

# Excavation Permit

All contractors, tenants and NTA staff must complete this Permit and have it approved before commencing any excavation and trenching work, including digging holes for posts and signs. The purpose of this Permit is to ensure that all safety and environmental aspects of excavation work have been considered and actioned, and to avoid damage to buried infrastructure and services.

## Part 1 – Application Details

### Applicant's Details

Applicant Name  Phone   
Person in Charge of Works

Business Name  ABN Number

Have you completed the **Working on Airport** induction?  Yes  No

Are you or your business registered with NTA?  Yes  No

Note: registration is necessary before any work on NTA Leased Area is permitted.

## Part 2 – Description of Works

### Location Details

Address of Works

### Dates and Times of Work

Start Date of Works  End Date

Hours of Work *From*  *To*

### Description of Works

Describe the planned works:

## Part 3 – Documentation

|  |   | Comments |
|--|---|----------|
| Permit to Commence Work (PERCOW)   | <input type="checkbox"/> Provided <input type="checkbox"/> Not Provided |          |
| Safe Work Method Statement (SWMS)  | <input type="checkbox"/> Provided <input type="checkbox"/> Not Provided |          |
| Existing Services Plan   | <input type="checkbox"/> Provided <input type="checkbox"/> Not Provided |          |
| Construction Environmental Management Plan (CEMP)  | <input type="checkbox"/> Provided <input type="checkbox"/> Not Provided |          |
| Stockpile Application Form (if surplus slurry or soil)   | <input type="checkbox"/> Provided <input type="checkbox"/> Not Provided |          |
| PFAS Statement (or exemption from Env. Manager)  | <input type="checkbox"/> Provided <input type="checkbox"/> Not Provided |          |
| Other Permits  | <input type="checkbox"/> Provided <input type="checkbox"/> Not Provided |          |
| Work site plan showing each proposed excavation including <b>location</b> and <b>dimensions</b> (length, width, depth) | <input type="checkbox"/> Provided <input type="checkbox"/> Not Provided |          |

## Part 4 – Before Excavation Checklist

- Will solid fencing be provided around open excavations?  Yes  No
- Were underground services located?  Yes  No
- If Yes, is a diagram attached?*  Yes  No
- Is the excavation depth greater than 1.5 metres?  Yes  No
- If Yes, is benching, battering or shoring being used?*  Yes  No
- If Yes, provide details:*

Comments

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## Part 5 – NTA Special Conditions

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## Part 6 – Acknowledgement of Applicant

- I will comply with the NTA special conditions listed in Part 5 above.
- I agree to repair and rehabilitate the site to its original condition or pay the costs associated with any repair work.
- I agree to comply with all work health and safety requirements as outlined in our SWMS.
- I will return my copy of this Permit for cancellation by the NTA Authorised Person, once work has been safely completed.

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Name of Applicant

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Signature

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Date and Time

## Part 7 – Authorisation to Work

I authorise the works listed above to proceed during the specified dates and times, in accordance with the NTA special conditions noted in Part 5 above.

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Name and Title of NTA Authorised Person

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Phone Number

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Signature

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Date and Time

## Part 8 – Cancellation of Permit

Cancellation Date and Time

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As-built drawings or amendments are:  Not required

Required and will be provided by

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by

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Responsible Person

Date

I confirm that:

- The works described in this Permit have been satisfactorily completed or stopped and made safe.
- The site has been re-filled and re-compacted as required and any irrigation systems and hard/soft landscaping have been restored to the satisfaction of NTA.
- Any outstanding matters have been forwarded on for action.
- This Permit is now cancelled.

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Signature of Person in Charge of Works

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Date

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Signature of NTA Authorised Person

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Date