

Sample

Permit to excavate

Internal process for locating utility services prior to excavation work

PART 1: Work Activity and Utility Assets

Date issued:

Earliest expiry date:

Address:

Permit prepared by:

Description of work:

Trenching (Excavator) Directional drilling Mechanical break in (concrete) Hand excavation

List utilities	Sequence no	Expiry date	Located	Location marked	Within excavation area	Potholed	Comments
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	
			Y / N	Y / N	Y / N	Y / N	

**Notes: If utility asset is within the excavation area, potholing is required.
If you have been unable to locate all of the utilities, contact the utility asset owner.**

Other utility assets not listed on DB4YD plans	Located	Location marked	Within excavation area	Potholed	Comments
	Y/N	Y/N	Y/N	Y/N	
	Y/N	Y/N	Y/N	Y/N	
	Y/N	Y/N	Y/N	Y/N	

Note: If overhead electrical assets are present, ensure Part 4 Overhead Safe Approach Limits is completed

PART 2: High Risk Utility Assets

Utility type	Utility asset owner	Approval obtained	Permit Issuer signature
Gas		Y / N or N/A	
Electrical (underground)		Y / N or N/A	
Electrical (overhead)		Y / N or N/A	
		Y / N or N/A	
		Y / N or N/A	
		Y / N or N/A	

Sample

PART 3: Checklist			
Item	Activity	Y/N	Comment
1.	Are the relevant DBYD and design drawings available and in date?	Y / N	
2.	Are emergency contact numbers for the utility services available?	Y / N	
3.	Have all instructions, permissions or permits required been issued by the applicable Authority and or utility providers?	Y / N	
4.	If applicable, has the community/neighbours been informed?	Y / N	
5.	If applicable, is traffic management in place?	Y / N	
6.	Have all services been identified and marked? (as per AS 5488)	Y / N	
7.	Has non-destructive potholing been undertaken for utility assets in/near excavation area?	Y / N	
8.	If applicable, are overhead services controlled?	Y / N	
9.	Have clearance distances between mobile plant and utility assets been calculated?	Y / N	
10.	Has a Safe Work Method Statement (SWMS) been completed and communicated for all high risk construction works identified?	Y / N	
11.	Have all duty statements from the utility asset owners been taken into consideration?	Y / N	
12.	Has a last and final visual inspection been conducted by the permit holder to look for any other unidentified services?	Y / N	

PART 4: Overhead Services Safe Approach Limits		
Item	Activity	Assessment
1	What is the voltage of the powerline?	Volts
2	What is the maximum reach of plant?	Metres
3	What is the clearance distance between powerline and plant?	Metres
4	Is the approach distance within prescribed clearances?	Y / N
5	Based on the distances, will a spotter be required?	Y / N
6	Do powerline risks need to be controlled by isolation or placed into a protected state? (If yes, a Network Access Permit is required, complete Part 2)	Y / N
7	Based on the distance, is a SWMS required?	Y / N

PART 5: Commencement of Excavation Works							
I have checked that all services listed on the DBYD drawings match those listed in Part 1 and as marked on the ground in the area to perform works. I have instructed all those working under this permit of their responsibilities and hazards associated with this activity.							
Permit Holder:		Signature:		Date:	/ /	Time: (24 hr)	: