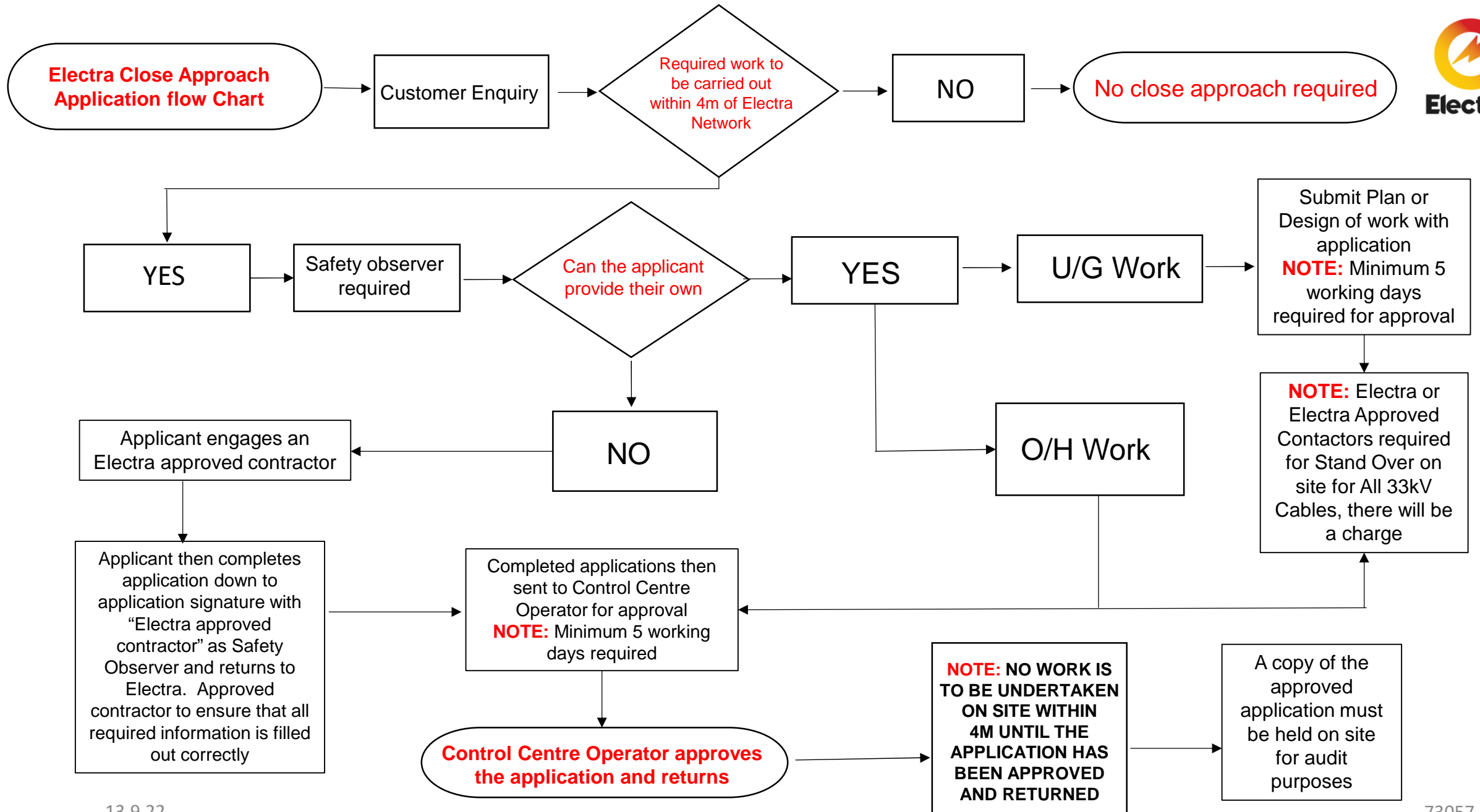




# Close Approach Application

On the workday, you must:

- Have possession of the application form with job number (C number on the top right-hand corner of the application).
- Always have your site phone with you. It is critical that you are contactable throughout the day in case of emergencies.
- When working near cables please ensure that you have contacted BeforeUDig ([beforeudig.co.nz](http://beforeudig.co.nz)) for cable location drawings and have had your on-site cable locates completed. Please include a copy of the drawings with this application, along with any other relevant site plans.
- When working near cables machine dig up to no closer than 500mm to the assumed cable position. For the remaining excavation hand dig or hydrovac only (no machine digging).
- All 33kV cables require a stand over either from Electra, or an Electra approved contractor. Please note that this will be chargeable.
- Please allow for a minimum of 5 working days for Close Approach Applications to be processed.
- Please see attached flow chart for the process to follow and what is required for Close Approach Applications to the Control Room.
- Please supply current close approach certificates of all authorised safety observers listed on your close approach application.
- When submitting an application to the Control Room, please ensure that your requested dates are for a month window period at a time for example 22/1/2022 to 22/2/2022.
- Once complete please email to [controlcentre@electra.co.nz](mailto:controlcentre@electra.co.nz)



## CLOSE APPROACH REQUEST FORM

APPLICATION & ACKNOWLEDGEMENT TO WORK NEAR CONDUCTORS OF OVERHEAD LINES AND UNDERGROUND CABLES

<b>Company Name:</b>		<b>Applicant Name:</b>	
<b>Email:</b>			
<b>Business Phone:</b>		<b>Site Phone:</b>	

The applicant requests approval to operate mobile plant and equipment near live conductors at the following location. Asset numbers must be specified. The applicant agrees not to operate mobile plant or equipment closer than the distance stated below. The requirement for a suitably trained safety observer is required for compliance with NZECP 34 and taking all reasonable practical steps under the Health and Safety at Work Act 2015.

**Note: By signing this document, you (the applicant) accept liability for any damage to Electra assets and will be liable to pay compensation to Electra Ltd for all costs associated with the repair to Electra and any third-party damaged equipment or asset/s while you were engaged on work associated with this acknowledgement, for losses caused by your negligent act/s or those of your contractors and or their sub-contractors.**

<b>Plant Operators Name/s:</b>									
The plant operator has received recent & relevant training and is competent to safely operate mobile plant near live overhead lines or underground cables		<input type="checkbox"/>							
<b>Safety Observer Name/s:</b>									
The safety observer has received approved training and is competent to observe mobile plant working in proximity to live overhead lines or underground cables.		<input type="checkbox"/>							
<b>Reason for Application:</b>									
<b>Please specify exact location</b> <small>(Address, location on site, asset number etc)</small>									
<b>Application covers the following dates and times:</b>	Date From		Date To:		Time from:		Time to:		
On signing this form, the applicant agrees to work in accordance with section 5 of NZECP 34 and Electricity (Safety) Regulations 2010, regulation 17, clause (2):									
<ul style="list-style-type: none"> <li>➤ <b>All reasonable practical steps must be taken to maintain safe working</b> distances as set out below;</li> <li>➤ <b>All lines must be treated as live;</b></li> <li>➤ <b>A competent safety observer must be appointed for work within 4.0 metres</b> of all overhead lines, and of underground cables</li> </ul>									
Work as stated above will only commence on receiving Electra's approval and acknowledgement number. Only competent mobile plant operators listed above will be operating machinery at this work site.									
<b>Applicants Signature</b>						<b>Date</b>			

For your safety, **every day** before you start and stop work, please advise the Electra Control Centre

**PHONE (06) 367 9755**

### Control Room

**Note:** The minimum safe working distance to overhead power lines and/or underground power cables under this acknowledgement is (competent & approved to work as per NZECP 34: 2001)

**400V to no closer than a distance of** \_\_\_\_\_ m (overhead lines) and/or \_\_\_\_\_ mm (underground cables)

**11kV to no closer than a distance of** \_\_\_\_\_ m (overhead lines) and/or \_\_\_\_\_ mm (underground cables)

**33kV to no closer than a distance of** \_\_\_\_\_ m (overhead lines) and/or \_\_\_\_\_ mm (underground cables)

The maximum voltage at the above location has been confirmed as: **400V**  **11kV**  **33kV**

<b>Application Name</b>		<b>Acknowledgement Number</b>	
<b>Signature</b>		<b>Date</b>	
<b>Print and Return Application back to customer</b>			

<b>Transformer number nearest to worksite</b>	<b>Feeder/s in work area</b>	<b>Isolation point in emergency</b>