

Policy Title: Close Approach Consent Policy	
Original Issue Date: July 2009	Authoriser: Keith Gilby

1 Purpose

To advise public and contractors of their obligations under *NZECP 34 Code Of Practice for Electrical Safe Distances* when working near Top Energy electrical equipment and lines.

2 Scope

This Policy encompasses the documentation and procedures required for application for a Close Approach Consent by the public or other parties to work or excavate near Top Energy Network assets.

3 Responsibilities

Titles Responsible	Activity
Consent Applicants	Supply all information required to enable a consent to be considered and comply with conditions listed. Read and understand the requirements of <i>NZECP 34 Code Of Practice for Electrical Safe Distances</i> .
Top Energy Control Centre	Receives and processes consent applications.
Top Energy Control Centre Manager	Issues or declines Close Approach Consent Certificate.
All Staff Reviewing Consent Applications (Office and Field)	Be familiar with the requirements of <i>NZECP 34 Code Of Practice for Electrical Safe Distances</i> , SMEI, H & S in Employment Act 2003, Electricity Act 1992, Electricity Regulations 1997 and Approved Vegetation Codes of Practice. Be familiar with the requirements of and be able to carry out the required sections of this procedure.
Network Operations Manager	Ensure procedure is followed.

4 Definitions

Applicant – A person who applies to Top Energy either on their own, as a contractor, or on behalf of a contractor to perform work closer than 4m from Top Energy lines, or excavate closer than 5m from Top Energy poles or pole supports.

Site Supervisor – A non Top Energy staff member who is responsible for the applicant's work site.

5 Close Approach Consent Certificate Application Process

- 5.1 Applicants wishing to carry out planned work within 4 metres of any Top Energy network asset are required under *NZECP 34 Code of Practice for Electrical Safe Distances* to apply to Top Energy Control for permission to proceed with the prescribed works.
- 5.2 The application Process for a **Close Approach Consent Certificate** is detailed in appendix A of this policy.
- 5.3 Applications for consent must be made in writing to the Top Energy Control Centre by way of the **Close Approach Consent Certificate** form.
- 5.4 Applicants must have in their possession a date valid, individually numbered, authorised **Close Approach Consent Certificate**, signed by the Top Energy Control Centre Manager or Network Operations Manager, before commencing the work on site.
- 5.5 **Close Approach Consent Certificate** forms can be downloaded from the Top Energy web site (www.topenergy.co.nz) or collected in person from any Top Energy depot.
- 5.6 All applications for a **Close Approach Consent Certificate** must be accompanied by an accurate description of the proposed work area and a description of the work to be carried out (this may include a sketch). Where possible the application should include a Top Energy pole or asset numbers which can be found as a plate on the pole or asset.
- 5.7 **Close Approach Consent Certificate** applications can be delivered to Top Energy by:
 - 5.7.1 Emailed to: consents@topenergy.co.nz
 - 5.7.2 Faxed to: 09 4015613
 - 5.7.3 Posted to: Attn Network Control Centre Manager
Top Energy Ltd
4 Station Road
PO Box 243
Kaikohe 0440
New Zealand.
 - 5.7.4 Hand delivered in a sealed envelope addressed as above at any of our office locations.
- 5.8 Processing the consent will take a minimum of five working days. Complex or detailed applications may require additional processing time.
- 5.9 An initial visit to inspect the work site and discuss the proposed work will be free of charge. The consent applicant agrees that all further costs incurred by Top Energy in carrying out any work in connection with the **Close Approach Consent Certificate** requirements may be charged to the applicant and payable to Top Energy Ltd. The consent applicant should request a quotation for any work that is required to be carried out in connection with the **Close Approach Consent Certificate**.
- 5.10 **A Close Approach Consent** is issued on the understanding that the proposed work has been inspected by a Top Energy representative, and that the work will be completed within the time frame as stated on the consent, and following the conditions listed. No work can

begin prior to the “**Consent Issued:**” date / time or continue after the “**Consent Cancelled:**” date / time.

- 5.11 If work is required to proceed before the **Consent Issued** date/ time or after the **Consent Cancelled** date / time agreed, then application will be made to the Top Energy Control Centre Manager for amendment to these dates / times.
- 5.12 The applicant agrees that no work shall be carried out on site outside of the **Consent Issued** date/ time or the **Consent Cancelled** date / time documented on the **Close Approach Consent Certificate**.
- 5.13 The consent applicant agrees that damage to Top Energy network assets caused by the consent holder during the proposed work will be repaired to Top Energy’s standards by Top Energy approved contractors and associated costs charged to the consent holder.
- 5.14 The consent applicant agrees that work can be halted at any time by any Top Energy employee without advanced notice.

6 Using a Close Approach Consent Certificate

- 6.1 While each consent will have unique conditions the following will always apply:
 - 6.1.1 The **Minimum Approach Distance (MAD)** to the lines will be listed in meters and observed at all times.
 - 6.1.2 In case of **Emergency dial 111** and ask for the appropriate service, and contact Top Energy on 0800 867 363.
 - 6.1.3 The Site supervisor must be contactable by phone on site at all times.
 - 6.1.4 The Site supervisor must notify Top Energy Control Centre (TECC) before commencement and on completion of work each day on 0800 867 363 ext TECC.
 - 6.1.5 A notice stating: “**WARNING, KEEP CLEAR OF OVERHEAD ELECTRIC LINES**” must be placed near the operator’s position in all mobile plant.
 - 6.1.6 The consent must always be available on site and produced upon request.
- 6.2 Failure to comply with the consent conditions may incur:
 - Further costs for the applicant,
 - Withdrawal of the consent,
 - Department of Labour Health and Safety Investigation.
- 6.3 If the consent holder fails to notify Top Energy at the beginning or end of work carried out as specified under the consent, then the consent holder will be liable for the costs involved with a Top Energy representative to ensure the site is, or has been, left in a safe condition.

Appendix A

Top Energy Ltd – Close Approach Consent Certificate Process
 Website Copy
 Tuesday, July 28, 2009

