.org.za
REGION F	Rhulani Ngobeni Tshepiso Matjie	185A Main Reef Rd, Fordsburg	073 754 6476 079 484 0164	mndaba@jra.org.za rngobeni@jra.org.za tmatjie@jra.org.za
REGIONG	Montsho Ndlovu Margaret Bereng Isani Ndou	1 Calendula Str, Klipspruit West	079 403 9445 082 555 2091 078 295 9606 011 947 1002/3/5	mmohapi@jra.org.za mbereng@jra.org.za indou@jra.org.za
GIS	Ron Segenhout	75 Helen Joseph Street Cnr. Harrison Street	011 298 5019	servicesinfo@jra.org.za
Development Control (Private)	Jose Monteiro	75 Helen Joseph Street Cnr. Harrison Str.	011 298 5059	imonteiro@jra.org.za
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



Wayleave Application Form	Document Reference No.	RO-REG-F001
	Revision	1
Document Type: Form	Effective date	01 July 2025
	Page No.	Page 15 of 16
Department: All		



WAYLEAVE SERVICE AGENCIES LIAISON LIST

SERVICE PROVIDERS

SERVICE AGENCY	APPLICATION DETAILS	CONTACTS
CITY POWER	wayleaves@citypower.co.za	Rita 011 490 7286
		Zodwa 011 490 7626
EGOLI GAS	wayleaves@egoligas.co.za	infowayleaves@egoligas.co.za
JOHANNESBURG WATER	jw.wayleaves@jwater.co.za	Khethukuthula Khumalo
	Hand delivery:	011 688 6686
	No 65, Ntemi Piliso	khethukuthula.khumalo@jwater.co.za
	Turbine hall, Newtown.	
	Johannesburg	
CITY PARKS	Hmasiela@jhbcityparks.com	H. Masiela 011 683 8231
		Hmasiela@jhbcityparks.com
JRA STORMWATER &	servicesinfo@jra.org.za	Ron Segenhout
PLANNING		rsegenhout@jra.org.za
SASOL	wayleaves@sasol.com	Rachael Mphofu 010 345 8358 / 079
		505 4588
		Rachel.mphofu@sasol.com
DARK FIBRE AFRICA	services@dfafrica.co.za	Isaac Ntsoereng 011 202 4700 / 074
		810 9850
		<u>Isaac.ntsoereng@dfafrica.co.za</u>
LINK AFRICA	Link.COJ@linkafrica.co.za	Immaculate Bunu 061 446 1512 / 010
		980 0054
OPENSERVE	northzonewayleaves@telkom.co.za	P.K. Mahlangu PKM@openserve.co.za
		011 995 9909/081 354 8252
		Baldwin Mashige
		BaldwinM@openserve.co.za
		012 311 1038/081 348 3032
ESKOM	wayleaveJHB@eskom.co.za	Perseverance Motlhabi 011 800
LSKOW	wayleavestib@eskotti.co.za	4067/078 253 7820
RAND WATER	URL to access Rand Water Online Wayleave	Lindiwe Gamede 011 682 0962/
NAIND WAILK	System is:	073 079 1282
	https://wayleave.randwater.co.za/	lgamede@randwater.co.za
	Tittps://wayicave.railawater.co.za/	Zesha Ramrathan 011 682 0134/
	Register account and create an application	082 776 7245
	in the system	zramrath@randwater.co.za
	-,	Cwengile Ma-Awu 011 682 0649/
		067 045 5276
		cmaawu@randwater.co.za



Wayleave Application Form	Document Reference No.	RO-REG-F001
тем, том том триновине от т	Revision	1
Document Type: Form	Effective date	01 July 2025
	Page No.	Page 16 of 16
Department: All	_	



LIQUID INTELLIGENT TECHNOLOGIES	Wayleaves.Gauteng@liquidtelecom.co.za	Wiets Saunders 011 585 0564 /071 858 1258
		Wiets.saunders@liquid.tech
MTN	way.leaves@mtn.com	Shirley Hlabisa 0823 212 8540
		Shirley.Hlabisa@mtn.com
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COMPANY		
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