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- ### Legend
- Underground Utility Box.Location Aband., T02
  - Underground Utility Box.Location Act., T01
  - Underground Utility Box.Location Act., T02
  - Underground Utility Box.Location Inact., T02
  - Underground Route.Route Aband. - Owned
  - Underground Route.Route Act. - Owned
  - Underground Route.Route Act. - Leased
  - Underground Route.Route Act. - Third Party



Vodafone Limited (No01471587) registered office is at Vodafone House, The Connection, Newbury, Berkshire, RG142FN

Plot Date : 01/06/2018 Scale : 1:1250

This plan shows apparatus owned by members of the Vodafone Group of companies (including legacy telecommunication companies currently within the group)

Information with regard to such apparatus should always be obtained from Vodafone or its appointed agents.



# Special Requirements relating to the External Plant Network of Vodafone

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## 1. Introduction

This document sets out the procedure that will apply when Other Parties intend or are undertaking works in the vicinity of Vodafone apparatus (see Appendix B for further information on what constitutes Vodafone apparatus).

## 2. Purpose of document

This document provides a means by which the Vodafone specific special requirements relating to their apparatus, regardless of it being situated in the public highway / road, private street, land or any other areas, is made aware to Other Parties.



### 3. Scope

This document will be presented to Other Parties or Contractors to encourage those undertaking works within the vicinity of Vodafone apparatus to refer to and comply with. This is in order to protect where necessary the Vodafone apparatus and to avoid damage to the apparatus and loss of service.

A National Joint Utilities Group (NJUG) document NJUG Volume 3 Guidelines on the Management of Third Party Cable Ducting provides useful reference material.

It should be noted that, where appropriate, additional information on avoiding danger from underground apparatus is contained within the HSG47 guidance book titled "Avoiding Danger from Underground Services."

### 4. Vodafone Network and Apparatus

Damage to Vodafone apparatus is extremely disruptive and can be expensive to repair, especially where long lengths of cable have to be replaced.

In order to maintain the network integrity and minimise disruption to service, it is essential that disturbances are absolutely minimal. When working within the vicinity of Vodafone apparatus, extreme care is necessary in order to avoid costly repairs. The Other Parties / Contractor shall make every effort to ensure that disturbance of Vodafone apparatus is no more than is absolutely necessary for the completion of the works in accordance with their contract. It should be noted that it is an offence to interfere with Vodafone apparatus without first contacting the company for advice.

### 5. Plant records

It is the responsibility of the Other Parties undertaking works which may affect Vodafone apparatus to obtain all relevant Vodafone plant records from our agent Atkins Global prior to works commencing. This may be done by contacting the Atkins Global Plant Enquiries Team listed in Appendix B.

Plant records for such enquiries will generally be provided within 10 working days of receipt and in compliance with the New Roads and Street Works Act 1991 [NRSWA] requirements.

### 6. Definitions

The following definitions are applicable in this document:

- a) **Apparatus** - means all surface or sub-surface equipment and plant used by Vodafone including any associated cables or ducts owned, leased or rented by Vodafone.
- b) **Cable** - means any polythene or other sheath containing optical fibres or metallic conductors.
- c) **Depth of cover** - means the depth from the surface to the topmost barrel of the duct nest, in the case of ducts encased in concrete, to the top of the concrete, and in the case of directly buried cable, the top of the cable.
- d) **Jointing chamber** - means any manhole, surface box or other chamber giving access to Vodafone apparatus or their network.
- e) **Utility** - means an organisation licensed to provide gas, water, electricity, Cable TV or telecommunications services.
- f) **Developer** - means an organisation licensed to develop industrial/residential premises or given license to connect to utility apparatus.



- g) **Contractor** - means the individual, firm or company contracted to undertake the work for a Utility or Other Parties.
- h) **Other Parties** - means the Utilities, Highway or Roads Authorities, Developers, Street/Roads Authority Section 50/109 licensees
- i) **Site** - means the location of, or in the vicinity of, the various works.

## 7. Requirements

Prior to commencing any work or moving heavy plant or equipment over any portion of the site, the Other Parties or Contractor shall notify Vodafone of their intentions. This may be done by contacting Vodafone via the contact list in Appendix B.

Upon receipt of this notification, Vodafone will identify if their apparatus is affected. If any Vodafone apparatus is affected by the works then they will arrange for the necessary records to be provided and confirm details of Vodafone apparatus and network operated within the affected area or adjacent to the proposed work site.

### 7.1 Location of Plant

It is the responsibility of the Other Parties or Contractors to undertake adequate plant location procedures. These may include searches for metallic cables which must be performed by actively inducing a signal in a cable conductor via a transmitter. A passive search is not considered sufficient.

Before applying a tracing signal to the Vodafone apparatus, the Other Parties or Contractors shall seek confirmation from Atkins Global that the Vodafone apparatus will not suffer any disruption to its networks normal workings as a result of the nature of the signal being induced.

### 7.2 Trial excavations

Optic fibre cables are very susceptible to damage from excavation tools. They are not electrically conductive and cannot be located by radio induction methods. Once an approximate location is known, the exact location must be ascertained by means of hand dug pilot holes. Where the work to be carried out by the Other Party or Contractor involves excavation in the vicinity of our apparatus, the Other Party or Contractor shall, by trial excavation at his own expense, determine the exact location and depth of the Vodafone apparatus. All excavations adjacent to the Vodafone apparatus are to be carried out by hand until the extent and /or location of the apparatus is known.

All excavation work shall be executed in accordance with the current issue of Health and Safety series booklet HSG47, Avoiding danger from underground services.

## 8. Depths of cover

The Other Party or Contractor should note that the minimum depths of cover for Vodafone apparatus shall be maintained together with specified separation requirements. Where the minimum depths of cover specified by Vodafone cannot be maintained, the Other Party or Contractor shall at their own expense, carry out the instructions of Vodafone requirements for the protection or diversion of their apparatus.

**The Other Party or Contractor should have particular regard to the possibility of encountering Vodafone apparatus (including ducts and cables), at depths of cover other than that reported.**

Surface cables (such as cables on bridges or walls) which are liable to be placed in danger from the Other Parties or Contractors works shall be protected, at the Other Parties expense, as directed by the Vodafone representative.



## 9. Separation

Reference should be made to HSG47 to ensure that adequate separation is achieved. The following details outline the specific requirements of Vodafone and capture the HSG47 requirements.

### 9.1 High voltage cables

High voltage single core cables of 1000 V and above shall have a minimum clearance from Company Apparatus of 500 mm.

High voltage multi-core cables of 1000 V and above shall have a minimum clearance from Company Apparatus of 350 mm.

In exceptional circumstances where the above clearances cannot be maintained, the separating distance may be reduced to a minimum of 175 mm. In such circumstances, concrete, of a quality as directed by the Company Representative, must be inserted to completely fill the space between the High Voltage cable and the Company Apparatus, in accordance with the requirements of the Company Representative. Any further services must have a minimum clearance of 250 mm from the concrete.

### 9.2 Low voltage cables

Low voltage cables of less than 1000 V shall have a minimum clearance from Company Apparatus of 180 mm. In exceptional circumstances where the above clearance cannot be maintained, the separating distance may be reduced to a minimum of 75 mm. In such circumstances, concrete, of a quality as directed by the Company Representative, must be inserted to completely fill the space between the services, in accordance with the requirements of the Company Representative. Any further services must have a minimum clearance of 250 mm from the concrete.

### 9.3 Ancillary electrical apparatus

Street furniture such as lamp posts, traffic posts and other such ancillary electrical apparatus shall have a minimum clearance of 150 mm from underground Company Apparatus and 600mm clearance from above ground Company Apparatus.

### 9.4 High pressure gas mains and other Undertakers plant/equipment

High pressure gas mains shall have a minimum clearance of 450 mm from Company Apparatus. All other undertakers' plant and equipment, when running in parallel with Company Apparatus, shall have a minimum clearance of 200mm. Where gas mains cross Company Apparatus, the minimum clearance shall be 200mm. All other undertakers' plant and equipment, when running across Company Apparatus, shall have a minimum clearance of 100 mm. NJUG Volume 1, Guidelines on the positioning and colour coding of underground utilities' apparatus refers.

### 9.5 Other Undertakers plant

Other undertakers' plant and equipment which runs in parallel with Company Apparatus shall have a minimum clearance of 200mm. All other undertakers' plant and equipment when running across Company Apparatus shall have a minimum clearance of 100mm.

### 9.6 Tramways

Each separating distance shall be individually agreed with the Company Representative.



## 10. Jointing chambers

### 10.1 Protection

Footway type jointing chambers are not designed to withstand carriageway loadings.

Where such chambers are liable to be placed at risk, either temporarily or permanently, from vehicular traffic or from the movement of plant and/or equipment, they will need to be adequately protected. Alternatively, they may have to be demolished and rebuilt to carriageway standards, at the Other Parties or Contractors expense under supervision of Vodafone representative.

All Vodafone jointing chambers and / or other access points shall be kept clear and unobstructed. Access for vehicles, winches, cable drums and / or any further equipment required by Vodafone for the maintenance of its apparatus, must be maintained at all reasonable times.

### 10.2 Access

The covers to Vodafone jointing chambers and / or apparatus shall only be lifted by means of the appropriate keys and under the direct supervision of a Vodafone representative. Other Parties or Contractors shall not enter any Vodafone jointing chamber and / or apparatus unless under the supervision of a Vodafone representative and in any case not before the mandatory gas test has been carried out in the presence of Vodafone representative and such checks have shown it to be safe to enter the Vodafone chamber and / or apparatus. The Other Parties or Contractors shall be given reasonable access to Vodafone apparatus and chambers when required.

## 11. Notification periods

Where the Other Parties or Contractors works or the movement of plant or equipment may endanger Vodafone apparatus, the Other Party or Contractor shall give the Vodafone **at** least 7 working days' notice in writing of the intended date to commence operations.

No excavation should be made without first consulting the relevant Vodafone apparatus layout drawings, which will be made available from the Vodafone agent Atkins Global on request and allowing 28 working days for processing the relevant drawings. However, should this not be possible, direct contact should be made to the Atkins Global Plant Enquiries Team as soon as possible to assess the situation.

When excavating, moving or backfilling (including use of Foamed Concrete for Reinstatements – FCR) around Vodafone apparatus, Vodafone shall be given adequate prior written notice of the Other Parties or Contractors intentions, in order that the works may be adequately supervised. Such notice shall not be less than 3 working days.

## 12. Excavation and backfill

All excavations adjacent to Vodafone apparatus are to be carried out by hand until the extent and or location of the Vodafone apparatus is known.

Use of mechanical borers and / or excavators shall not be used without the supervisory presence of a Vodafone representative or a given exemption.

Shuttering of the excavation or support to Vodafone apparatus, at the Other Parties or Contractors expense, shall be used as directed by the Vodafone representative.

At least 7 working days' notice must be given to Vodafone in order that any special protective measures which may be required to protect Vodafone apparatus, at the Other Parties or Contractors expense, when equipment such as pile driving, explosives, laser cutting high powered RF equipment or RF test gear, is to be used in conjunction with the works.



Other Parties or Contractors are advised to refer to the National Joint Utilities Group publication: NJUG Volume 1- Guidelines on the Positioning and Colour Coding of Underground Utilities' Apparatus

## 13. Foam concrete

If foam concrete is being used as the backfill material, it shall not be used either above or within 500 mm of any Company Apparatus. A suitable material in accordance with the specification for the Reinstatement of Openings in Highways shall be substituted.

## 14. Attendance of Company Representative

If a situation requires the attendance on site of a Vodafone representative for a continuous period of more than 6 hours, suitable facilities shall be provided by the Other Party or Contractor, at their expense, to meet the office and ablution requirements. If a situation arises that requires urgent attention Vodafone will endeavour to attend site within 2 hours for all other occasions arising, 24 hours.

## 15. Damage reports

In the event of any damage whatsoever occurring to Vodafone apparatus, the Other Party or Contractor shall immediately inform Vodafone by contacting their 24/7 number , (for contact details please refer to Appendix A).

All relevant costs of any subsequent repair and / or removal of the Vodafone apparatus shall be charged to the Other Party or Contractor, irrespective of who affects the repair.

The above requirements do not relieve the Other Party or Contractor of any of their obligations under their contract.





## 16. Appendix A – Street Works Team Contacts for Vodafone

Function	Address	Phone	Email Address
Streetworks Team	Vodafone Damage Claims, Pavilion 4, 1-2 Berkeley Square , 99 Berkeley Street Glasgow G3 7HR	0333 304 0759	<a href="mailto:utilitiescentre@vodafone.com">utilitiescentre@vodafone.com</a>
Customer Complaints	n/a	0333 304 0762	n/a
Liability Claims Or Damage to Vodafone Apparatus	Vodafone Damage Claims, Pavilion 4, 1-2 Berkeley Square , 99 Berkeley Street Glasgow G3 7HR	0333 304 1104	<a href="mailto:claims@vodafone.com">claims@vodafone.com</a>
Diversionary Works C2/C3	Atkins Global, PO Box 290, 500 Aztec West, Almondsbury, Bristol, BS32 4RZ.	T: 01454 662881 F: 01454 663330	<a href="mailto:osm.enquiries@atkinsglobal.com">osm.enquiries@atkinsglobal.com</a>
Diversionary Works C4 / Escalations	Smale House, Floor 2E, 114 Great Suffolk Street, London, SE1 OSL	02075281485	<a href="mailto:c3requests@vodafone.com">c3requests@vodafone.com</a>
Emergencies 24 Hour – Defects & Faults	n/a	0333 304 0762	n/a
Plant Enquiries Vodafone inc: Cable & Wireless; Mercury Communications; Thus Plc; Energis; Scottish Telecom; Your Comms; Norweb Comms	Atkins Global PO Box 290 500 Aztec West, Almondsbury, Bristol, BS32 4RZ	T: 01454 662881 F: 01454 663330	<a href="mailto:osm.enquiries@atkinsglobal.com">osm.enquiries@atkinsglobal.com</a>





## 17. Appendix B – What constitutes Vodafone Network

Vodafone own fibre network dedicated to business and residential users of telecommunications and has an international cable network that provides connectivity to 153 countries, either directly or indirectly through partners, reaching across the Atlantic Ocean, through Europe and on to India and throughout Asia. Spanning approximately 500,000 km in length, including interests in more than 69 major global cable systems, our next-generation network improves the quality and performance of telecommunications services through our use of advance optical and IP transmission.

In the UK & Ireland Vodafone's overall network includes the following legacy networks now owned through acquisitions or Company name changes.

Below are examples of what you could see on the streets and should be aware of:



Cable & Wireless became Cable & Wireless Worldwide in 2010





Mercury Communications – changed its name to Cable & Wireless in 1996



Energis – was acquired by Cable Wireless in 2005





Thus plc was acquired by Cable & Wireless in 2008



## Scottish Telecom

Scottish Telecom demerged from its parent company Scottish Power to become Thus plc in 2002





# your communications

Your Communications was integrated into Thus plc in 2006



## NORWEB COMMS

Norweb Communications became Your Communications in 2000



Our apparatus is installed in roads and streets of UK and Ireland, however in some places is undistinguishable from other operators' apparatus, for example in City Centres where high quality infill modular paving chamber covers are found; some with labels and some without.

See below as examples:







The apparatus shown here is now owned, maintained and still in operation by Vodafone and includes.

Vodafone  
Cable & Wireless  
Mercury Communications  
Energis  
Thus plc  
Your Communications  
Norweb Communications  
Scottish Telecom

Please see the Contact Details in Appendix A for Plant Enquiries and help on site.

## 18. About this Document

### Content Owner

Chris Nesbitt

### Changes since last version

Reformatted using the current Vodafone template to include updated Contact Details .

End of Document



Ms Christina Elliott  
Atkins  
500 Park Avenue Aztec West  
Almondsbury Bristol  
BS32 4RZ

Date: 22/05/2018

**Zayo Plant Protection Centre**  
c/o JSM Group Ltd  
Plant Protection Department  
Sterling House  
Mutton Lane  
Potters Bar  
Herts, EN6 3AR

Our Reference: 12896347  
Your Reference: LM 65485/AB

Dear Ms Christina Elliott,

#### **ZAYO GROUP UK LTD AFFECTED C2 PRELIMINARY PLANT ENQUIRY**

We acknowledge with thanks your request dated 22/05/2018 02:29:07 PM for information on the location of our services.

Please find enclosed plan(s) showing the approximate position of our apparatus known to be in the vicinity of this site.

We confirm we have reviewed your proposed plan, and have enclosed maps of the area in which Zayo Group UK Ltd have apparatus.

Please note these maps indicate approximate location only and their accuracy cannot be guaranteed. To determine the exact location a trial hole must be dug using extreme caution and hand dig methods only. Please refer to the attached document "Guide to Excavation within the vicinity of Zayo Apparatus".

If you would like a Supervisor on site to mark the trench, or to supervise works around the apparatus, please call 5 days in advance to schedule a site meeting. Please note this maybe chargeable.

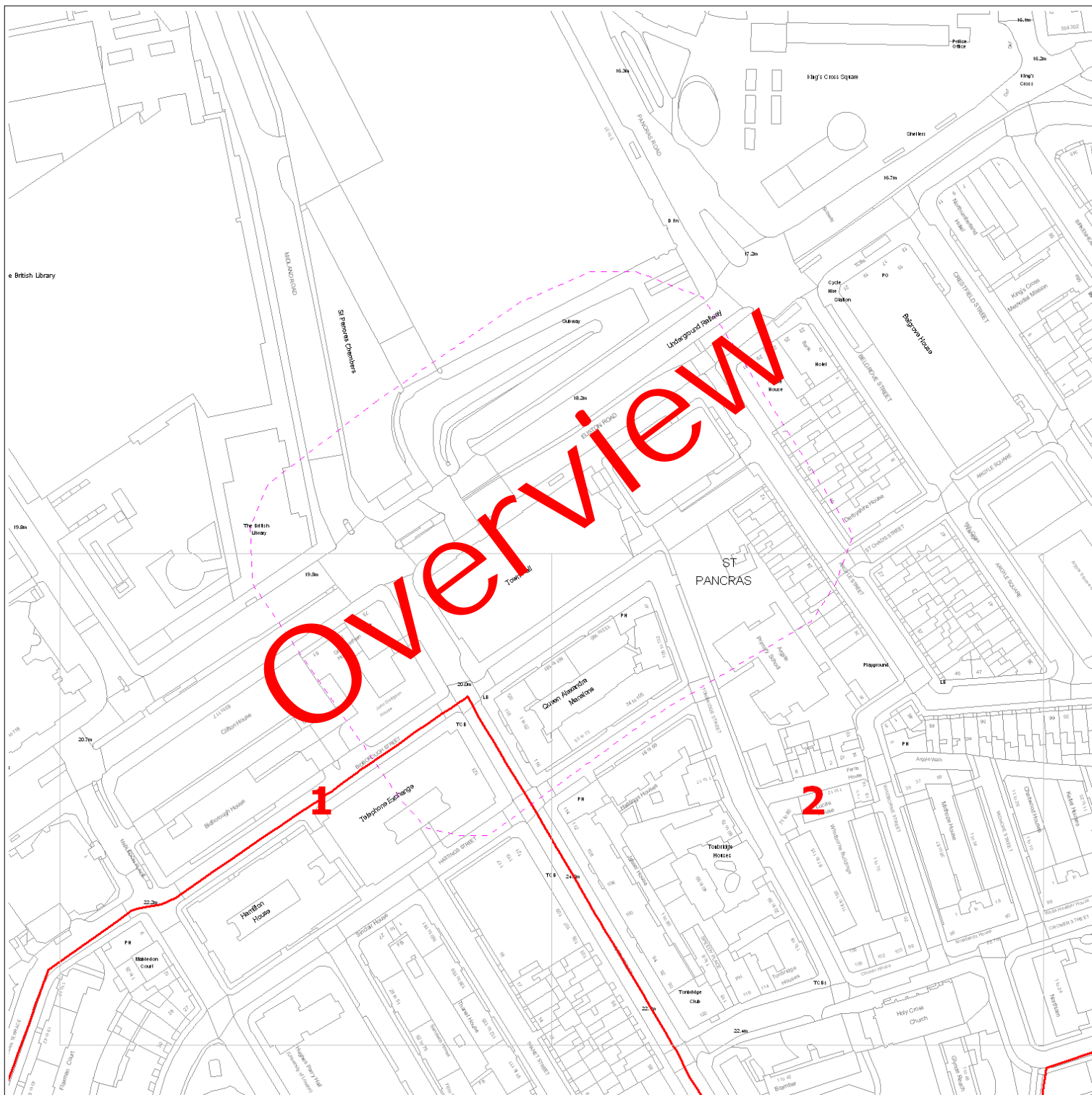
Please forward all C3 and C4 Diversionary Estimate requests for diversionary works under the New Roads and Street Works Act 1991 "Measures necessary where apparatus is affected by Major Works (Diversionary Works), A Code of Practice", to [zayodiversions@jsmgroup.com](mailto:zayodiversions@jsmgroup.com).

Please do not hesitate to contact us for further assistance.

Regards,

Zayo Group UK Ltd c/o JSM Group Ltd  
JSM Plant Protection Department  
T: 01992 655 919  
[zayoplantenquiries@jsmgroup.com](mailto:zayoplantenquiries@jsmgroup.com)










Date Requested: 22/05/2018

Requested by: Christina Elliott

Company: Atkins

Job Reference: 12896347

Your Scheme/Reference: LM 65485/AB

 ZAYO DUCT  
 or  ZAYO CHAMBER  
 Dig Sites: Line  Area   
 Scale on A4 paper: 1:1000

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**zayo**  
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4th Floor Harmsworth House  
13-15 Bouverie Street  
London EC4Y 8DP

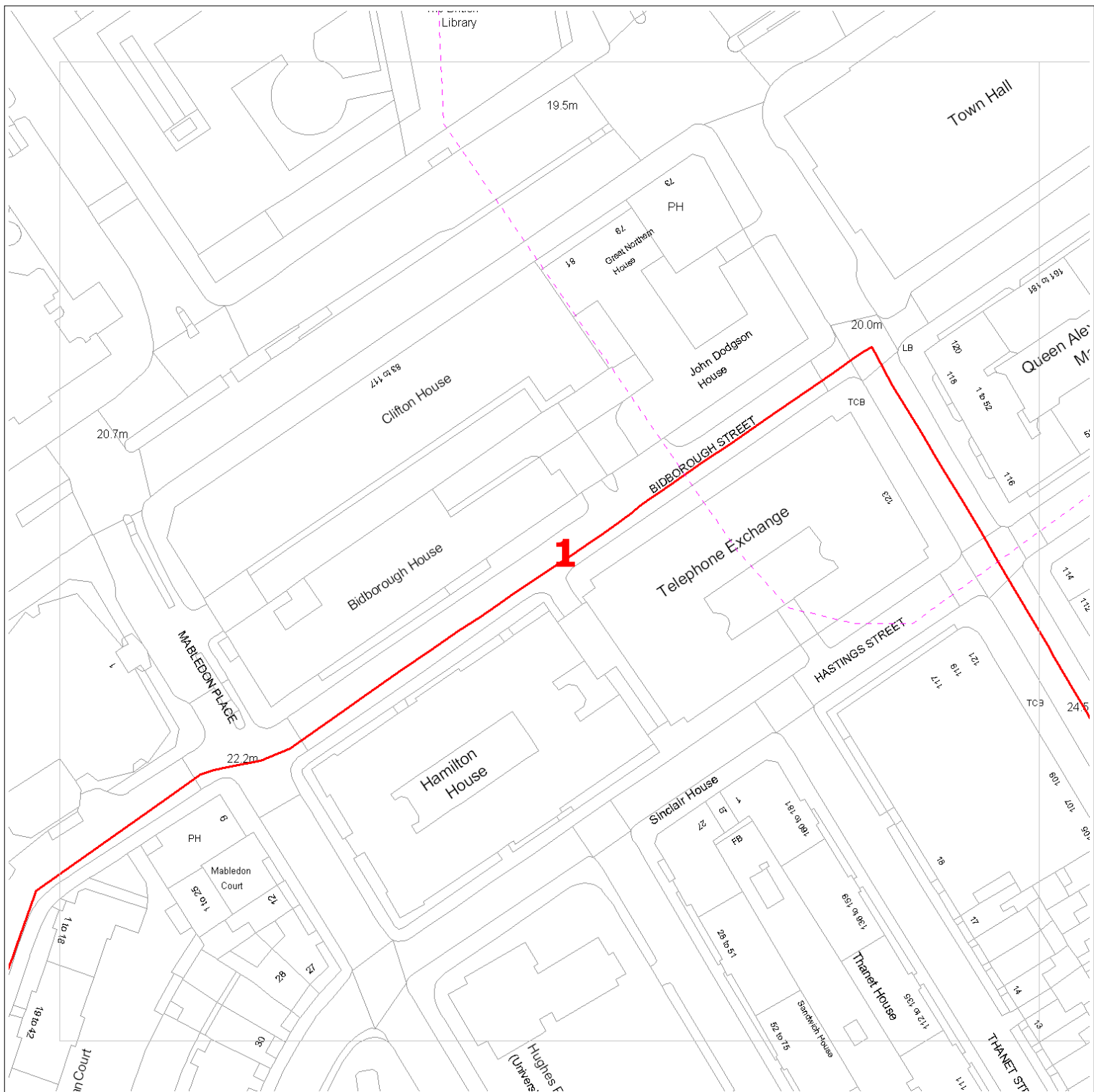


JSM Group Ltd  
Sterling House  
Mutton Lane, Potters Bar  
Hertfordshire, EN6 3AR  
T: 01992 788 019

[zayoplantenquiries@jsmgroup.com](mailto:zayoplantenquiries@jsmgroup.com)

**In Emergency Only and if Zayo Plant or Cables damaged call: 0800 169 1646**

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Date Requested: 22/05/2018

Requested by: Christina Elliott

Company: Atkins

Job Reference: 12896347

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 ZAYO DUCT  
 or  ZAYO CHAMBER  
 Dig Sites: Line  Area   
 Scale on A4 paper: 1:1000

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Company: Atkins

Job Reference: 12896347

Your Scheme/Reference: LM 65485/AB

 ZAYO DUCT



or



ZAYO CHAMBER

Dig Sites: Line  Area 

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[zayoplantenquiries@jsmgroup.com](mailto:zayoplantenquiries@jsmgroup.com)

## **GUIDE TO CONTRACTORS UNDERTAKING EXCAVATIONS IN THE VICINITY OF ZAYO PLANT**

1. Prior to commencing any work or moving heavy plant or equipment over any portion of the site, the Contractor shall confirm details of the location of the Zayo apparatus by contacting and requesting utility drawings from LinesearchbeforeUdig

All Enquirers should register free of charge for the Zayo plant enquiry service at LinesearchbeforeUdig <http://www.linesearchbeforeudig.co.uk/>

Or follow the direct link to register at <http://onecall.linesearchbeforeudig.co.uk/RegisterNewUser> and start your search there.

If you have any queries or wish to speak to a member of the JSM Plant Protection Team please call 01992 655 919.

**The accuracy of information on the plans cannot be guaranteed and no liability can be accepted for errors or omissions.**

2. Where the utility drawings show that the works or the movement of plant or equipment may endanger the Zayo Apparatus the Contractor must mark out the location of the Zayo Apparatus and ensure the apparatus is adequately protected from damage.
3. The contractor should note that damage to Zayo's Fibre-optic network is extremely disruptive and costly to reinstate. The Contractor shall make every effort to avoid the disturbance of Zayo's apparatus for the completion of the work.
4. When excavating, moving or backfilling around Zayo's apparatus The Contractor should note that the normal depth of cover for Zayo ducts are as follows:
  - Carriageway 600mm
  - Footway 350mm
  - Verge 350mm
5. With regard to excavation in the vicinity of Zayo's apparatus the Contractor should be aware of the possibility of reduced cover and the possibility of encountering Zayo apparatus at depths of cover less than that given above.
6. All excavation adjacent to Zayo apparatus is to be carried out by hand until the exact extent and/or location of the Zayo apparatus is known. Use spades and shovels in preference to other tools.

7. Do NOT use Mechanical borers and/or excavators within 0.5m of Zayo Apparatus.
8. To prevent any movement of Zayo apparatus during excavations, complete shuttering shall be used if:
  - The excavation is deeper than the depth of cover of the adjacent Zayo apparatus.
  - The excavation is within 1.0m of Zayo apparatus in stable ground.
  - The excavation is within 5.0m of Zayo apparatus in unstable ground.
9. If for the completion of the works the Contractor intends using any of the following:
  - Pile driving equipment within 10.0m of Company Apparatus.
  - Explosives within 20.0m of Company Apparatus.

Then the Contractor shall advise the Zayo Plant Protection Centre giving a minimum 10 working days written notice.

10. All Zayo manhole, joint box and /or other access points and chambers within the site shall be kept clear and unobstructed at all times to allow access by Zayo and /or their Contractor to carryout maintenance on the network. The Contractor should particularly note that footway type jointing chambers are not specified for carriageway loadings and will need to be adequately protected and/or demolished and rebuilt by Zayo where such chambers are likely to be placed at risk, either temporarily or permanently, from the movement of plant and/or equipment on the site.
11. The covers to Zayo chambers and/or apparatus shall only be lifted by means of appropriate manhole keys under the direct supervision of a Zayo Representative. No employee of the Contractor or of any sub-contractor employed by the Contractor shall enter any Zayo chamber and/or apparatus unless under the supervision of a Zayo Representative.
12. In the event of any damage whatsoever to Zayo apparatus, the Contractor shall immediately report the incidence to Zayo by contacting Zayo as follows:

**Telephone: 0800 169 1646 (Zayo 24Hr Network Operations Centre)**

**Damage to Communications Plant is Expensive – Please Take Care**

Please note these basic safety details are explained in detail in the HSE booklet HS(G)47 – Avoiding Danger from Underground Services.