

CLOSE APPROACH APPLICATION GUIDE



WORKING NEAR
OVERHEAD LINES



EXCAVATING NEAR UNDERGROUND
CABLES AND POWER POLES

11 April 2025

Introduction

This guide explains to how to fill out a close approach application form for working near Aurora Energy's network.

The guide refers to the two close approach forms:

- Working near overhead lines
- Excavating near underground cables and power lines.

It should be read alongside our Close Approach Guide, available on our website [auroraenergy.co.nz/closeapproach](https://www.auroraenergy.co.nz/closeapproach)

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WORKING NEAR OVERHEAD LINES

Pages coloured purple relate to the working near overhead lines application form and consent

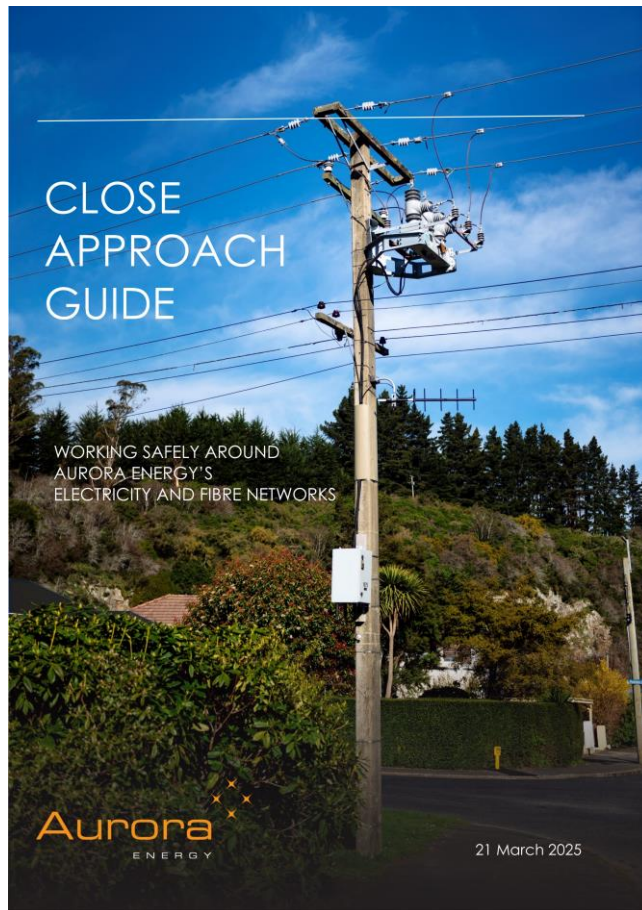


EXCAVATING NEAR UNDERGROUND CABLES AND POWER POLES

Pages coloured dark blue relate to the excavating near underground cables and power poles application form and consent

Before you start

Make sure to read and understand the Close Approach Guide available on our website before you apply for a close approach consent



The Close Approach Guide provides practical guidance for persons conducting a business or undertaking (PCBUs) and workers when working near the Aurora Energy network.

The Guide contains important safety information and covers:

- the close approach application process
- managing electrical hazards
- your responsibilities when working near our network.

A close approach consent issued by Aurora Energy must be read in conjunction with the Close Approach Guide.

Visit our website [auroraenergy.co.nz/closeapproach](https://www.auroraenergy.co.nz/closeapproach) to download the Close Approach Guide and application forms and for more information.

WORKING NEAR OVERHEAD LINES

Aurora
ENERGY



The form explained

WORKING NEAR OVERHEAD LINES



The WORKING NEAR OVERHEAD LINES form is in three parts:

1. Application form

You complete and submit this part

CLOSE APPROACH APPLICATION
WORKING NEAR OVERHEAD LINES

Aurora ENERGY

If you are planning to work closer than 4 metres to Aurora Energy overhead lines or associated equipment, you must apply for a close approach consent.
It will be issued as a close approach consent before starting work.
Use this form if planning to work near any overhead lines, power poles or other overhead equipment; or to work or carry loads above overhead lines.
Fill out the application form by TYPING your answers. Handwritten applications will not be accepted.

Please forward details no later than **4 working days** before work is due to commence.
Please ensure that **all fields** in the application are completed.
For information on working safely near power lines and cables, please visit our website auroraenergy.co.nz/safety.

Applicant Details

Company: _____
Postal address: _____
Email address: _____ Phone no: _____
Site Supervisor Details *
Site Supervisor: _____ Mobile no: _____

Description of Works

Worksite location: _____
Work from date: _____ Work to date: _____
Hours of work (daily): _____
Pole no/s (if applicable): _____

Safety Measures

Any person working or operating machinery within 4 metres of overhead lines or equipment? ☐ -Select-
Any person working or operating machinery above overhead lines or equipment? ☐ -Select-
Are there any red or orange tags attached to adjacent Aurora Energy poles? ☐ -Select-
If yes, please specify pole no/s, with red or orange tags: _____

Describe works. Provide as much information as you can and attach photographs and a sketch map with distances and property boundaries. Include pole numbers (if applicable) and other asset numbers and your site hazard assessment.

Site Supervisor Declaration *

☐ As Site Supervisor, by checking this box and entering my name and the date below I agree to the terms and conditions as set out in the Close Approach Guide and the close approach consent and to adhere to the safety measures specified in the issued consent.

Name: _____ Date: _____

NOTES

A. Name of person in charge of site work and is responsible for compliance with conditions of the consent. The Site Supervisor must be on site when any person or machinery is within 4 metres of overhead powerlines or descending within 4 metres of an underground cable or 5 metres of a pole.
B. Indicate the specific location of the work, with reference to property addresses, RAPID numbers, Aurora Energy pole numbers, or similar. Clearly indicate which side(s) of the road the work is being done (to identify whether the adjacent assets are Aurora Energy's or belong to another asset owner).
C. Work duration maximum 30 calendar days. A new consent will be required for each subsequent 30-day period.
D. No close approach is allowed for poles with a red tag attached. If an adjacent pole has a red or orange coloured tag attached, Aurora Energy will need to conduct a site inspection before approving a consent. This may increase the time needed to complete the approval process.

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2. Consent

We complete this part and issue it to you as a consent

CLOSE APPROACH CONSENT
WORKING NEAR OVERHEAD LINES

Aurora ENERGY

IN AN EMERGENCY - DO NOT MOVE PERSON OR MACHINERY
CALL 111 IMMEDIATELY THEN AURORA ENERGY CONTROL CENTRE 0800 23 00 99
Expect overhead lines to be found at any height. Only approach once you have confirmed they are safe to pass.

CLOSE APPROACH CONSENT REFERENCE CAC-

Authorised Aurora Energy signature: _____
Close approach dates: From _____ To _____ Site Supervisor Company Mobile number: _____
Location: _____

TO WORK NEAR OVERHEAD EQUIPMENT

Voltage: _____ AURORA ENERGY USE: _____ AURORA ENERGY USE: _____
Reduced Minimum Safe Distance from overhead lines: _____
Safety Measures (refer to listed section in Close Approach Guide for explanation):
Mandatory:
• Reduced Minimum Safe Distances specified above [refer Guide 13.1]
• Obtain technical guidance during work activity [refer Guide 13.5]
• Warning notice on mobile plant [refer Guide 13.10]
• Safety observer [refer Guide 13.2]
• Safe operation of mechanical hedge cutter (if using) [refer Guide 13.11]
Mandatory based on specified voltage:
Recommended:
• Physical barriers [refer Guide 13.4]
• Site signage [refer Guide 13.8]
• Overhead warning markers [refer Guide 13.9]
• Same team erecting and dismantling scaffolding (if using) [refer Guide 13.14]
Optional:
• Line covers on Aurora Energy overhead lines [refer Guide 13.12]
• Netting [refer Guide 13.13]
Comments / additional safety measures: _____

TO WORK ABOVE OVERHEAD LINES

Voltage: _____ AURORA ENERGY USE: _____ AURORA ENERGY USE: _____
Reduced Minimum Safe Distance from overhead lines: _____
Safety Measures (refer to listed section in Close Approach Guide for explanation):
Mandatory:
• Site assessment of electrical hazards (working above overhead lines) [refer Guide section 13.15]
• Safety observer (working above overhead lines) [refer Guide section 13.15]
Mandatory based on specified voltage:
Optional:
Comments / additional safety measures: _____

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3. Terms and conditions

You need to read and adhere to the terms and conditions

CLOSE APPROACH CONSENT
WORKING NEAR OVERHEAD LINES

Aurora ENERGY

CANCELLATION/PAYOFF OF CONSENT

Consent issued: _____
Consent resumed: _____
Consent cancelled: _____

TERMS AND CONDITIONS

Important! The consent is only valid when issued by Aurora Energy with a close approach consent reference number and authorised Aurora Energy digital signature. This consent must be read in conjunction with these Terms and Conditions and the Aurora Energy Close Approach Guide.

1. This consent is only valid when issued by Aurora Energy with a close approach consent reference number and authorised with an Aurora Energy digital signature.
2. This consent is non-transferable and is only valid for the activity(ies) and duration specified in the issued consent.
3. This close approach consent "the consent" must be read in conjunction with the Aurora Energy Close Approach Guide "Close Approach Guide" available on Aurora Energy's website.
4. The PCB/s supervisor "consent holder" accepts liability for any damage to Aurora Energy network equipment and will be liable to pay damages to Aurora Energy for all costs associated with the repair of Aurora Energy and any third-party equipment or assets damaged as a result of any work associated with the Close Approach request, for losses caused by your negligent acts or those of your contractors and/or their sub-contractor.
5. The site supervisor must be on site when any person, machinery, equipment or material is within 4 metres of overhead powerlines, excavating within 4 metres of an underground cable or excavating within 5 metres of a pole.
6. The maximum duration of a close approach consent is 30 calendar days. A new consent will be required once the consent is expired.
7. The site supervisor must:
7.1. Have read and understood the Aurora Energy Close Approach Guide and be authorised by their employer as being competent to hold the consent.
7.2. Ensure direct supervision of all times when a person, machinery or material being handled are within 4 metres of an above ground asset or underground cable and there is a risk the Minimum Safe Distances specified in this consent could be breached.
7.3. Ensure direct supervision when excavation is being conducted within 5 metres of a power pole.
7.4. Remain contactable while work is progressing.
7.5. Keep a copy of the consent on site while work is undertaken and present on it request to Aurora Energy or one of its approved contractors. The copy of the consent may be in paper or digital form.
7.6. Ensure work complies at all times with the conditions of the consent including Minimum Safe Distances and safety measures.
7.7. Ensure everyone in the workgroup is aware of the electrical hazards.
7.8. Comply with instructions from Aurora Energy and/or its approved contractor where they are present as a condition of the consent to cease unsafe work practices.
7.9. On request and without prior notice, enable Aurora Energy to verify that the safety measures specified in a close approach consent are being followed on site.
8. A safety observer must be appointed to ensure all workers strictly adhere to Minimum Safe Distances specified in this consent. The safety observer must fulfil the requirements specified in the Close Approach Guide.
9. An electrical stand over, being a competent electrical worker from an Aurora Energy approved contractor, may be specified as a condition of the consent to protect strategic Aurora Energy network equipment from potential damage by third party activities and to ensure proper cable reinforcement following excavation. Electrical stand over does not manage safety of the worksite. However, electrical stand over will notify you if they observe unsafe work practices related to the activities they are overseeing within their area of expertise.
10. Mechanical excavation is not permitted within 0.6 metres of an underground cable. Only hand digging or hydro vacuuming may be conducted within 0.6 metres of an underground cable and only if approved by Aurora Energy in a consent.
11. When working to Minimum Safe Distances or Reduced Minimum Safe Distances:
11.1. No person may work within the Minimum Safe Distance of 4 metres without a consent.
11.2. Persons may work to Reduced Minimum Safe Distances with Aurora Energy consent only if reduced minimum safe distance are specified on the consent and all safety measures on the consent are adhered to.
12. Work can be halted by Aurora Energy at any time.
13. If the work cannot proceed safely, then it must stop immediately.
14. The consent is issued to the PCB/s and site supervisor specified on the consent and is non-transferable.

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Filling out the application form

WORKING NEAR
OVERHEAD LINES



1

IMPORTANT: Please fill out the form by typing your answers for clarity.
Handwritten applications will not be accepted.

Enter the name of the company applying for the consent

Enter the postal address of the company applying for the consent

Enter the email address of the person applying for the consent

Enter the name of the Site Supervisor, the person who is in charge of the work site and will be onsite at all times

Enter the location of the worksite (road address, location on site)

Enter the start and end dates for the work requiring a consent will start. Consents will be issued for a maximum duration of 30 calendar days from the start date. A new consent application is required each subsequent 30-day period.

Enter the hours of work per day at the site

Enter the phone or mobile number of person applying for the consent

Enter the mobile number of the Site Supervisor

Applicant Details			
Company	ABC Contracting		
Postal address	123 Nowhere Street, Dunedin		
Email address	ABC@email.com	Phone no	222 222 222
Site Supervisor Details ^A			
Site Supervisor	John Doe	Mobile no	333 333 333
Description of Works			
Worksite location ^B	678 Someplace Street, Dunedin		
Work from date ^C	07/04/2025	Work to date ^C	08/04/2025
Hours of work (daily)	0800-1600		

Filling out the application form

WORKING NEAR
OVERHEAD LINES



2

IMPORTANT: Please fill out the form by typing your answers for clarity.
Handwritten applications will not be accepted.

Select **Yes** or **No**

Select **Yes** or **No**

Select **Yes** or **No**

Enter the pole number/s on any Aurora Energy poles on or near the worksite

If there are any red or orange tags attached to adjacent Aurora Energy poles, then list their pole numbers

Provide a clear description of the planned work with as much information as you can:

- Indicate the specific location of the work, with reference to property addresses, RAPID numbers, Aurora Energy pole numbers, or similar.
- Indicate the side/s of the road where the work is being done (to identify whether the adjacent assets are Aurora Energy's or owned by someone else)
- Attach photographs and a sketch map with distances and property boundaries and your site hazard assessment when you submit the application

Check this box to confirm the Site Supervisor has agreed to the Declaration

Enter the name of the Site Supervisor confirming the Declaration

Pole no/s (if applicable)	987654, 987655		
• Any person working or operating machinery within 4 metres of overhead lines or equipment?		Yes	
• Any person working or operating machinery above overhead lines or equipment?		No	
• Are there any red or orange tags attached to adjacent Aurora Energy poles? ^D		No	
If yes, please specify pole no/s. with red or orange tags	N/A		
Describe works. Provide as much information as you can and attach photographs and a sketch map with distances and property boundaries. ^C Include pole numbers (if applicable) and other asset numbers and your site hazard assessment.			
Demolishing building and removing foundations			
Site Supervisor Declaration ^A			
<input checked="" type="checkbox"/>	As Site Supervisor, by checking this box and entering my name and the date below I agree to the terms and conditions as set out in the Close Approach Guide and the close approach consent and to adhere to the safety measures specified in the issued consent.		
Name	John Doe	Date	10/03/2025

Enter the date of the Site Supervisor declaration

Filling out the application form

WORKING NEAR
OVERHEAD LINES



3

Before you submit your close approach application, please check:

1. You have completed all fields
2. You have read and understand the Close Approach Guide
3. The Site Supervisor has completed the Declaration agreeing to all conditions by checking the box and entering their name and the date

4

Submit the form with required attachment/s

EITHER email an electronic version of the form with your attachment/s to closeapproach@auroraenergy.nz

OR click the Submit button on the form which will create a reply email with the form attached, add your attachment/s and send.

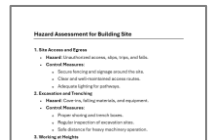
5

Remember to include any attachments with your email:

Site sketch



Hazard assessment



Understanding the consent



1

IMPORTANT: The consent is completed and issued by Aurora Energy. It is only valid when issued by Aurora Energy with a consent reference number and authorised Aurora Energy digital signature.

This is the unique Close Approach Consent reference number issued by Aurora Energy

The Aurora Energy signature authorising the consent

This is the information you provided in your application

CLOSE APPROACH CONSENT REFERENCE				CAC-01234	
Authorised Aurora Energy signature		An Aurora Energy signature will go here			
Close approach dates	From 07/04/2025	To 08/04/2025	Site Supervisor Company Mobile number	John Doe ABC Contracting 333 333 333	
Location	678 Someplace Street, Dunedin				

Understanding the consent to work near overhead equipment

2

IMPORTANT: Ensure you read the Close Approach Guide available on our website alongside the consent

Yes will display if the consent is issued for the activity "To work near overhead lines", otherwise No will display

The highest voltage present in adjacent network equipment

The closest distance you can work from overhead equipment provided all mandatory safety measures are followed

Mandatory safety measures you **must** follow

Mandatory safety measures you **must** follow based on the voltage present

Recommended safety measures

Optional safety measures

Comments or additional safety measures not specified above

TO WORK NEAR OVERHEAD EQUIPMENT			Yes
Voltage	66 kV	(AURORA ENERGY USE) Nearest Circuit ID or tele-controlled isolation point	TY99
Reduced Minimum Safe Distance from overhead lines	3.0 metres		
SAFETY MEASURES [refer to listed section in Close Approach Guide for explanation]			
Mandatory	<ul style="list-style-type: none">Reduced Minimum Safe Distances specified above [refer Guide 13.1]Obtain technical guidance during work activity [refer Guide 13.5]Warning notice on mobile plant [refer Guide 13.10]Safety observer [refer Guide 13.2]Safe operation of mechanical hedge cutter (if using) [refer Guide 13.11]		
Mandatory based on specified voltage	Electrical stand over (subtransmission or fibre) [refer Guide section 13.3]		
Recommended	<ul style="list-style-type: none">Physical barriers [refer Guide 13.6]Site signage [refer Guide 13.8]Overhead warning markers [refer Guide 13.9]Same team erecting and dismantling scaffolding (if using) [refer Guide 13.14]		
Optional	<ul style="list-style-type: none">Line covers on Aurora Energy overhead lines [refer Guide 13.12]Netting [refer Guide 13.13]		
Comments / additional safety measures			

Understanding the consent to work above overhead lines

3

IMPORTANT: Ensure you read the Close Approach Guide available on our website alongside the consent

Yes will display if the consent is issued for the activity "To work above overhead lines", otherwise No will display

The highest voltage present in adjacent network equipment

The closest distance you can work above overhead lines provided all mandatory safety measures are followed

Mandatory safety measures you **must** follow

Mandatory safety measures you **must** follow based on the voltage present

Comments or additional safety measures not specified above

TO WORK ABOVE OVERHEAD LINES			No
Voltage	N/A	(AURORA ENERGY USE) Nearest Circuit ID or tele-controlled isolation point	
Reduced Minimum Safe Distance from overhead lines			
SAFETY MEASURES [refer to listed section in Close Approach Guide for explanation]			
Mandatory	<ul style="list-style-type: none">Site assessment of electrical hazards (working above overhead lines) [refer Guide section 13.15]Safety observer (working above overhead lines) [refer Guide section 13.15]		
Mandatory based on specified voltage	<ul style="list-style-type: none">-		
Comments / additional safety measures			

Understanding the consent



4

The safety measures specified on the consent are explained in the Close Approach Guide in the section indicated

For example, an explanation of the safety measure “Safety observer”, is provided in section 13.2 of the Close Approach Guide

SAFETY MEASURES [refer to listed section in Close Approach Guide for explanation]	
Mandatory	<ul style="list-style-type: none">Reduced Minimum Safe Distances specified above [refer Guide 13.1]Obtain technical guidance during work activity [refer Guide 13.5]Warning notice on mobile plant [refer Guide 13.10]Safety observer [refer Guide 13.2]Safe operation of mechanical hedge cutter (if using) [refer Guide 13.11]



13 CLOSE APPROACH SAFETY MEASURES

When we issue a close approach consent, we will specify safety measures for your and others' safety.

the close approach consent and must be adhered to.

NETWORK EQUIPMENT

The following measures may be specified when working near any Aurora Energy network equipment.

13.1 REDUCED MINIMUM SAFE DISTANCE

We may approve a reduced minimum safe distance based on the voltage present, and/or your planned safety measures. You must adhere to the specified reduced distances at all times and any safety measures specified on the consent.

13.2 SAFETY OBSERVER

You must provide a safety observer when operating mobile plant and machinery to the reduced minimum safe distances.

The role of safety observer is critical to working safely around energised lines. All close approach consents shall require a competent safety observer available on the job site. The safety observer shall be operational at all times when minimum safe distances may be approached. The safety observer can perform other duties on the job site but **only** when there is no potential for work to approach minimum safe distances.

The safety observer must have received approved training and be competent to observe mobile plant working near live network equipment.

When filling the role of safety observer the following shall apply:

- The safety observer is identified as being a specific employee whose identity is communicated to all other employees on the job site
- Not perform any other role while acting as a safety observer
- Not be distracted by other employees or external factors (e.g. mobile phones)

- Be in control of the work with the power to stop work immediately should an unsafe situation arise
- Have approved agreed effective communications (visual, voice, signals, radio, other) with other employees
- Locate themselves in a position to safely and effectively monitor all work in proximity to the energised electrical plant
- If one (1) safety observer is not able to do perform these tasks effectively, then additional safety observers are required
- Be documented as a control on applicable risk assessments.

13.3 ELECTRICAL STAND OVER (SUBTRANSMISSION AND FIBRE)

We require stand over by a competent electrical worker when you are working near subtransmission (33kV or greater) or Aurora Energy-owned fibre to the reduced minimum safe distances. This is at Aurora Energy's cost.

The role of electrical stand over is to protect strategic Aurora Energy network equipment from potential damage by third party activities and to ensure proper cable reinstatement following excavation. Electrical stand over does **not** manage safety at the worksite. It is focused on the integrity and reliability performance of Aurora Energy's network. Worksite safety is and remains the responsibility of the third party PCBU. However, electrical stand over is obliged to notify the third party PCBU if they observe unsafe work practices related to the activities they are overseeing within their area of expertise.

You may also decide to engage an approved contractor to provide electrical stand over of work activity near network equipment at other voltages, at your cost.

13.4 SITE ASSESSMENT

We will make a site assessment of electrical hazards when:

- The proposed work activity is within 4 metres of subtransmission network equipment and/or Aurora Energy-owned fibre
- The proposed work activity is above overhead lines



EXCAVATING NEAR UNDERGROUND CABLES AND POWER POLES

The form explained

EXCAVATING NEAR UNDERGROUND CABLES AND POWER POLES



The EXCAVATING NEAR UNDERGROUND CABLES AND POWER POLES form is in three parts:

1. Application form

You complete this part

CLOSE APPROACH APPLICATION
EXCAVATING NEAR UNDERGROUND CABLES AND POWER POLES

Aurora ENERGY

If you are planning to excavate near Aurora Energy network equipment, you must:

- a) lodge a before/dig request
- b) apply for close approach consent
- c) be issued a close approach consent before starting work.

Use this form if planning to excavate or drill near any underground cables, power poles or other underground or ground mounted equipment. Please forward details no later than **4 working days** before work is due to commence. Please ensure that **all fields** in the application are completed.

For information on working safely near power lines and cables, please visit our website auroraenergy.co.nz/closeapproach.

Fill out the application form by **TYPING** your answers. **Handwritten applications will not be accepted.**

Applicant Details

Company: _____
Postal address: _____
Email address: _____ Phone No: _____
Site Supervisor Details *
Site Supervisor: _____ Mobile No: _____
Description of Work
Worksite location: _____
Work from date: _____ Work to date: _____
Hours of work (daily): _____
Pole no/s (if applicable): _____

Excavation details

- Any person working or operating machinery **within 4 metres** of underground cable? ☐ **Select**
- Are there any **red or orange tags** attached to adjacent Aurora Energy poles? ☐ **Select**

If yes, please specify pole no/s, with red or orange tags:

- Excavating or drilling **within 5 metres** of pole or stay wire? ☐ **Select**
- Excavating **more than 300mm in depth** within 2.2 metres of a pole or stay wire? ☐ **Select**
- Excavating **more than 750mm in depth** between 2.2 and 5.0 metres of a pole or stay wire? ☐ **Select**
- Drilling a vertical hole **more than 500mm in diameter** within 1.5 metres of a pole or stay wire? ☐ **Select**
- Creating unstable batter **within 8 metres** of pole or stay wire? ☐ **Select**

Describe work: Provide as much information as you can and attach photographs and a sketch map with distances and property boundaries. * Include pole numbers (if applicable) and other asset numbers and your site hazard assessment. For excavation works, attach information supplied by before/dig.

Site Supervisor Declaration *

☐ As Site Supervisor, by checking this box and entering my name and the date below I agree to the terms and conditions as set out in the Close Approach Guide and the close approach consent and to adhere to the safety measures specified in the issued consent.

Name: _____ Date: _____

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2. Consent

We complete this part and issue it to you as a consent

CLOSE APPROACH CONSENT
EXCAVATING NEAR UNDERGROUND CABLES AND POWER POLES

Aurora ENERGY

IN AN EMERGENCY – DO NOT MOVE PERSON OR MACHINERY
CALL 111 IMMEDIATELY THEN AURORA ENERGY CONTROL CENTRE 0800 23 00 99
Expect overhead lines to be found at any height. Only approach once you have confirmed they are safe to pass.

CLOSE APPROACH CONSENT

Authorised Aurora Energy Signature: _____ CAC- _____

Close approach dates: From: _____ To: _____ Site Supervisor Company: _____ Mobile: _____

Location: _____

TO EXCAVATE NEAR UNDERGROUND CABLES OR GROUND MOUNTED EQUIPMENT

Voltage: _____ **AURORA ENERGY USE** [AURORA ENERGY USE] Nearest Circuit ID or site-controlled isolation point: _____

Reduced Minimum Safe Distance from cable: _____ The Reduced Minimum Safe Distances and mandatory safety measures in each zone are specified below.

SAFETY MEASURES (refer to listed section in Close Approach Guide for explanation)

Mandatory:

- before/dig (refer Guide section 13.25)
- Cable location and mark out (refer Guide section 13.21)
- Pathing (refer Guide section 13.22)
- Reduced Minimum Safe Distances specified above (refer Guide section 13.1)
- Obtain technical guidance during work (refer Guide section 13.5)
- Warning notice on mobile plant (refer Guide section 13.10)
- Cable support (refer Guide section 13.26)
- trench shoring equipment (refer Guide section 13.26)
- Cable reinstatement (refer Guide section 13.27)

Mandatory for specified voltage in each zone:

Recommended:

- Safety observer (refer Guide section 13.2)
- Physical barriers (refer Guide section 13.4)
- Site signage (refer Guide section 13.8)

Optional:

- Line covers on Aurora Energy overhead lines (13.12)

Comments / additional safety measures: _____

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3. Terms and conditions

You need to read and adhere to the terms and conditions

CLOSE APPROACH CONSENT
EXCAVATING NEAR UNDERGROUND CABLES AND POWER POLES

Aurora ENERGY

TO EXCAVATE NEAR POLES OR STAY WIRES

Voltage	AURORA ENERGY USE	[AURORA ENERGY USE] Nearest Circuit ID or site-controlled isolation point	AURORA ENERGY USE
	Distance from pole or stay wire		Maximum depth or diameter
Maximum depths	Excavation within 2.2 metres		Must not exceed 300mm depth
	Excavation between 2.2 metres and 5 metres		Must not exceed 750mm depth
	Vertical holes within 1.5 metres		Must not exceed 500mm in diameter

SAFETY MEASURES (refer to listed section in Close Approach Guide for explanation)

Mandatory:

- Mechanical pole support by mobile plant (refer Guide section 13.18)
- Engineering advice for excavation beyond maximum safe depths or diameter (refer Guide section 13.19)

Comments / additional safety measures: _____

CANCELLATION/PAUSE OF CONSENT

Consent paused: _____
Consent resumed: _____
Consent cancelled: _____

TERMS AND CONDITIONS

Important! The consent is only valid when issued by Aurora Energy with a close approach consent reference number and authorised Aurora Energy digital signature. This consent must be read in conjunction with these Terms and Conditions and the Aurora Energy Close Approach Guide.

- This consent is only valid when issued by Aurora Energy with a close approach consent reference number and authorised by Aurora Energy digital signature.
- This consent is non-transferable and is only valid for the activity(ies) and duration specified in the issued consent.
- This close approach consent "the consent" must be read in conjunction with the Aurora Energy Close Approach Guide "Close Approach Guide" available on Aurora Energy's website.
- The Site Supervisor "consent holder" accepts liability for any damage to Aurora Energy network equipment and will be liable to pay damages to Aurora Energy for all costs associated with the repair of Aurora Energy and any third-party equipment or asset(s) damaged as a result of any work associated with the Close Approach request, for losses caused by your negligent acts or those of your contractor and/or their sub-contractors.
- The Site Supervisor must be on site when any person, machinery, equipment or materials is within 4 metres of overhead powerlines, excavating within 4 metres of an underground cable or excavating within 5 metres of a pole.
- The maximum duration of a close approach consent is 30 calendar days. A new consent will be required once the consent is expired.
- The Site Supervisor must:
 - Have read and understood the Aurora Energy Close Approach Guide and be authorised by their employer as being competent to hold the consent
 - Ensure direct supervision of all times when a person, machinery or material being handled are within 4 metres of an above ground asset or underground cable and there is a risk the Minimum Safe Distances specified in this consent could be breached
 - Ensure direct supervision when excavation is being conducted within 5 metres of a power pole
 - Remain contactable while work is progressing

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Filling out the application form

EXCAVATING NEAR UNDERGROUND
CABLES AND POWER POLES



1

**IMPORTANT: Please fill out the form by typing your answers for clarity.
Handwritten applications will not be accepted.**

Enter the name of the company applying for the consent

Enter the postal address of the company applying for the consent

Enter the email address of the person applying for the consent

Enter the name of the Site Supervisor, the person who is in charge of the work site and will be onsite at all times

Enter the location of the worksite (road address, location on site)

Enter the start and end dates for the work requiring a consent will start. Consents will be issued for a maximum duration of 30 calendar days from the start date. A new consent application is required each subsequent 30-day period.

Enter the hours of work per day at the site

Enter the phone or mobile number of person applying for the consent

Enter the mobile number of the Site Supervisor

Applicant Details			
Company	XYZ Excavators		
Postal address	67 Anywhere Avenue, Queenstown		
Email address	XYZ@email.com	Phone No	888 888 888
Site Supervisor Details ^A			
Site Supervisor	Jane Doe	Mobile No	999 999 999
Description of Works			
Worksite location ^B	89-103 Righthere Street, Queenstown		
Work From date ^C	10/04/2025	Work to date ^C	11/04/2025
Hours of work (daily)	0700-1800		

Filling out the application form

EXCAVATING NEAR UNDERGROUND
CABLES AND POWER POLES



2

IMPORTANT: Please fill out the form by typing your answers for clarity.
Handwritten applications will not be accepted.

Select **Yes** or **No**

Select **Yes** or **No**

The pole number/s on any Aurora Energy poles on or near the worksite

If there are any red or orange tags attached to adjacent Aurora Energy poles, then list their pole numbers

Select **Yes** or **No** for each question

Provide a clear description of the planned work with as much information as you can:

- Indicate the specific location of the work, with reference to property addresses, RAPID numbers, Aurora Energy pole numbers, or similar.
- Indicate the side/s of the road where the work is being done (to identify whether the adjacent assets are Aurora Energy's or owned by someone else)
- Attach photographs and a sketch map with distances and property boundaries, beforeUdig reference maps and your site hazard assessment when you submit the application

Check this box to confirm the Site Supervisor has agreed to the Declaration

Enter the name of the Site Supervisor confirming the Declaration

Enter the date of the Site Supervisor declaration

Pole no/s (if applicable)	345448, 345449, 345450		
• Any person working or operating machinery within 4 metres of underground cable?		Yes	
• Are there any red or orange tags attached to adjacent Aurora Energy poles? ^D		No	
If yes, please specify pole no/s. with red or orange tags	N/A		
• Excavating or drilling within 5 metres of pole or stay wire?		Yes	
• Excavating more than 300m in depth within 2.2 metres of a pole or stay wire?		No	
• Excavating more than 750mm in depth between 2.2 and 5.0 metres of a pole or stay wire?		No	
• Drilling a vertical hole more than 500mm in diameter within 1.5 metres of a pole or stay wire?		No	
• Creating unstable batter within 8 metres of pole or stay wire?		No	
Describe works: Provide as much information as you can and attach photographs and a sketch map with distances and property boundaries. ^B Include pole numbers (if applicable) and other asset numbers and your site hazard assessment. For excavation works, attach information supplied by beforeUdig			
Trenching alongside 11kV cable running down Righthere Street using a hydro vacuum between 89 and 103 Righthere Street.			
Site Supervisor Declaration ^A			
<input checked="" type="checkbox"/> As Site Supervisor, by checking this box and entering my name and the date below I agree to the terms and conditions as set out in the Close Approach Guide and the close approach consent and to adhere to the safety measures specified in the issued consent.			
Name	Jane Doe	Date	09/03/2025

Filling out the application form

EXCAVATING NEAR UNDERGROUND
CABLES AND POWER POLES



3

Before you submit your close approach application, please check:

1. You have completed all fields
2. You have attached beforeUdig reference maps
3. You have read and understand the Close Approach Guide
4. The Site Supervisor has completed the Declaration agreeing to all conditions by checking the box and entering their name and the date

4

Submit the form with required attachment/s

EITHER email an electronic version of the form with your attachment/s to closeapproach@auroraenergy.nz

OR click the Submit button on the form which will create a reply email with the form attached, add your attachment/s and send.

5

Remember to include any attachments with your email:

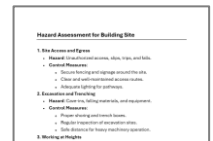
beforeUdig reference maps



Site sketch



Hazard assessment



Understanding the consent



1

IMPORTANT: The consent is completed and issued by Aurora Energy. It is only valid when issued by Aurora Energy with a consent reference number and authorised Aurora Energy digital signature.

This is the unique Close Approach Consent reference number issued by Aurora Energy

The Aurora Energy signature authorising the consent

This is the information you provided in your application

CLOSE APPROACH CONSENT				CAC- 01234	
Authorised Aurora Energy Signature		An Aurora Energy signature will go here			
Close approach dates	From 10/04/2025 ^{YY}	To 11/04/2025 ^{YY}	Site Supervisor Company Mobile	Jane Doe XYZ Excavators 999 999 999	
Location	89-103 Righthere Street, Queenstown				

Understanding the consent to excavate near underground cables or ground mounted equipment



2

IMPORTANT: Ensure you read the Close Approach Guide available on our website alongside the consent

Yes will display if the consent is issued for the activity "To excavate near underground cables or ground mounted equipment", otherwise No will display

The highest voltage present in adjacent network equipment

Mandatory safety measures you **must** follow

TO EXCAVATE NEAR UNDERGROUND CABLES OR GROUND MOUNTED EQUIPMENT			Yes
Voltage	11 kV	(AURORA ENERGY USE) Nearest Circuit ID or tele-controlled isolation point	ZQ-88
Reduced Minimum Safe Distance from cable	The Reduced Minimum Safe Distances and mandatory safety measures in each zone are specified below		
SAFETY MEASURES [refer to listed section in Close Approach Guide for explanation]			
Mandatory	<ul style="list-style-type: none">• beforeUdig [refer Guide section 13.20]• Cable location and mark out [refer Guide section 13.21]• Potholing [refer Guide section 13.22]• Reduced Minimum Safe Distances specified above [refer Guide section 13.1]• Obtain technical guidance during work activity [refer Guide section 13.5]• Warning notice on mobile plant [refer Guide section 13.10]• Cable support [refer Guide section 13.25]• Trench shoring equipment [refer Guide section 13.26]• Cable reinstatement [refer Guide section 13.27]		

Understanding the consent to excavate near underground cables or ground mounted equipment



3

IMPORTANT: Ensure you read the Close Approach Guide available on our website alongside the consent

Mandatory safety measures you **must** follow based on the voltage present and the closest distance you can work from underground equipment provided all mandatory safety measures are followed

Recommended safety measures

Optional safety measures

Comments or additional safety measures not specified above

TO EXCAVATE NEAR UNDERGROUND CABLES OR GROUND MOUNTED EQUIPMENT		Yes
Mandatory for specified voltage in each zone	<div>400V, 6.6 kV or 11 kV</div> <div>Zone A 0.0-0.6 metres:<ul style="list-style-type: none">· Safety observer [refer Guide section 13.2]· Drilling only after potholing and under direct visual control [refer Guide section 13.22]· Hand dig or hydro vacuum only [refer Guide section 13.23]· Full 8 Cal/cm2 PPE body cover (recommended)[refer Guide section 13.24]</div> <div>Zone B >0.6 –2.0 metres:<ul style="list-style-type: none">· Safety observer for mechanical digging [refer Guide section 13.2]· All digging types after potholing [refer Guide section 13.22]· Drilling permitted only after potholing [refer Guide section 13.22]</div> <div>Zone C >2.0 –4.0 metres:<ul style="list-style-type: none">· All digging types after potholing [refer Guide section 13.22]· Drilling permitted only after potholing [refer Guide section 13.22]· Safety observer for mechanical digging (recommended) [refer Guide section 13.2]</div>	
Recommended	<ul style="list-style-type: none">• Safety observer [refer Guide section 13.2]• Physical barriers [refer Guide section 13.6]• Site signage [refer Guide section 13.8]	
Optional	<ul style="list-style-type: none">• Line covers on Aurora Energy overhead lines [13.12]	
Comments / additional safety measures		

Understanding the consent to excavate near poles or stay wires

4

IMPORTANT: Ensure you read the Close Approach Guide available on our website alongside the consent

Yes will display if the consent is issued for the activity "To excavate near poles or stay wires, otherwise No will display

The highest voltage present in adjacent network equipment

The maximum depth excavation or maximum diameter vertical hole for the specified distance from pole or stay wire

Mandatory safety measures you **must** follow

Comments or additional safety measures not specified above

TO EXCAVATE NEAR POLES OR STAY WIRES			Yes
Voltage	11 kV	(AURORA ENERGY USE) Nearest Circuit ID or tele-controlled isolation point	ZQ-88
Maximum depths	Distance from pole or stay wire		Maximum depth or diameter
	Excavation within 2.2 metres		Must not exceed 300mm depth
	Excavation between 2.2 metres and 5 metres		Must not exceed 750 metres depth
	Vertical holes within 1.5 metres		Must not exceed 500mm in diameter
SAFETY MEASURES [refer to listed section in Close Approach Guide for explanation]			
Mandatory	<ul style="list-style-type: none">Mechanical pole support by mobile plant [refer Guide section 13.18]Engineering advice for excavation beyond maximum safe depths or diameter [refer Guide section 13.19]		
Comments / additional safety measures			

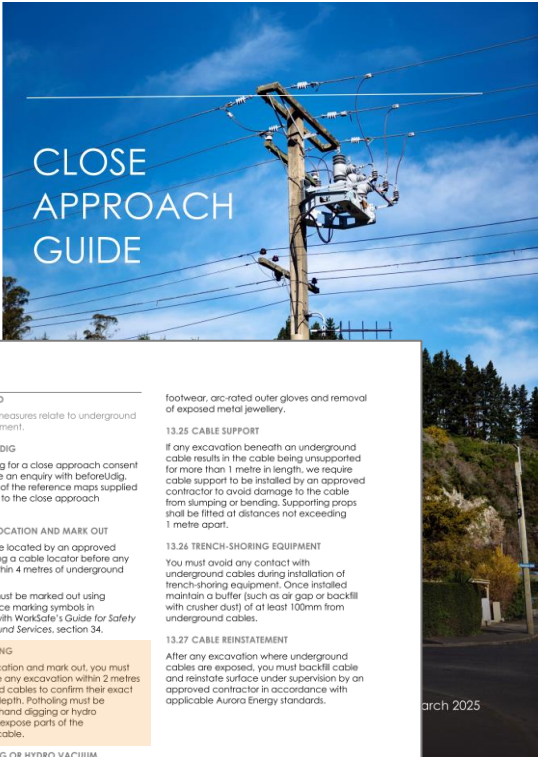
Understanding the consent

5

The safety measures specified on the consent are explained in the Close Approach Guide in the section indicated

For example, an explanation of the safety measure “Potholing”, is provided in section 13.22 of the Close Approach Guide

SAFETY MEASURES [refer to listed section in Close Approach Guide for explanation]	
Mandatory	<ul style="list-style-type: none">beforeUdig [refer Guide section 13.20]Cable location and mark out [refer Guide section 13.21]Potholing [refer Guide section 13.22]Reduced Minimum Safe Distances specified above [refer Guide section 13.1]Obtain technical guidance during work activity [refer Guide section 13.5]Warning notice on mobile plant [refer Guide section 13.10]Cable support [refer Guide section 13.25]Trench shoring equipment [refer Guide section 13.26]Cable reinstatement [refer Guide section 13.27]



UNDERGROUND
The following measures relate to underground network equipment.

13.20 BEFOREUDIG
Before applying for a close approach consent you must lodge an enquiry with beforeUdig. Attach copies of the reference maps supplied by beforeUdig to the close approach application.

13.21 CABLE LOCATION AND MARK OUT
Cables must be located by an approved contractor using a cable locator before any excavation within 4 metres of underground cables.
The location must be marked out using standard surface marking symbols in accordance with WorkSafe's Guide for Safety with Underground Services, section 34.

13.22 POTHOLING
After cable location and mark out, you must pothole before any excavation within 2 metres of underground cables to confirm their exact location and depth. Potholing must be performed by hand digging or hydro vacuuming to expose parts of the underground cable.

13.23 HAND DIG OR HYDRO VACUUM
After cable location and mark out and potholing, you must only hand dig or hydro vacuum within 0.6 metres of underground cables. The use of hydro vacuum near underground cables is acceptable provided that the pressure is lowered to avoid the potential to strip the outer sheath of the cable.

13.24 FULL 8 CAL/CM² PPE BODY COVER
We recommend (and in some cases will require) that full personal protective equipment (PPE) body cover with a rating of 8 Cal/cm² rating is worn when excavating within 0.6 metres of underground cables in accordance with WorkSafe's guidance Excavation Safety, section 5.9. We may require full PPE be worn as a condition of your consent following a site assessment.
Full PPE body cover requires fire resistant full body cover with a minimum arc resistance rating of 8 Cal/cm², safety helmet, safety glasses, face protection/shield, safety footwear, arc-rated outer gloves and removal of exposed metal jewellery.

13.25 CABLE SUPPORT
If any excavation beneath an underground cable results in the cable being unsupported for more than 1 metre in length, we require cable support to be installed by an approved contractor to avoid damage to the cable from slumping or bending. Supporting props shall be fitted at distances not exceeding 1 metre apart.

13.26 TRENCH-SHORING EQUIPMENT
You must avoid any contact with underground cables during installation of trench-shoring equipment. Once installed maintain a buffer (such as air gap or backfill with crusher dust) of at least 100mm from underground cables.

13.27 CABLE REINSTATEMENT
After any excavation where underground cables are exposed, you must backfill cable and reinstate surface under supervision by an approved contractor in accordance with applicable Aurora Energy standards.