

CLOSE APPROACH APPLICATION EXCAVATING NEAR UNDERGROUND CABLES AND POWER POLES



If you are planning to excavate near Aurora Energy network equipment, you must:

- lodge a beforeUdig request
- apply for close approach consent
- be issued a close approach consent before starting work.

Use this form if planning to excavate or drill near any underground cables, power poles or other underground or ground-mounted equipment. Please forward details no later than **4 working days** before work is due to commence.

Please ensure that **all fields** in the application are completed.

For information on working safely near power lines and cables, please visit our website

auroraenergy.co.nz/closeapproach.

Fill out the application form by TYPING your answers. Handwritten applications will not be accepted.

| Applicant Details | | | |
|--|--|---------------------------|--|
| Company | | | |
| Postal address | | | |
| Email address | | Phone No | |
| Site Supervisor Details ^A | | | |
| Site Supervisor | | Mobile No | |
| Description of Works | | | |
| Worksite location ^B | | | |
| Work from date ^C | | Work to date ^C | |
| Hours of work (daily) | | | |
| Pole no/s (if applicable) | | | |
| <ul style="list-style-type: none"> Any person working or operating machinery within 4 metres of underground cable? | | | |
| <ul style="list-style-type: none"> Are there any red or orange tags attached to adjacent Aurora Energy poles? ^D | | | |
| If yes, please specify pole no/s. with red or orange tags | | | |
| <ul style="list-style-type: none"> Excavating or drilling within 5 metres of pole or stay wire? | | | |
| <ul style="list-style-type: none"> Excavating more than 300m in depth within 2.2 metres of a pole or stay wire? | | | |
| <ul style="list-style-type: none"> Excavating more than 750mm in depth between 2.2 and 5.0 metres of a pole or stay wire? | | | |
| <ul style="list-style-type: none"> Drilling a vertical hole more than 500mm in diameter within 1.5 metres of a pole or stay wire? | | | |
| <ul style="list-style-type: none"> Creating unstable batter within 8 metres of pole or stay wire? | | | |
| Describe works: Provide as much information as you can and attach photographs and a sketch map with distances and property boundaries. ^B Include pole numbers (if applicable) and other asset numbers and your site hazard assessment. For excavation works, attach information supplied by beforeUdig | | | |
| | | | |
| Site Supervisor Declaration ^A | | | |
| <input type="checkbox"/> | As Site Supervisor, by checking this box and entering my name and the date below I agree to the terms and conditions as set out in the Close Approach Guide and the close approach consent and to adhere to the safety measures specified in the issued consent. | | |
| Name | | Date | |

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NOTES

- A. Name of person in charge of site works and is responsible for compliance with conditions of the consent. The Site Supervisor must be on site when any person or machinery is within 4 metres of overhead powerlines or excavating within 4 metres of an underground cable or 5 metres of a pole.
- B. Indicate the specific location of the work, with reference to property addresses, RAPID numbers, Aurora Energy pole numbers, or similar. Clearly indicate which side/s of the road the work is being done (to identify whether the adjacent assets are Aurora Energy's or belong to another asset owner).
- C. Work duration maximum 30 calendar days. A new consent will be required for each subsequent 30-day period.
- D. No close approach is allowed for poles with a red tag attached. If an adjacent pole has a red or orange coloured tag attached, Aurora Energy will need to conduct a site inspection before approving a consent. This may increase the time needed to complete the approval process.

Before you submit your close approach application, please ensure:

- ☐ You have completed all fields
- ☐ You have attached beforeUdig reference maps
- ☐ You have read and understand the Close Approach Guide
- ☐ The Site Supervisor has confirmed the Declaration agreeing to all conditions.

To submit your application:

- either, email an electronic version of the form with attachment/s to closeapproach@auroraenergy.nz
- or, click the Submit button which will create a reply email with the form attached for you to add your attachment/s and send.

CLOSE APPROACH CONSENT

EXCAVATING NEAR UNDERGROUND CABLES AND POWER POLES



IN AN EMERGENCY – DO NOT MOVE PERSON OR MACHINERY
CALL 111 IMMEDIATELY THEN AURORA ENERGY CONTROL CENTRE 0800 23 00 99

Expect overhead lines to be found at any height. Only approach once you have confirmed they are safe to pass.

| CLOSE APPROACH CONSENT | | CAC- | |
|---|--|--|--------------------------------------|
| Authorised Aurora Energy Signature | | | |
| Close approach dates | From DD/MM/YYYY | To DD/MM/YYYY | Site Supervisor Company Mobile |
| Location | | | |
| TO EXCAVATE NEAR UNDERGROUND CABLES OR GROUND MOUNTED EQUIPMENT | | | OFFICE to select |
| Voltage | OFFICE to select | (AURORA ENERGY USE) Nearest Circuit ID or tele-controlled isolation point | |
| Reduced Minimum Safe Distance from cable | The Reduced Minimum Safe Distances and mandatory safety measures in each zone are specified below | | |
| SAFETY MEASURES [refer to listed section in Close Approach Guide for explanation] | | | |
| Mandatory | <ul style="list-style-type: none"> • beforeUdig [refer Guide section 13.20] • Cable location and mark out [refer Guide section 13.21] • Potholing [refer Guide section 13.22] • Reduced Minimum Safe Distances specified above [refer Guide section 13.1] • Obtain technical guidance during work activity [refer Guide section 13.5] • Warning notice on mobile plant [refer Guide section 13.10] • Cable support [refer Guide section 13.25] • Trench shoring equipment [refer Guide section 13.26] • Cable reinstatement [refer Guide section 13.27] | | |
| Mandatory for specified voltage in each zone | | | |
| Recommended | <ul style="list-style-type: none"> • Safety observer [refer Guide section 13.2] • Physical barriers [refer Guide section 13.6] • Site signage [refer Guide section 13.8] | | |
| Optional | <ul style="list-style-type: none"> • Line covers on Aurora Energy overhead lines [13.12] | | |
| Comments / additional safety measures | | | |

CLOSE APPROACH CONSENT

EXCAVATING NEAR UNDERGROUND CABLES AND POWER POLES



| TO EXCAVATE NEAR POLES OR STAY WIRES | | |
|--|---|--|
| Voltage | | (AURORA ENERGY USE) Nearest Circuit ID or tele-controlled isolation point |
| Maximum depths | Distance from pole or stay wire | Maximum depth or diameter |
| | Excavation within 2.2 metres | Must not exceed 300mm depth |
| | Excavation between 2.2 metres and 5 metres | Must not exceed 750 metres depth |
| | Vertical holes within 1.5 metres | Must not exceed 500mm in diameter |
| SAFETY MEASURES [refer to listed section in Close Approach Guide for explanation] | | |
| Mandatory | <ul style="list-style-type: none"> Mechanical pole support by mobile plant [refer Guide section 13.18] Engineering advice for excavation beyond maximum safe depths or diameter [refer Guide section 13.19] | |
| Comments / additional safety measures | | |

| CANCELLATION/PAUSE OF CONSENT | |
|-------------------------------|--|
| Consent paused | |
| Consent resumed | |
| Consent cancelled | |

TERMS AND CONDITIONS

Important! The consent is only valid when issued by Aurora Energy with a close approach consent reference number and authorised Aurora Energy digital signature. This consent must be read in conjunction with these Terms and Conditions and the Aurora Energy Close Approach Guide.

- This consent is only valid when issued by Aurora Energy with a close approach consent reference number and authorised with an Aurora Energy digital signature.
- This consent is non-transferrable and is only valid for the activity(ies) and duration specified in the issued consent.
- This close approach consent "**the consent**" must be read in conjunction with the Aurora Energy Close Approach Guide "**Close Approach Guide**" available on Aurora Energy's website.
- The PCBU/Site Supervisor "**consent holder**" accepts liability for any damage to Aurora Energy network equipment and will be liable to pay damages to Aurora Energy for all costs associated with the repair of Aurora Energy and any third-party equipment or asset/s damaged as a result of any work associated with the Close Approach request, for losses caused by your negligent act/s or those of your contractors and/or their sub-contractors.
- The Site Supervisor must be on site when any person, machinery, equipment or materials is within 4 metres of overhead powerlines, excavating within 4 metres of an underground cable or excavating within 5 metres of a pole.
- The maximum duration of a close approach consent is 30 calendar days. A new consent will be required once the consent is expired.
- The Site Supervisor must:
 - Have read and understood the Aurora Energy Close Approach Guide and be authorised by their employer as being competent to hold the consent
 - Ensure direct supervision at all times when a person, machinery or material being handled are within 4 metres of an above ground asset or underground cable and there is a risk the Minimum Safe Distances specified in this consent could be breached
 - Ensure direct supervision when excavation is being conducted within 5 metres of a power pole
 - Remain contactable while work is progressing

CLOSE APPROACH CONSENT

EXCAVATING NEAR UNDERGROUND CABLES AND POWER POLES



- 7.5. Keep a copy of the consent on site while work is undertaken and present on it request to Aurora Energy or one of its approved contractors. The copy of the consent may be in paper or digital form
- 7.6. Ensure work at all times complies with the conditions of the consent including Minimum Safe Distances and safety measures
- 7.7. Ensure everyone in the workgroup is aware of the electrical hazards
- 7.8. Comply with instructions from Aurora Energy and/or its approved contractor where they are present as a condition of the consent to cease unsafe work practices
- 7.9. On request and without prior notice, enable Aurora Energy to verify that the safety measures specified in a close approach consent are being followed on site.
8. A safety observer must be appointed to ensure all workers strictly adhere to Minimum Safe Distances specified in this consent. The safety observer must fulfil the requirements specified in the Close Approach Guide.
9. An electrical stand over, being a competent electrical worker from an Aurora Energy approved contractor, may be specified as a condition of the consent to protect strategic Aurora Energy network equipment from potential damage by third party activities and to ensure proper cable reinstatement following excavation. Electrical stand over does **not** manage safety at the worksite. However, electrical stand over will notify you if they observe unsafe work practices related to the activities they are overseeing within their area of expertise.
10. Mechanical excavation is not permitted within 0.6 metres of an underground cable. Only hand digging or hydro vacuuming may be conducted within 0.6 metres of an underground cable and only if approved by Aurora Energy in a consent.
11. When working to Minimum Safe Distances or Reduced Minimum Safe Distances:
 - 11.1. No person may work within the Minimum Safe Distance of 4 metres without a consent.
 - 11.2. Persons may work to reduced Minimum Safe Distances with Aurora Energy consent only if reduced minimum safe distance are specified on the consent and all safety measures on the consent are adhered to.
12. Work can be halted by Aurora Energy at any time.
13. If the work cannot proceed safely, then it must stop immediately.
14. The consent is issued to the PCBU and Site Supervisor specified on the consent and is non transferrable.