



APPLICATION FORM

For Excavation Works on the Highways, Main Roads, and
Road Reserves to place or maintain apparatus

Please allow one (1) month processing for this application

Section 1: Applicant Details

1 A.: Mr./Mrs./Ms First Name: _____ Surname: _____
(BLOCK LETTERS) (BLOCK LETTERS)

Signature: _____ Stamp/Seal: _____



Company/ Organization: _____

Address:

1 B.: Contact Information

Work/ Office No.: _____ Mobile No.: _____

E mail: _____ Fax No.: _____

24 hr. Emergency contact no. (Mobile): _____

1 C.: Please confirm the following by placing your name and signature below:

1. All information on this form is true and accurate.
2. The appointed Contractor(s) shall adhere to the Ministry of Works and Infrastructure's *Specifications for Reinstatement of Roadways*, and any other Conditions and Stipulations imposed by the MOWI. The Applicant is held directly responsible for all Contractors and/or Sub Contractors.
3. The Applicant shall contact all stakeholders within the reserve (e.g. other Utilities) likely to be affected by the works.
4. The MOWI is indemnified against any claim from accident, mishap, injury, or loss resulting from the Applicant's works.



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5. Permanent reinstatement will be maintained by the Applicant for a six (6) month period starting from the completion date of the works.
6. The Applicant shall repair any MOWI infrastructure damaged as a result of the works, to be done at the Applicant's own cost.
7. The cost of any possible future relocation of your infrastructure placed within MOWI Roads and/or Road Reserves (including but not limited to: ducts, poles, overhead lines, water pipelines etc.), shall be bourn by the Applicant, at no cost to the MOWI.
8. The Applicant shall not attach any infrastructure to any MOWI Bridge without MOWI approval. If approved, the cost of future relocation/removal of such infrastructure shall be bourn by the Applicant.
9. The Applicant understands that any approval for works issued by the MOWI may be revoked or altered at any time by the Director of Highways.
10. The Applicant agrees that any permit granted to you by the MOWI allowing your infrastructure to be placed in, upon, under, above, or along our road reserve, does not give you the right to claim any part of the road reserve as your own, or as a wayleave or easement.
11. The Applicant shall at all times conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. All signs, barricades, cones, etc., required for traffic control shall be furnished by the Applicant.
12. The Applicant represents all parties in interest and shall furnish material, conduct all works, pay all costs, and shall, in a reasonable length of time, restore the damaged portions of the roadway and/or road reserve to a condition similar or better to that existing before the commencement of the described work, including any landscape restoration necessary.

First Name: _____
(BLOCK LETTERS)

Surname: _____
(BLOCK LETTERS)

Signature: _____



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Section 2: Work Details

2 A: Category of Works

Please place a tick in the appropriate box:

Immediate (Emergency Works)

Minor (Works with a duration of two (2) or less working days)

Standard (Works with duration of between three (3) and ten (10) working days)

Major (Works with a duration exceeding ten (10) working days)

2 B: Description of Works

Type, size, nature and purpose of apparatus:

Exact location of proposed works:

Proposed start date (dd/mm/yyyy): _____

Proposed end date (dd/mm/yyyy): _____

Nature of Excavation:

Open trench

Directional Drilling



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2 C: Excavation details

Estimated length of excavation (m): _____

Estimated width of excavation (m): _____

Depth of excavation less than 1.5m Depth of excavation exceeds 1.5m

2 D: Works lie within (place tick in all appropriate boxes):

Roadway Sidewalk/ pavement Verge/ Road reserve

Proposed working days and hours:

2 E: Will the works affect any of the following? (Please tick where appropriate):

Fixed traffic lights Pedestrian crossing Median/Curb

Junction Bus stop Other

If 'Other' please describe: _____



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Section 3: Contractor Details

3 A: Excavation Works

Company Name: _____

Company Address: _____

Office No.: _____ Fax No.: _____ E mail: _____

24 hr. Emergency contact no. (Mobile): _____

3 B: Reinstatement Works (includes sub base and surface course)

Company Name: _____

Company Address: _____

Office No.: _____ Fax No.: _____ E mail: _____

24 hr. Emergency contact no. (Mobile): _____



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Section 4: Approval by the Ministry of Works and Infrastructure

Work cannot start until a License is granted. The following must be completed *prior* to the issuance of this License:

- This *Application Form* must be completed and submitted to the MOWI at least one (1) month in advance;
- The *Excavation Permit* must be filled out and submitted to the MOWI for approval;
- The MOWI *Pipe Route Certificate* must be completed properly, in conjunction with approved MOWI personnel, stamped by the MOWI, and submitted to the MOWI;
- A detailed *Traffic Management Plan* must be submitted;
- Detailed drawings must be submitted;
- The full *Scope of Works* for the project must be submitted.

N.B.: All documents must be submitted to the following address only:

**The Director of Highways
Level 2, Highways Division
Ministry of Works and Infrastructure
Corner Richmond and London Streets, P.O.S.**