

Working in the Road Corridor

Frequently Asked Questions

Q: Why do I need a Work's Access Permit (WAP)?

A: WAPs are required for various reasons including: protecting NZTA's and Marlborough District Council assets, protecting other assets located within the road corridor, improving the safety of motorists, improving the safety of those working in the road corridor and coordinating work in the road corridor to reduce conflicts.

Q: What happens if I don't have a WAP?

A: If you do not have a WAP, you do not have Marlborough Roads' permission to be working in the road corridor and you may be requested to cease work.

Q: What information do I need to include with my Corridor Access Request (CAR)?

A: All required beforeUdig information, plans and photos, and a traffic management plan.

Q: How long does a WAP take?

A: Provided the information submitted with your application is adequate, your WAP will be approved within five working days for minor works and 15 working days for major and project works.

A brief overview of the process

1. Apply

To apply for permission to work in the road corridor, you will need to apply for a CAR. Applications should be made through beforeUdig at:

www.beforeudig.co.nz or calling 0800 248 344.



2. Process

Once you have applied for a CAR, the information is sent to Marlborough Roads who

will process your request and apply a set of conditions.

3. Review

Your CAR and work conditions are then reviewed by Marlborough Roads.

4. Approve

If Marlborough Roads accepts the application, a WAP is approved. You will then be notified by email that your work is approved to go ahead. Your approved WAP and conditions will be attached to this email.

5. TMP

If a traffic management plan was not required to be submitted as part of your original application, you will need to submit one for approval at least five working days before any work is carried out.

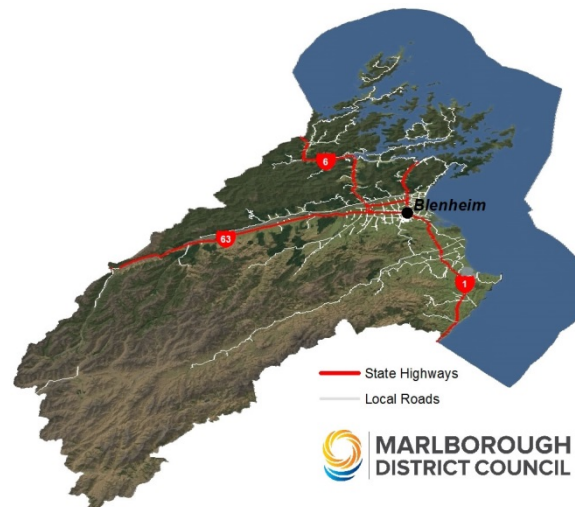
6. Completion

Once you've completed the work, you will need to notify beforeUdig through the website or the phone line.

7. Warranty

As part of the conditions for the work, you will be required to remedy any defects found in your completed work for a period of two years

Map of Marlborough Region's Network



Uploading Documents to Before U Dig

The process for the attachment of documents such as TMPs and site plans to the application is as follows:

- In the first instance when you are creating a new enquiry you must submit the application before you are able to attach your TMP, site plan, photos etc.
- Once your CAR application has been submitted you will then receive an email response advising that it has been received; this should only take approximately five minutes.
- You can then access CAR history from the same screen; click on view adjacent to the newly submitted CAR which will bring up the associated details and allow you to attach documents.
- Click on Upload New Document and attach relevant file. **YOU WILL NEED TO FOLLOW THIS PROCESS FOR EACH DOCUMENT.**
- To refresh your screen and to update the information you have sent and received press the (F5) key at any time during this process.