



## Facsimile/Email Cover Sheet

To	Not Supplied - Mr Ethan Ng		
	ethan-ng@live.com		
Company	Hirst Arncliffe	Date	04/04/2015
From	Dial Before You Dig Officer	Response	Affected
Subject	<b>Dial Before You Dig Enquiry</b>		

This Transmittal is confidential. If you have received this document in error, please contact APA Group immediately.

DBYD Reference: 44780285

Dear Sir/Madam **RE: REQUEST FOR APA GROUP (APA) UNDERGROUND DIAL BEFORE YOU DIG**  
39 Lutana Street Stafford

In response to the above enquiry we wish to confirm that APA **operate underground plant** (mains and/or Services) at or in the vicinity of the above address.

**Please check that the following map represents the area you requested** - if the area is not correct please contact our Dial Before You Dig Officer (contact details at bottom of page). If works are proposed adjacent to any underground plant operated by APA please ensure compliance with the attached "DUTY OF CARE"

Please find enclosed the following information in support of the above.

1. A location map of the **suburb** the service is in and an A4 location map showing the **status** of APA underground plant (mains and/or Services) adjacent to the subject site.
2. DUTY OF CARE statement which forms **an integral part** of any information supplied by APA.

Please note that as work on APA underground plant is ongoing any information supplied on their status can only be considered current for **one month** from the date of issue.

Should you have any questions with **regards to the attached information** please contact our Dial Before You Dig officer (see attached DUTY OF CARE for appropriate phone numbers).

For any excavation works, including vacuum excavations, an "Authority to Work" Permit may need to be required and a Site Watch may need to be scheduled.

A minimum of 5 business days notice is required to process permit applications. Permit applications can be made by:

Post: Permit Applications QLD, PO Box 885 Hamilton Central QLD 4007 or Fax: (07) 3215 6699 or

Email: [permitsqld@apa.com.au](mailto:permitsqld@apa.com.au) or Phone: (07) 3215 6700 though an application will most likely be required

Charges may apply for Site Watch requests. Your sequence number may be requested when making your booking, please have this available when you request either a mains location or site watch.

**For other enquiries please contact your gas retailer.**

**To find out who your retailer is call 1800 657 567.**





**Warning:** if there are high or transmission pressure gas mains present in the vicinity of your area of interest, an APA employee must be in attendance during any excavation within 3 metres of high or transmission pressure mains, and an “Authority to Work” permit must be issued prior to work commencing.

Please contact us for a permit to work request if you believe your work is within this zone, by completing the “Authority to Work” request form attached and sending to APA. 5 days notice is required prior to the commencement of any excavation to assess and allocate resources. Contact phone numbers are shown at the end of the notice of location.

Yours faithfully

Dial Before You Dig Officer  
**APA Group**

**Email:** [dbydenvestraexcept@apa.com.au](mailto:dbydenvestraexcept@apa.com.au)  
**Ph.** 08 8159 1741

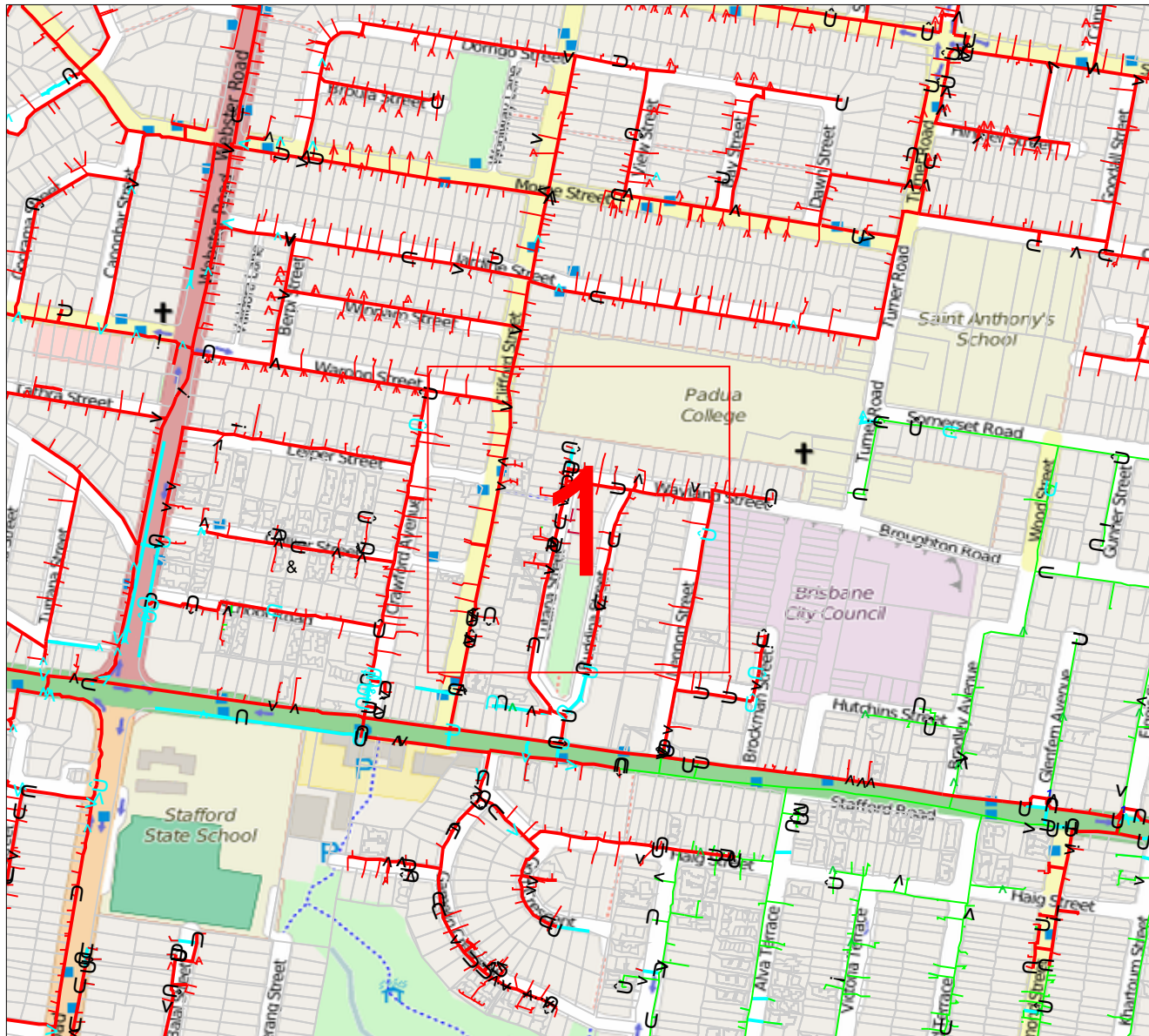


04/04/2015

SCALE: DO NOT SCALE

REF NO: 44780285

As work on APA underground plant is ongoing any drawing with an issue date of more than one month previous can no longer be considered valid. All persons planning civil works on any site are advised to contact APA to confirm location. All underground gas pipelines are the property of APA & are not to be accessed by unauthorised persons. All care is taken with preparation of the drawings & no responsibility is accepted for errors or omissions.



44780285

Papersize: A4 Scale: 1: 6000

0 0.08km



## Data Source

Pipeline Data Copyright APT O&M Services (QLD) Pty Ltd,  
Property Parcels Copyright QLD Government, UBD Imagery -  
Copyright Sensis, DBYD Dig Location provided by DBYD.

APA Group

## Legend

	Transmission Pressure Natural Gas		Sleeve		Sewer Manhole
	High Pressure Natural Gas		Valve		Power Pole
	Medium Pressure Natural Gas		Syphon		Telecom Pit
	Low Pressure Natural Gas		Endcap		Baghole
	LPG Reticulation		Regulator		Reducer
	Domant Main		Pipe Connector		Purge Point
	Proposed Main		Insulated Connection		Warning Sign (Marker)
	Easement		Cathodic Test Point		

--- Line / Polygon Request

This maps is created in colour and shall be printed in colour









## Working Around Gas Assets: Duty of Care and Responsibilities

### It is illegal to interfere or tamper with gas infrastructure.

Offenders who interfere or tamper with gas infrastructure may be prosecuted under relevant legislation and there are very serious penalties for such offences

"Gas infrastructure" or "infrastructure" in this document refers to any infrastructure or property owned or operated by APA Group including, but not limited to natural gas mains, services and regulator/meter stations or regulator pits.

### 1. Planning Your Work

- a. The constructor must:
  - i. Request plans of APA Group infrastructure for a particular location at a reasonable time before construction begins (at least 5 business days);
  - ii. Design for minimal impact and ensure protection of APA Group infrastructure; and
  - iii. Contact APA Group if their infrastructure is in any way affected by planned construction activities.

### 2. Before You Start Work

- a. Please Note: You will be responsible to pay for the repair of **any damage by you to gas assets.**
- b. You must obtain **Dial Before You Dig (DBYD)** documentation before any on-site construction or excavation commences. This document is to be read in conjunction with the Dial Before You Dig plans and other relevant documentation.  
APA Group will provide free site plans if an APA Group infrastructure location request is made to Free call "1100" (Dial Before You Dig).
- c. If DBYD documents indicate you will be working within 3m of a high pressure or transmission gas pipeline, you must complete and submit the **Authority to Work Request** provided with your DBYD documentation **five (5) business days** prior to commencing the work. Requests **under** five (5) business days will incur extra charges.
- d. APA Group shall assess your Authority to Work Request and will inform you if a Site Watch is required. A Site Watch involves the presence of an APA representative at site to advise on locating and working around the asset. Where on-site location advice is provided, the constructor is responsible for all hand digging (potholing) to visually locate and expose APA Group infrastructure. Vacuum excavations may only be used if permission is granted by APA and if it is used on high pressure mains Site Watch will be required. **Site Watch services are charged at an hourly rate.**
- e. The principal contractor for the site must provide APA Group with a written construction methodology for all works impacting or encroaching on APA infrastructure. All construction methodology documents will be reviewed by APA Group prior to the commencement of site works. Construction methodology documents must be submitted as part of an Authority to Work Request (send to [permitsqld@apa.com.au](mailto:permitsqld@apa.com.au)).
- f. Site Plans
  - i. Plans and/or details provided by APA Group through DBYD or otherwise are current for one (1) month from the date of dispatch and should be disposed of by shredding or any other secure disposal method after use.
  - ii. APA Group retains copyright in all plans and details provided in connection with any request.
  - iii. APA Group plans or other details are provided for the use of the applicant, its servants, employees, contractors and agents, and must not be used for any unauthorised purpose.
  - iv. APA Group plans are pipe indication diagrams only and indicate the presence of plant in the general vicinity of the geographical area shown. Exact ground cover and alignments cannot be given with any certainty as such levels can change over time.
  - v. APA Group, its servants, employees, or agents shall not be liable for any loss or damage caused or occasioned by the use of plans and/or details so supplied to the applicant/constructor, its servants, employees, contractors and/or agents, and the applicant/constructor agrees to indemnify APA Group against any claim or demand for any such loss or damage.
  - vi. The constructor is responsible for all infrastructure damage occasioned to APA Group infrastructure.
  - vii. APA Group reserves all rights to recover compensation for loss or damage caused by interference or damage, including consequential loss and damages to its property and gas infrastructure.
  - viii. All care is taken in the preparation of location drawings and plans, but NO responsibility is accepted by APA Group for errors or omissions.





## 3. Working in the Vicinity of a Gas Pipeline

### a. **Excavation** near Gas Mains and Services

**Please note: Unless otherwise approved, mechanical excavation is not permitted above, or within 600mm of either side of, APA Group infrastructure.**

i. **Location of Gas Mains and Services:** Examining the DBYD documentation and other plans is not sufficient as reference points may change from the time of installation and recording on documentation. For all work to be done within 3.0 metres of APA Group infrastructure, the constructor is required to hand dig (pothole) and expose the plant, hence proving its exact location before work can commence. Vacuum excavation can cause failure of some types of gas mains and therefore APA Group must be contacted prior to any vacuum excavation. Please note that new APA Group gas mains generally have a plastic warning tape or lightweight plastic board buried above the pipe but this is not the case for older mains or when pipe is laid by means of boring or located in conduit.

ii. **Installation of Utilities Parallel to Gas Mains and Services:** If construction work is being undertaken parallel to APA Group gas mains, then hand digging (potholing) at least every 4 m is required to establish the location of all gas mains. Nominal locations must be confirmed before work can commence. A minimum clearance of 600mm must be maintained from gas mains unless otherwise approved by APA. If an excavation exceeds the depth of the gas mains and it is likely that the covers or bedding material around the pipes will move, approval must be sought from APA Group's Capital Works team.

iii. **Installation of Utilities Across Gas Mains and Services:** A minimum clearance of 300mm above and below and APA Group gas mains must be maintained unless otherwise approved by APA. If the width or depth of the excavation is such that the gas mains will be exposed or unsupported, then APA Group must be contacted to determine whether the gas mains should be taken out of service, or whether they need to be protected or supported. Protective cover strips when removed must be replaced under APA Group supervision.

iv. **Exposed Gas mains and Services:** Exposure of APA infrastructure shall be limited to potholing for location purposes. Any other exposure of pipe is not permitted unless expressly approved by APA Group. Exposed gas pipes must be protected by the constructor against the effects of heat by shielding or covering with a suitable material. Heating of exposed plastic pipes is dangerous.

v. **Heavy machinery Operation over Gas Mains and Services:** Where heavy "Crawler" or "Vibration" type machinery is operated over the top of gas mains, a minimum cover of 750mm to the gas mains must be maintained using load bearing protection whilst the machinery is in operation.

vi. **Directional Drilling Near Gas Mains and Services:** When drilling parallel to gas mains, trial holes must be carefully hand dug at least every 4m to prove the actual location of the conduits/pipes before using drilling machinery. Where it is required to drill across the line of gas mains, the actual location of the gas mains must first be proven by the constructor by hand digging. A trench must be excavated one metre from the side of the gas mains where the auger will approach to ensure a minimum clearance of 600mm for gas mains can be maintained unless otherwise approved by APA.

vii. **Explosives:** Clearances must be obtained from APA Group's Networks Engineering Manager for use of explosives in the vicinity of gas mains. Please contact the APA Group.

b. **Damage Reporting:** All damage to conduits and pipes and any other gas infrastructure and property must be reported to APA Group no matter how insignificant the damage appears to be. Even very minor damage to protective coverings can lead to eventual failure through corrosion. All work in the vicinity of damaged infrastructure should cease and the area should be vacated until a clearance to continue work has been obtained from an APA Group officer. Please contact the Emergency number below to report damage.

c. **Solutions and Assistance:** If it is determined that APA Group infrastructure is likely to be impacted or encroached upon by planned construction, APA Group must be contacted to arrange for possible engineering solutions. If APA Group relocation or protection works are part of the agreed solution, then payment to APA Group for the cost of this work will be the responsibility of the principal contractor. APA Group will provide an estimated quotation for work on receipt of the order number before work will proceed.

d. **Reinstatement:** APA assets affected by third party works as highlighted above are to be reinstated as per APA requirements, potentially including but not limited to; warning tape/marker board, soft bedding/backfill materials, trench dimensions, depth of cover, trace wire for PE mains, compaction requirements, concrete protection, and surface re-instatement.

## 4. Contacting APA

<b>GAS EMERGENCIES 24 HRS</b> <b>1800 GAS LEAK</b> <b>(1800 427 532)</b>	<b>GAS PLANT RELOCATIONS</b> <b>APA CAPITAL WORKS</b> <b>PH: 07 3215 6709</b> <b>FAX: 07 3215 6699</b> <a href="mailto:capitalworksqldnetworks@apa.com.au">capitalworksqldnetworks@apa.com.au</a>	<b>APA GROUP GAS ASSET LOCATIONS</b> <b>TEAM (PERMITS OFFICE)</b> <b>PH: 07 3215 6700</b> <b>FAX: 07 3215 6699</b> <a href="mailto:permitsqld@apa.com.au">permitsqld@apa.com.au</a>	<b>APA DIAL BEFORE YOU DIG</b> <b>FREE CALL 1100 OR</b> <b>PH.: 08 8159 1741</b> <a href="mailto:dbydenvestraexcept@apa.com.au">dbydenvestraexcept@apa.com.au</a> <a href="mailto:dbydallgasexcept@apa.com.au">dbydallgasexcept@apa.com.au</a>
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## HIGH PRESSURE GAS DISTRIBUTION MAINS “AUTHORITY TO WORK” REQUEST

**N.B. THIS IS NOT A PERMIT TO WORK**

SITE ADDRESS: .....

SUBURB: ..... UBD MAP REF:.....

DBYD Enquiry number:..... Date of DBYD Enquiry.....

(Note: Only valid enquiries will be accepted and the currency of DBYD requests will affect your permit period. APA Group's DBYD requests are valid for one month only. Enquiries may need to be renewed and a new application may be required)

COMMENTS:.....

BROAD DESCRIPTION OF WORK (please provide any approvals from APA Group related to these works)

### WORK TO BE CARRIED OUT:

- Class 1. Location  
Works crossing a high pressure gas mains ☐
- Class 2. Location  
Works within 3 metres of a high pressure gas mains ☐
- Class 3. Location  
Works involving large excavations that would cause ground movement, vibrations or blasting beyond 3m of a high pressure gas mains ☐
- Class 4. Location  
Works within 1m of gas service or connection to industrial gas meter ☐

### DETAILS OF WORK INVOLVED (Tick Applicable)

- |                                   |                          |                           |                          |
|-----------------------------------|--------------------------|---------------------------|--------------------------|
| Excavation                        | <input type="checkbox"/> | Change to surface level   | <input type="checkbox"/> |
| Service crossing (Gas CONNECTION) | <input type="checkbox"/> | Boring                    | <input type="checkbox"/> |
| Proving (Dial Before You Dig)     | <input type="checkbox"/> | Blasting                  | <input type="checkbox"/> |
| Earthworks                        | <input type="checkbox"/> | Road Construction/Change? | <input type="checkbox"/> |
| Vacuum Excavation                 | <input type="checkbox"/> | Other (give details)      | <input type="checkbox"/> |

Relevant drawings, Block Plans etc, attached Yes ☐ No ☐

### PROPOSED DATES AND TIMES

From:

To:

Excavation ..... / ..... / 20... ..... am/pm ..... / ..... / 20... ..... am/pm

Backfill ..... / ..... / 20... ..... am/pm ..... / ..... / 20... ..... am/pm

Insurance Cover – Current Level None ☐ \$5M ☐ \$10M ☐ \$20M ☐ Other ☐ \_





## NOTES

1. This Authority to Work applies only to work in the vicinity of the Gas Mains. It does not authorise work near or on the Gas Mains itself.
2. A minimum of 5 business days must be allowed between receipt by APA Group of this Request and a response. However, more time for notification may be necessary.
3. For Class 1 and Class 2 classifications, this application must be accompanied by a detailed sequence of events, outlining all aspects of work involved and work is not permitted until an Authority to Work is issued.
4. For class 1 and 2 Dial Before You Dig, APA Group will arrange for an inspector to be on site as necessary during the work. An inspector must be present at all times for works involving excavation within 1m of the Gas Mains. APA Group will advise the requirement for an inspector for other works within 3m of the Gas Mains.
5. The applicant is responsible for any damage resulting from the work and all consequential damages and losses arising from such damage and therefore must insure against every liability of the contractor in respect of or arising out of any loss of life, loss of or damage to property of person (both real and personal), arising out of or in any way connected to this permit.

Such insurance must be arranged for an indemnity of not less than \$20 Million unless otherwise agreed.

Permit Requested By:(print name).....Signature: .....Date .... / .... / .....

Company:..... Postal Address:.....

Phone No:..... Fax number..... Email.....

Requestors Job Number..... Site Contact Details: Name.....

Site Contact Number.....

Principal Contractors Details(if required).....

Principal Contractors Contact details:.....

**Please be advised;**  
Under the Work Health and Safety Act 2011, each work place has an obligation to comply to Workplace Health and Safety Regulations and Codes of Practice.

APA Group brings to your attention Work Health and Safety Regulations 2011, Chapter 4: Hazardous Work. Failure to comply to the above regulation may result in APA Group reporting the non-compliance to Workplace Health and Safety.

### Office use only

Received: Date ... / ... / ...

Site Watch required? **Yes/No** (please circle)

Pipeline Officer:

(print name).....Signature: .....Date: ... / ... / .....

Further information can be requested via:

Post: **Permit Applications QLD**

PO Box 885 Hamilton Central QLD 4007

Fax: (07) 3215 6699

Phone: (07) 3215 6700 though an application will most likely be required

Email: [permitsqld@apa.com.au](mailto:permitsqld@apa.com.au)