

ACCESS TO / EGRESS
FROM ROAD RESERVES

Application for Access to a Filling Station



GUIDELINE FOR
**MANAGEMENT OF THE
ROAD RESERVE**

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GUIDELINE A: ACCESS TO / EGRESS FROM ROAD RESERVES

APPLICATION FOR ACCESS TO A FILLING STATION

1 PURPOSE OF GUIDELINE

This guidelines contain information on the submission of an application to obtain approval to construct access to or from a Roads Directorate road. The guidelines provide a standard format for the application to simplify and expedite applications. They also provides the applicant with a broad reference of the relevant information necessary to submit such an application.

2 PROCEDURE

- a. The applicant shall discuss the pending application with Roads Directorate verbally and/or in writing.
- b. A formal application letter is to be addressed to the Director General (Attention to the relevant Regional Manager Central, North or South), Roads Directorate, PO Box 194, Maseru 100, Lesotho and submitted to Roads Directorate office at the relevant district.
- c. The applicant shall introduce an authorised representative to Roads Directorate for communication of his/her application.
- d. A reference number will be allocated to the applicant by means of acknowledgement of receipt of the application.
- e. The applicant may be requested to supply additional information.
- f. Submission of letters and plans will not automatically result in approval and principle approval of access to filling stations could still be denied.
- g. The responsibility rests with the applicant to provide all necessary plans, reports and information.
- h. The application shall conform to the standards adopted by Roads Directorate.
- i. Additional information not covered in these guidelines may be requested by the Roads Directorate.
- j. The applicant can only proceed with construction after formal approval and signing of the Wayleave Agreement.

3 COVERING LETTER

- a. a. The purpose of the letter is to request approval for access, referring to all / any relevant documentation and correspondence. The letter shall state clearly and concisely the scope of the application.
- b. State the full name and postal addresses of the client / owner / developer clearly. Provide the particulars of the legally responsible body / individual and representative engineer.
- c. Provide the following:
 - i. The road number and/or name of the road with the destinations.
 - ii. Description of the planned access, with property description and kilometre position of the access on the Roads Directorate road.
 - iii. Reference to any previous correspondence / approvals, etc. and supporting documents where necessary. This includes correspondence to and from Local Government for application to construct a filling station, if applicable.
 - iv. Background information.
 - v. Brief discussion of potential utility services that will be affected and would require relocation, etc.

4 LIST OF PLANS

The following shall be submitted with the covering letter (refer to 3). All plans shall be in metric units.

The Plans necessary for submission in support of the application for principle approval are:

- a. Locality Plan – The area on the plan shall be to a scale of 1:50 000 and the proposed site for shall be circled or highlighted
- b. Key Plan – The Key Plan must be to a scale of 1:5 000 for all urban areas and 1:10 000 for all rural areas and on an existing cadastral map. The Key Plan must cover at least 700 m on either side of the proposed access and all other existing accesses and intersections must be indicated
- c. Layout Plan – Detailed plan of the proposed access road/s with destinations and direction of traffic. Use a scale of 1:500 or 1:250

As necessary, digital and printed photographs clearly showing the area of the proposed work, shall be attached.

A-1: APPLICATION GUIDELINE FOR **PRINCIPLE APPROVAL FOR ACCESS TO FILLING STATIONS**

1 PURPOSE OF GUIDELINE

This guideline contains information on the submission of an application to obtain **principle approval** to construct a filling station access on a Roads Directorate road.

2 PROCEDURE

- a. The application will be subjected to a construction permit committee where initial screening will be done by relevant stakeholders.
- b. A representative Engineer will be required to make a presentation of the concept to the committee where the stakeholders will then comment on the concept.
- c. If approval in principle is granted, the applicant is allowed to proceed with the formal application as described in the "Application Guideline for Formal Approval for Access to Filling Stations".
- d. The applicant will be informed in writing of the granting of principle approval for the filling station and shall subsequently apply for final approval. The relevant Application Guidelines for Final Approval of Access to Filling Stations provide detail for the preparation of a final application to construct the access.
- e. The applicant can only proceed with construction after formal approval and signing of the Wayleave Agreement.

3 COVERING LETTER

Refer to covering guideline for Guideline A; Access to/Egress from the road reserve.

4 LIST OF PLANS

Refer to covering guideline for Annexure A; Access to/Egress from the road reserve.

A-2: APPLICATION GUIDELINE FOR FORMAL APPROVAL FOR ACCESS TO FILLING STATIONS

1 PURPOSE OF GUIDELINE

This guideline contains information on the submission of an application to obtain **formal (final) approval** to construct a filling station access on a Roads Directorate road.

Note the following:

- a. No work is allowed within a declared road reserve of Roads Directorate without an approved wayleave. A Wayleave Agreement will be established with the applicant on approval of this application.
- b. The applicant shall introduce an authorised representative to Roads Directorate for communication of his/her application.

2 PROCEDURE

- a. The applicant shall discuss the pending application with Roads Directorate verbally and/or in writing.
- b. The applicant shall then conduct a Service Enquiry, which is the process of:
 - i. Obtaining service plans indicating the positions of existing services from service utility providers identified by Roads Directorate. The service plans should indicate the positions and type of services in the area where work will be done.
 - ii. Investigating the area where work will be done for service markers and signs of existing services not yet identified, confirming with these service providers and obtaining service plans directly from them;
 - iii. Confirming with other service providers not yet consulted in i. and ii. above regarding potentially unmarked services;
 - iv. Obtaining requirements from utility service providers regarding work under, adjacent to or over their utility services. Service providers may impose reasonable additional conditions relating to work in the proximity of their services. These shall be provided in writing to the applicant;

- v. Verifying with all other service providers whether future work is planned in the area where work will be done. If any, these shall be provided in writing to the applicant.
- c. The applicant shall always assume that underground utility services are present until proven otherwise. For the purpose of the application, location of underground services shall only be based on the Service Enquiry and non-invasive methods.
- d. The application shall be evaluated and an approval issued in the form of a wayleave agreement to construct the services.
- e. The applicant can only proceed with construction after formal approval of this application and signing of the Wayleave Agreement.
- f. A Wayleave Agreement shall only be issued once all details concerning the legal, financial, contribution, compensation and technical matters are in place.
- g. Note that 4 to 6 weeks are required to evaluate an application, starting from the date on which all the required information is received.

3 COVERING LETTER

- a. The purpose of the letter is to request formal approval for the filling station access, referring to all / any relevant documentation and correspondence. The letter shall state clearly and concisely the scope of the application.
- b. State the full name and postal addresses of the client / owner / developer clearly. Provide the particulars of the legally responsible body / individual and representative engineer.
- c. Provide the following:
 - i. Proof of arrangements made with the relevant affected utility service providers regarding utility services to be relocated (refer Service Enquiry), as discussed in the Roads Directorate's documents "General Information for Wayleaves" and "Wayleaves: Service Locations". Note that the affected utility service providers will have to submit applications for relocation of their services.
 - ii. Construction programme, including allowance for relocation of affected services.
 - iii. List of plans submitted.
 - iv. Discussion of traffic volumes (the traffic feasibility study – where necessary, or requested before for the principle application, or by a Local Authority), drainage/pavement design or any aspect of the design warranting specific explanation or motivation.
 - v. Discussions or motivation of any aspect not in accordance to standards adopted by Roads Directorate.

4 LIST OF PLANS

The following shall be submitted with the covering letter (refer 3):

- One (1) paper print of each individual plan (see below), all plans shall be folded to A4 size.
- All individual plans in electronic drawings, in DXF, DWG, DGN or ESRI shape file format in South African Lo27 Transverse Mercator projected Coordinate System referenced to the Cape Datum.
- One electronic copy of all XYZ coordinates in MS Excel, in South African Lo27 Transverse Mercator projected Coordinate System referenced to the Cape Datum.

Plans shall be in metric units.

- a. Layout and Drainage Plan – Refer to 5.1
- b. Services Layout Plan / Relocation Plan – Refer to 5.2
- c. Road Signs and Markings Plan – Refer to 5.3
- d. Longitudinal Sections – Refer to 5.4
- e. Typical Cross Sections – Refer to 5.5
- f. Level and Contour Plan – Refer to 5.6
- g. Pavement Design – Refer to 5.7
- h. Structural Plans (if required) – refer to 5.8

As necessary, digital and printed photographs clearly showing the area of the proposed work, shall be attached.

5 DESCRIPTION OF PLANS

5.1 Layout and Drainage Plan

Use a scale of 1:500 or 1:250. The purpose of the layout plan is to show the detail of the proposed geometric layout of the filling station access against the background of topographical detail, existing roads, properties and improvements as well as the extent of road reserve required. The following information, as applicable, shall be shown on the Layout Plan:

- a. Proposed access layout from existing roads.
- b. Filling station layout with “SU & T” (single unit and trailer) movements (paths) in a 1:500 or 1:250 scale.

- c. Sight distance.
- d. Destinations.
- e. Existing roads and service roads.
- f. Roads to be closed or deviated.
- g. Existing and planned road numbers and /or street names.
- h. Radii of horizontal curves.
- i. Beginnings and ends of horizontal curves.
- j. Distance between carriageways (for dual carriageways – cross-section dimensions).
- k. Lane and shoulder widths.
- l. Access dimensions.
- m. Reserve widths showing existing and future road reserves.
- n. Direction of traffic movements.
- o. Extent of cuts and fills, i.e. earthworks details.
- p. Guardrails where applicable.
- q. All drainage structures (existing and proposed), including flows / capacity.
- r. Limits of construction. New construction shall be indicated to differ from that of the existing road (shaded).
- s. Kilometre distances to be shown every 20m on the centre line of the access road.
- t. North arrow.
- u. Scale.
- v. Kerb types.
- w. Site layout including positions of tanks, fillers and ventilators.

5.2 Services Layout Plan / Relocation Plan

Use a scale of 1:1000; 1:500 or 1:250. The purpose of the layout plan is to show existing and future positions of all services to be relocated on the background of road geometry and topographical detail, property descriptions and the extent of the existing road reserves. The following information, as applicable, shall be shown on the Layout Plan (note 3 c.v. above):

- a. Existing services include electrical, telecommunications, water, sewerage, storm-water-systems. Tabulate the points of change in alignment of all services and fully describe the type of service and name the responsible authority or name of owners. Refer to the Service Enquiry mentioned in Section 2.
- b. The existing and proposed relocated services shall be distinguishable from existing infrastructure and be labelled clearly.

- c. Indicate any physical obstacles in the vicinity of the proposed relocated service(s), such as trees, road signs and all other existing services.
- d. Provide full dimensions of road surface and reserve widths. The distance between the centreline of the services and the line of the road reserve, as well as the edge of the road surfacing shall be shown.
- e. Direction of traffic movement.
- f. North arrow and scale.
- g. Bench mark for levels.

5.3 Road Traffic Signs and Markings

This information shall be shown on a separate plan.

5.3.1 Preliminary Design Proposal

These drawings will constitute the documentation necessary for consultation with Roads Directorate.

Prepare a key plan showing all relevant road numbers and destinations (can be similar to 1:5 000 key plan (5.2) above).

Show the sign face designs (concept only) of all guidance signage (scale 1:50; 1:25).

Show the road marking layout (concept only) (1:500; 1:250).

5.3.2 Final Working Drawings

- a. Road markings (scale 1:500, 1:250)

Layout of proposed filling station access, to a suitable scale showing (only) all the road markings with all necessary setting out dimensions. Include reference numbers, lengths, spacings and colours. Also show positions of all regulatory, warning and guidance signs.

- b. Guidance signs (scale 1:50, 1:25)

These drawings shall show a detail design of each guidance sign, clearly showing the sign face design. Details to be shown are: different colours and classes of materials, letter styles and sizes, types and sizes of borders, symbols and arrows, intermediate spaces between the elements of the sign face (borders, arrows, road numbers, names, symbols, etc); length, height and area.

- c. Regulatory and Warning Signs

A schedule indicating size and quantity of all regulatory and warning signs (these can also be included on the Guidance Signs drawing(s)).

5.4 Longitudinal Sections of Roads Directorate Road, Ingress and Egress

A horizontal scale of 1:1 000, vertical scale of 1:100 shall be used, showing the following details:

- a. Existing vertical alignment on centre line of Roads Directorate road from which access is to be provided (solid line).
- b. Sight distance shall be indicated on the long section of the existing Roads Directorate road and future road, where applicable.
- c. Destinations and directions of vehicular movement.
- d. Datum levels.
- e. Grade (%).
- f. Length of vertical curves.
- g. Beginnings and ends of vertical curves.
- h. Beginnings and ends of horizontal curves, radii, curve lengths and tangent lengths.
- i. Super elevation (%).
- j. Culverts and drain pipes (kilometre distance, size and skew).
- k. Bridges (size, skew and flood level) (where applicable).
- l. Guardrails.
- m. Design speed and/or operational speed.
- n. All dimensions as applicable for access to filling stations.

5.5 Road Cross-Sections

The following shall be provided:

- a. Road cross-sections of proposed ingress, egress and widening of Roads Directorate road (if applicable), to a suitable scale.
- b. Where a separate ingress and egress is proposed, a cross-section shall be given perpendicular to the Roads Directorate road over the full width at the proposed physical island at the point where the greatest difference in height occurs between the island kerb height and proposed island level.
- c. The positions of cross-sections shall be clearly indicated on the layout plan in 5.3.
- d. Cross-sections shall also be provided at road widening positions.

5.6 Level and Contour Plan

These drawings shall be provided on request.

5.7 Pavement Design

The following shall be provided, separate from the layout plan.

- a. The proposed pavement design.
- b. Any queries regarding the pavement design, prior to formal application, shall be referred to the Pavement and Materials Section of Roads Directorate.
- c. Layout, road number, destinations, new construction works and locality shall be shown on this drawing.
- d. If existing shoulders are used for the new roadway, the pavement shall be tested and included on this drawing for approval.
- e. The existing road pavement design shall be shown (if obtainable).

5.8 Structural Plans

These plans shall show all details of all proposed structures e.g. drainage structures and shall include wingwalls, headwalls, apron slab detail, etc. General specifications shall also be given, e.g. class of concrete, finish on concrete, etc. Reinforcing details shall also be shown, where applicable. All drawings shall be fully dimensioned.

NOTE: Roads Directorate reserves the right to alter, delete or add to the contents of this guideline without prior warning or notification.

Notes





Tel: **5222 9000 / 2222 9000**

Email: **enquires@rd.org.ls**

Website: **www.rd.org.ls**