 FRANCISTOWN	VERSION: 01	EFFECTIVE DATE	FORM: RC 01
		01-04-2018	

APPLICATION FOR REINSTATEMENT OF ROAD CUT / CROSSINGS/WAYLEAVE

1.0 APPLICANT'S NAME / ORGANISATION

2.0 ADDRESS

3.0 TELEPHONE NO.

4.0 Fax No:

5.0 PURPOSE FOR ROAD CROSSING/WAYLEAVE.....
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6.0 ROAD SURFACING : (i) Asphalt [ASP], (ii) Chip Seal [CS] (iii) Gravel [Gr]

ROAD/ STREET NAME	LOCATION [Attach sketch of location where possible]	SURFACE TYPE [ASP, CS, GR]	Number of crossings Cuts

7.0 PROPOSED DATE OF EXECUTION

8.0 FEES

8.1 WAY LEAVE APPLICATION FEE = P500.00 PER STREET

8.2 The following rates shall apply when the reinstate is to be done by the Council


ROAD TYPE SURFACE	Reconstruction of gravel layers & Reinstatement of Bitumen surfacing	Cost for Reinstatement of Surfacing only
Asphalt	P800/m ²	P600/m ²
Cheap Seal	P700/m ²	P500/m ²
Grave/Earth Surfacing	n/a	n/a

9.0 OTHER FEES

9.1 Rubbles or unclean site of more than seven (7) calendar days from the date of completion of work shall be levied at P500.00 plus P130.00 per cubic of volume of soil/rubbles to be collected after giving Seven (7) working days notice

9.2 Damage to Paved surface either of paving blocks interlocking bricks, bricks or drainage structures by the applicant, the cost of replacement or repairs shall be invoiced to applicant.

9.3 PENALTY FEES: ANY UNAUTHORISED ROAD CUTTING WILL ATTRACT A PENALTY FEE OF P5000.00. FOR TARRED ROADS
Emergencies of roads damage or cuts for the purpose of maintenance should be reported within 24hrs from the time of occurrence else shall be treated as unauthorised action and shall attract a penalty fee of P5000.00

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10.0 REINSTATEMENT BY THE APPLICANT

The following conditions shall apply if the applicant carries out the reinstatement by him/herself:-


- Road cutting(s) **shall NOT be permitted** on secondary/primary roads for new installation(s) unless prevailing site conditions do not permit. Installation shall be done through thrust boring.
- The council roads office shall be made aware in advance preferable a day before the closure of the road and the actual start of excavations
- Proper road warning signs must be put in place to direct traffic accordingly and ensure safety of the travelling public.
- Provide alternative access route to road users while work is in progress.
- This application is for permission to undertake road cut/crossings and does not absolve the applicant from obtaining any other permission from utility corporations under the law that may be required
- Before any excavation on tarred roads, the width of the trench shall be defined by cutting with asphalt/concrete cutter
- Excavated materials to be separated according to its type, ie bitumen, gravel and subsoil. Bitumen and any other waste material to be disposed off to Land fill. Subsoil to be reused for backfilling and gravel to be reused for reconstruction of road layers. Imported gravel shall be of G4 type or similar approved.
- Backfilling the trench and restoration of the road surface to be carried in accordance with section 3200 of the Botswana Roads Standard Specification for Roads and Bridges
- Provide sleeves to the pipes/cables for future maintenance (in case of cables)
- Service provider to clean up the site and dispose rubble/waste after completion of works
- The council roads office will carry out the inspection of the works
- If the applicant carries out the reinstatement by him/her self, the reinstatement works should be completed within 24 Hrs.

I HAVE READ AND UNDERSTOOD THE STATED CONDITIONS AND I HEREBY AGREE TO:-

- ☐ REINSTATE THE ROAD/STRUCTURE/AND TO ITS ORIGINAL AS PER THE STATED CONDITIONS
- ☐ PAY THE REQUIRED AMOUNT PER SQUARE METRE (M²) TO THE COUNCIL, FOR IT TO DO THE REINSTATEMENT ON MY BEHALF

N.B TICK WHICHEVER IS APPLICABLE

.....
Name of Representative	Position
.....
Signature	Date

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11.0 FOR OFFICE USE ONLY

11.1 FEES PAYABLE

FOR COUNCIL ROADS OFFICE

Reinstatement fees – Table below to be filled if the reinstatement is to be done by Council

ROAD/ STREET NAME	Number of crossings/cuts	Area of a crossing (m ²)	Total Area of crossings (m ²)	Applicable rate(s)	Subtotals
A	B	C	BxC	E	BxCxE
SUBTOTAL					

WAY LEAVE Application Fee = P500.00 x[number of Streets/ roads] = P.....

TOTAL NON REFUNDABLE FEE PAYABLE = Road reinstatement fees + Wayleave Application fee P.....

THE FEES SHALL BE PAYABLE BEFORE ANY ROAD CUTTING IS DONE AND IS NON REFUNDABLE .

12.0 RECOMMENDATION

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Roads Engineer
Date.....

Signature.....

13.0 ACTION BY HEAD OF DEPARTMENT

APPROVED

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Not approved

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COMMENTS (IF ANY).....

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.....
Signature

.....
Date

14.0 TREASURY OFFICE

RECEIPT NO: DATE: NAME & SIGN.

THIS APPLICATION FORM, PROOF OF CONSULTATION WITH OTHER AFFECTED AND INTERESTED SERVICE PROVIDERS TOGETHER WITH THE PAYMENT RECEIPT SHOULD BE BROUGHT TO THE OFFICE OF ROADS

N.B.: To be filled in Triplicate.
Original – Applicant
Copy 1 – Roads Department
Copy 2 - Treasurer