

Technical bulletin from the Chief Engineer

PROCESS FOR ACCEPTANCE OF SEALING

15 May 2020 – 15 September 2020

Queenstown Lakes District Council is proposing to provide developers and contractors with wider flexibility to permit sealing projects (that meet special criteria) between 15 May 2020 and 15 September 2020.

This process relates to the following practice notes and standards:

- > Engineering New Zealand Practice Note 1 – Guidelines on Producer Statements
- > Engineering Practice Note 2 – Peer Review
- > Engineering New Zealand and ACENZ 'Guidance on use of Producer Statements'
- > QLDC Subdivision and Land Development Code of Practice
- > NZS 3910:2013 - Conditions of contract for building and civil engineering construction

The global COVID-19 pandemic has turned the world upside down. There have and will continue to be restrictions on the way we work causing many construction / sealing projects to halt. When Central Government lifts the restrictions, many of these projects could be under immense pressure (or possibly unable) to complete work before the usual 15 May cut off.

This is intended to help ease the transition out of Alert Level 3 to enable continued project delivery for small to medium scale and low risk projects, such as footpaths, access ways, saw-cuts for services and small areas within the carriage way. This would be subject to the QLDC Chief Engineer's discretion and only allowed if conditions permit and the work is completed in such a way that limits and mitigates QLDC's and the community's risk exposure.

WHAT'S BEING PROPOSED?

QLDC may allow sealing during the 15 May – 15 September 2020 no sealing season subject to special request and approval from the Property and Infrastructure and Planning and Development Teams and at the discretion of the Chief Engineer. Acknowledging that proformas will need to be adjusted to remove reference to the building code where the terminology of Producer Statements (PS1, PS2, PS3, PS4) are used in accordance with Engineering New Zealand Practice Note 1– Guidelines on Producer Statements – The following table outlines the stages and sequencing of producer statement and specific requirements as an add-on to the continuing current subdivision/consent process.

This is a QLDC special notice for Sealing Season 2020 utilising *Engineering New Zealand Practice Note 1, 2 – Guidelines on Producer Statements and peer review and related guidelines*, as a basis to work from for documentation and process.

Item	Winter Sealing Season Process Add-On	Continuing current Subdivision/Consent Process requirements
1	<p>A Producer Statement 1 – Design (PS1) for pavement design is submitted for QLDC acceptance, by the developer/contractor at their cost detailing:</p> <ol style="list-style-type: none"> 1. The pavement design and surfacing design detailing the temperature/weather conditions they must have, specific to time periods of proposed sealing, as a minimum for the work to occur (and all other methodologies described in Appendix 1 – Guidance for sealing in cold temperatures), and 2. Nomination of a Producer Statement 2 - Design Review (PS2, or Peer Review) from a Chartered Professional Engineer experienced in Pavement construction. 3. Nominating the Engineer who will supervise the construction and sign a Producer Statement 4 – Construction Review (PS4) (This must be a Chartered Professional Engineer experienced in Pavement construction). 4. QLDC to accept the nomination of aforementioned Engineers. 	CoP Schedule 1A, Normal QLDC RME process of EA, and review approvals apply as per normal subdivision consent process.
2	<p>Provision of a PS2 from the aforementioned Chartered Professional Engineer experienced in Pavement construction outlined in point (1.2) above is procured at the developer/contractors cost and submitted for QLDC acceptance.</p> <p>The PS2 shall document suitability of both the pavement design and proposed construction methodology with specific comment to weather conditions required for successful sealing. This links to point (6) below (PS4 and Schedule 1C).</p>	
3	<p>The work is undertaken under the supervision of the nominated Engineer outlined in point (1.3) above confirming that the weather conditions were suitable and certifying:</p> <ol style="list-style-type: none"> 1. The work was done correctly as per design 2. As per QLDC Subdivision and Land Development Code of Practice and 3. As per any other QLDC accepted requirements <p>This shall be at the developer/contractor's cost.</p>	Normal QLDC RME process of supervising construction (QLDC Subdivision Inspector) , as per normal subdivision consent process to ensure conditions and construction are as per accepted design and parameters.
4	<p>A special bond or retention amount is to be arranged for a seal/temperature specific instrument against the developer/contractor on top of the regular bonding/retentions already required for subdivisions or for P&I CAPEX/OPEX projects using NZS3910:2013.</p> <p>See Bonding Note with duration and multiplier methodology, and with standard form for bonds.</p>	Normal bonding as per normal subdivision consent process applies.
5	<p>Provision of a Producer Statement 3 – Construction (PS3) using NZS 3910:2013 6th Schedule to be prepared submitted and accepted by QLDC.</p> <p>This shall be at the developer/contractor's cost.</p>	CoP Schedule 1B, as per normal subdivision consent process.
6	<p>Provision of a PS4 submitted and accepted by QLDC (RME/P&I) from the aforementioned QLDC approved Engineer referred to in point 1.3. above.</p>	Provision of a Schedule 1C following QLDC inspection of completed works.

These conditions will:

- > provide appropriate controls and ensure work is done in accordance with accepted designs, best practices and designs standards
- > allow for appropriate bonding that reflects the level of risk (equating both amount and term/ duration),
- > ensure the work is supervised by qualified experts, and insured with third party liability and professional indemnity insurances.

QLDC is committed to working together with developers and contractors to mitigate the adverse effects on programmes (weather dependent) when the lockdown restrictions are lifted by the Central Government.

FURTHER TECHNICAL INFORMATION AND HOW TO APPLY

Applications must be submitted through Property & Infrastructure Work Request

[Click here for an application form.](#)

Please name the request as “Sealing Season 2020 Special Permission request: _____ project name and works description”.

You'll find further technical guidance below:

- > Appendix 1 - Guidance for sealing in cold temperatures
- > Appendix 2 - Bond information sheet
- > Appendix 3 - Bond application form

ANY QUESTIONS: Please get in touch with Brandon Ducharme, Senior Infrastructure Development Engineer Brandon.Ducharme@qldc.govt.nz or call **03 441 0499**.

DISCLAIMER: Please note all costs associated with this assessment will be the responsibility of the applicant and set in accordance with section 83 of the Local Government Act 2002. This includes all direct and indirect costs from; processing, design services, infrastructure assessments, legal fees etc. Work requests taking under 1 hour to complete will not be charged.