



**WAYLEAVE APPLICATION CHECKLIST**

THE FOLLOWING IS A CHECKLIST REQUIRED ON THE APPLICATION FOR APPROVAL OF WAYLEAVE TO WORK ON  
 RAND WATER'S SERVITUDE  
 THE DRAWINGS SHALL BE SUBMITTED ON SHEETS NO LARGER THAN A3 SIZES

ITEM NO#	DESCRIPTION	INCLUDED ON APPLICATION Y/N	CHECKED BY TEAM (RAND WATER)
<b>CIVIL ENGINEERING SERVICES (ROADS, SEWER/STORMWATER AND WATER)</b>			
1	Cover Letter- Describing the works to be carried out, expected date of commencement and end dates, contact person		
2	Locality Plan		
3	Google Earth KMZ file / Shp file/ dwg file/ Csv file indicating the proposed work		
4	Layout Plan- Showing the exact position of the proposed works (Co-Ordinates), in relation to existing Rand Water pipes & servitude.		
5	Long Section- Showing, proposed services in relation to existing Rand Water pipes & servitude, All levels, Pipe/Road details (Length, Slope and Material)		
6	Cross Section- Showing All details		
7	Provide key or legend for different lines and colors used on the drawings.		
8	All the detailed design drawings must be signed by ECSA registered engineer		
9	Construction Programme		
10	Detailed Method Statement		
11	Site confirmation letter signed both by RW representative and Applicant		
12	ID copy of applicant		
13	Acceptance letter of conditions signed both by applicant and Client		
<b>Requirements for Alternative Solutions outside of the Standard Conditions</b>			
14	Conceptual Design Report - 3 Alternative Solutions- Mitigate Risk to Rand Water, Access for Maintenance, Cater for future Infrastructure, Public Safety, Time Frames		
15	Detailed Design Report for the accepted proposal by the Tehcnical Team		
16	Asbuilt drawings once construction is done within 2 months		
<b>FIBRE OPTICS/TELECOMMUNICATION SERVICES</b>			
1	Cover Letter- Describing the works to be carried out, expected date of commencement and end dates, contact person		
2	Locality Plan		
3	Google Earth KMZ file / Shp file/ dwg file/ Csv file indicating the proposed work		
4	Layout Plan- Showing the exact position of the proposed access (Co-Ordinates)		
5	Long Section- Showing, All levels, Pipe/Road details (Length, Slope and Material)		
6	Cross Section- Showing All details		
7	Construction Programme		
8	Method Statement- A brief Description		
9	Site confirmation letter signed both by RW representative and Applicant		
10	ID copy of applicant		
11	Acceptance letter of conditions signed both by applicant and Client		
12	Asbuilt drawings once construction is done within 2 months		
<b>TOWNSHIP DEVELOPMENTS</b>			
1	Memorandum		
2	Cover Letter- Describing the works to be carried out, expected date of commencement and end dates, contact person		
3	Locality Plan		
4	Layout Plan- Showing the exact position of the proposed access (Co-Ordinates)		
5	Google Earth KMZ file / Shp file/ dwg file/ Csv file indicating the proposed work		

**CONTACT DETAILS**

APPLICANT:  
 AGENCY/DEPARTMENT/INSTITUTE/PRIVATE:  
 CONTACT PERSON: \_\_\_\_\_ CONTACT TEL: \_\_\_\_\_  
 CONTACT FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

**FOR RW**

CONTACT PERSON: \_\_\_\_\_ CONTACT TEL: \_\_\_\_\_  
 CONTACT FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_