

# CONTRACTOR APPLICATION GUIDE TO REQUESTING AN EXCAVATION PERMIT

## ADDITIONAL PERMITS, CONDITIONS AND APPROVALS

Additional permits, conditions and approvals related to an Excavation Permit Request are:

- Melbourne Airport Permit to Commence Work (PERCOW)
- CAD Drawings
- Dial before you dig
- Traffic Management Plan
- Penetration Permit
- Electrical Cabling Permit
- Low Voltage Isolation Permit
- High Voltage Permits

## PENETRATION PERMITS

Penetration works **within any of the Terminals** and Buildings require the applicant to return to Local Permits and apply via 'Restricted Area Access'

## PREPARING FOR YOUR SUBMISSION

Prior to submitting your application for an Excavation Permit, please ensure that you have:

- an agreement in place to occupy the site, and
- a PERCOW authorising the works.

Please talk with your Melbourne Airport Business Partner about these requirements to prepare for your application.

Please note the following constraints for planning your work and application:

- No open trenches shall be left unattended; and
- Excavation within 1.0m of High Voltage and / or Aeronautical Ground Lighting infrastructure must utilise Non-Destructive Digging, with a Melbourne Airport staff member present; and
- All works within 1.0m of the Underground Tunnel requires a Penetration Permit.

## WHAT TO INCLUDE IN YOUR SUBMISSION

Please include a copy of the following in your submission:

- PERCOW
- Insurances
- Independent underground survey (Landside deeper than 300mm & Airside deeper than 150mm)
- CAD Drawings
- Approved Traffic Management Plan
- All engineering drawings showing the alignment of the works and indicating the extent of excavation for the works
- A schedule of excavation works
- A specification for the works
- A request for a Melbourne Airport representative to attend any of excavation adjacent to High Voltage and Aeronautical Ground Lighting infrastructure

## DECISION ON THE SUBMISSION

Melbourne Airport will; upon receiving your application, decide on the application based on the impact to the Safety of the Airport's Staff and Patrons, and to the continuation of Airport Operations. Allow a minimum of 5 business days for an appointment to obtain a permit.

## CONTACT US

To apply for a permit or for any queries please call or email quoting your Application Reference Number:

- Landside (Outside of security restricted area), contact Electrical Supply Team - +61 3 9297 1719, [ExcavationPermit@melair.com.au](mailto:ExcavationPermit@melair.com.au)
- Airside (Within security restricted area), contact Airfield Lighting Leader - +61 3 9297 1884, [airsidepermits@melair.com.au](mailto:airsidepermits@melair.com.au)
- Penetrations within the Terminals, contact Access Coordinator - +61 3 9297 1622

## SCOPE

**No excavations are to be undertaken on Melbourne Airport property until an Excavation Permit has been obtained.**

**At Melbourne Airport, there are extensive underground engineering services such as:**

- high voltage electrical mains
- low voltage electrical mains
- aeronautical ground lighting mains
- gas mains
- aviation fuel mains
- telecommunications cables
- water mains
- sewerage mains
- stormwater drainage.

**Unless the area where an excavation is proposed is properly checked for underground services structures, any excavation has the potential to cause damage to those services and to you.**

## DO I NEED TO APPLY...

**Any mechanical excavation or penetration Airside and greater than 100mm Landside requires an Excavation Permit.**

**Excavation includes but is not limited to:**

- Boring
- Cutting
- Digging
- Drilling
- Piling
- Post holing
- Slotting
- Trenching