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| **Permit to Dig Guidance** |
| The University of Reading operates a Permit to dig system to protect staff, underground services, business continuity and the enviroment |
| If you are planning any works that require ground penertration on any University of Reading site then advice should be sought from the University project manager. Those works which involve ground penertation or excavation in excess of 150mm will require a permit to dig |
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| **Applying for a permit**  **Any ground penetration or excavation that exceeds 150mm will require a** [**permit to dig**](http://www.reading.ac.uk/buildingmaintenance/OurPoliciesandProcedures/bmaint-policies-and-procedures.aspx)  Applications for a “Permit to dig” can be via the form at the end of this guidance note which must be sent to [Estates@reading.ac.uk](mailto:Estates%20(was%20FM-Help)%20%3cvks02adf@reading.ac.uk%3e)  See the Maintenance web page for other [Policy’s, Procedures, Guidance and Specifications](http://www.reading.ac.uk/buildingmaintenance/OurPoliciesandProcedures/bmaint-policies-and-procedures.aspx)  Applications can be made by: Project Managers , Contractors undertaking works on behalf of the University of Reading and Event organisers |
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| **Notification requirment**  Except in the case of emergency works there is a minimum of five working days required to process the permit. More notice is required on complex or sensitve works. |
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| **Documents required with submission of Permit to Dig application must include**   * Permit to dig application form including a description of proposed works * Site location marked on a plan or photograph * Method Statement including size and depth of excavation and how the works will be carried out. Should the excavation be within soft landscaping include how you will minimise damage e.g. using ground protection and how the area will be reinstated ([see Estates Soft Landscaping Specification & Design Guidance](http://www.reading.ac.uk/web/files/Grounds/Landscaping_Specification_MASTER_17_08lab.pdf)) * Where applicable, method for removing excess water from excavations to avoid contamination of areas such as Whiteknights lake and the River Thames at Greenlands * A Risk Assessment for the proposed works * Wren number and Maintenance/Project Managers contact details   **All documentation is sent to the link of the Permit to Dig application form** |
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| **Applications will be acknowledged/confirmed on receipt** |
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| **Permit collection**  The nominated person will be notified the permit is ready for collection from Maintenance Services Office in Building W050, Estates  Signing of the permit on collection will be acceptance of all restrictions and instructions |
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| **All site restrictions indicated on the permit must be followed.**  **A copy of the permit must be kept on site at the location of the works being undertaken at all times during works relating to the permit.** |
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| **Permit extentsions**  Valid reason for extension can be granted within a resonable time frame of the exsisting permit, these must be made in writing quoting the permit number |
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| **Cost of permit application**  **There is a charge against the submitted Wren on application, to cover the collating of information, CAT scan, drawing/record search and approval from Grounds Department.**  **Further charges will occur where an “Approved Person is required to be on site during the duration of any any excavations” relating to High Voltage cable proximitiy.** |
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| **Permit closure**  **All permits must be closed on completion, signed and returned to the Maintenance Services Office in Building W050, Estates** |
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| **Please contact the Maintenance Service office via** [Estates@reading.ac.uk](mailto:Estates%20(was%20FM-Help)%20%3cvks02adf@reading.ac.uk%3e) **or 0118 378 7000 for further advise if required** |

***VERSION 2.0 MAY 2019***

**PERMIT TO DIG APPLICATION FORM**

**Applicant** Click here to enter text.

**Email** Click here to enter text.

**Site** Choose an item.

\***Other** Click here to enter text.

**Building** Click here to enter text.

**Work Description** Click here to enter text.

**Site Contact** Click here to enter text.

**Contacts Tel No** Click here to enter text.

**Wren No** Click here to enter text.

**Project Manager** Click here to enter text.

**Preferred start date** Click here to enter a date.

**Expected completion date** Click here to enter a date.

**Site rules** [Site Rules](http://www.reading.ac.uk/nmsruntime/saveasdialog.aspx?lID=135291&sID=143475)

I have viewed and accept the Site Rules Choose an item.

**Other supporting information required**

* Site plan  Attached
* Risk Assessment  Attached
* Method Statement  Attached

**Send a copy of this form and attachments to** [**Estates@reading.ac.uk**](mailto:Estates%20(was%20FM-Help)%20%3cvks02adf@reading.ac.uk%3e)