



BLUETEL NETWORKS PTE LTD

180 Paya Lebar Road #06-03 Yi Guang Building Singapore 409032 | Tel 6556 2221 | Fax 6556 2777 | www.bluetel.net.sg

	FOR BLUETEL'S USE ONLY	
	BTN Ref. No.	
Date Received:	Map Ref No.	
	NCE Ref No.	

NOTICE FOR COMMENCEMENT OF EARTHWORKS

INSTRUCTIONS:

- a) Please bring a complete set of your submission together with a cheque and submit in-person at our office.
Monday to Friday 9.30am – 11.30am & 3pm – 5pm.
- b) The following documents are required for submission:
 - (i) A completed form of this "Notice for Commencement of Earthworks".
 - (ii) A sketch showing your proposed site plan with proposed trial holes and earthworks positions relative to BlueTel's plant route.
 - (iii) The work schedule of your project.
 - (iv) Cable Detection Drawing(s) from your TCDW, where applicable.
- c) Please also fill in Section 1B. SUB-CONTRACTOR'S PARTICULARS if the sub-contractor is the actual party carrying out the works.
- d) Please wait for our reply in Section 7. BLUETEL'S ACKNOWLEDGEMENT before commencement of earthworks. We will fax the acknowledgement to **FAX** indicated in Section 1A. and/or Section 1B.
- e) The indicated Actual Commence Date in Section 4 must be less than six(6) months from the date of receiving the relevant BlueTel's plant map(s) reply.
- f) Please adhere to our "DO's and DON'Ts" list in ANNEX 1.

1A. CONTRACTOR'S PARTICULARS

COMPANY'S NAME: _____

COMPANY'S ADDRESS: _____

POSTAL CODE: _____ COMPANY REGISTRATION NO: _____

PERSON-IN-CHARGE: (NAME IN FULL) _____

NRIC / FIN NO.: _____ DESIGNATION: _____

MOBILE NO: _____ OFFICE TEL: _____

FAX : _____ EMAIL: _____

1B. SUB-CONTRACTOR'S PARTICULARS

COMPANY'S NAME: _____

COMPANY'S ADDRESS: _____

POSTAL CODE: _____ COMPANY REGISTRATION NO: _____

PERSON-IN-CHARGE: (NAME IN FULL) _____

NRIC / FIN NO.: _____ DESIGNATION: _____

MOBILE NO: _____ OFFICE TEL: _____

FAX : _____ EMAIL: _____

1C. SITE SUPERVISOR'S PARTICULARS

NAME IN FULL: _____
NRIC / FIN NO.: _____ OFFICE TEL: _____
MOBILE NO: _____ FAX / EMAIL: _____

2. CONTRACT DETAILS (PRINCIPAL)

COMPANY NAME: _____
PROJECT OFFICER: _____
MOBILE NO: _____ OFFICE TEL: _____
FAX: _____ EMAIL: _____
CONTRACT NO: _____ WORKS ORDER: _____
CONTRACT PERIOD: _____ TO: _____

3. TCDW'S PARTICULARS

NAME IN FULL: _____
NRIC / FIN NO.: _____ OFFICE TEL: _____
MOBILE NO: _____ FAX / EMAIL: _____
LICENCE NO: _____ EXPIRY DATE: _____

4. WORKS DETAILS

LOCATION OF PROPOSED EARTHWORKS: _____
DURATION: FROM: _____ TO: _____

- NATURE OF EARTHWORKS:
- Open trench excavation
 - Sinking of earth rod, casing or tubes
 - Boring, dredging, jacking, leveling, piling or tunneling
 - Soil investigation
 - Others (pls specify): _____

PIPES AFFECTED (no. of ways as identified by TCDW): _____
DISTANCE OF WORK AREA BOUNDARY FROM CABLE PLANT: _____ meters
DEPTH OF EARTHWORKS: _____ meters
ACTUAL COMMENCMENT DATE (DD-MM-YYYY): _____
ESTIMATED COMPLETION DATE (DD-MM-YYYY): _____

IS THE WORK UNDER S29(2)? * YES / NO **ALREADY COMMENCED?** * YES / NO

* In the case of work carried out in the interest of public or private safety, described under Section 29(2), this form must be submitted within 7 days after the earthwork had commenced.

5. CONTRACTOR'S DECLARATION

- a) Plant route plans have been obtained from BlueTel Networks Pte Ltd.
- b) Site survey done by TCDW for BlueTel's plant route relative to proposed trial holes and earthworks position.
- c) Cable routes / locations were marked out at site by TCDW, if applicable.
- d) My staff and I have been briefed by TCDW on cable damage prevention.
- e) I have briefed the supervisor(s), workers and excavator operator(s) on the measures to be taken to prevent damage to cables.
- f) I will stop all earthworks if telecommunication cables are damaged and immediately inform BlueTel Networks Pte Ltd.

I hereby declare that I know and understand my duties under the provisions of Telecommunications Act (and any subsequent amendments thereto), and the information in this notice and any attached documents are true, correct and complete to the best of my knowledge.

During the duration of the earthworks, I shall make myself readily contactable at the contact numbers given in this notice.

Name

Contractor's Signature and Company Stamp

Date

Designation

6. FEES & PAYMENT

- a) **Processing Fee of S\$21.40** (inclusive of 7% GST) is payable for each "Notice for Commencement of Earthworks" submitted for BlueTel's processing. Payment is required at the point of submission.
- b) **Additional Fee** will be charged for consultation services provided by BlueTel Networks Pte Ltd for sites where earthwork is in the vicinity of telecommunication cables. It will be indicated in Section 7. BLUETEL'S ACKNOWLEDGEMENT if such additional fee is required.
 - (i) S\$64.20 (inclusive of 7% GST) for half day
 - (ii) S\$128.40 (inclusive of 7% GST) for one full day
- c) **Only cheque payment is accepted, other mode of payment is not acceptable.**
- d) Cheque should be crossed and made payable to BLUETEL NETWORKS PTE LTD.

7. BLUETEL'S ACKNOWLEDGEMENT

- With reference to your "Notice for Commencement of Earthworks" submitted herein, we noted on your commencement date for your proposed earthworks. You are to ensure compliance with all conditions stated herein without fail.

Remark(s):

- With reference to your "Notice for Commencement of Earthworks" submitted herein, we noted on your commencement date for your proposed earthworks. You are to ensure compliance with all conditions stated herein and the ADDITIONAL CONDITION(S) as stated below without fail:

Condition(s):

- With reference to your "Notice for Commencement of Earthworks" submitted herein, a site meeting is to be held for further discussion and consultation.

Additional Fee of S\$64.20 / S\$128.40 * is to be submitted to BlueTel before or on the day of site meeting.

Date of site meeting: _____

Location of site meeting: _____

- With reference to your "Notice for Commencement of Earthworks" submitted herein, your submission has been rejected for the following reason(s) stated below:

Reason(s):

Signature / Name / Designation of BlueTel Officer

Date

ANNEX 1
DO'S AND DON'TS FOR EARTHWORKS

DO's:

- 1 Do contact BlueTel during planning stage and before actual commencement of work for the development project to:
 - 1.1 Obtain plant maps and subsequent updates after a lapse of 6 months;
 - 1.2 Arrange site meeting for briefing with BlueTel if in doubt and
 - 1.3 Discuss with BlueTel on whether to divert or support existing BlueTel's plants that are affected by the development if necessary.

- 2 Do carry out the following procedures prior to commencing excavation, piling, soil investigation or earthworks:
 - 2.1 Refer to BlueTel's plant maps;
 - 2.2 Engage an IDA licensed telecommunication cable detection worker to carry out detection and notify BlueTel 7 days before commencement of earthworks which are within the vicinity of any telecommunication cables in accordance with Section 29(1) of the Telecommunications Act or the latest relevant section of the Act;
 - 2.3 Do wait for BlueTel's reply within 7 days of notification before commencement of earthworks;
 - 2.4 Carry out trial holes by manual digging and working in or near the vicinity of BlueTel's plants to determine the depth and alignment of BlueTel's plants;
 - 2.5 Provide and maintain visible markings (such as poles, tapes, painting, etc.) indicating the actual position of BlueTel's plants within the construction site and inform BlueTel for site inspection.

- 3 Do comply with all other relevant statutory regulations prior to commencement, during and after completion of the proposed earthworks.

- 4 Do provide a competent full-time site supervisor to monitor the site operations during the entire earthworks.

- 5 Do create a cable corridor using barricades and signposts. Work inside the barricaded cable corridor is to be strictly controlled by the site Project Manager or his authorized deputy.

- 6 Do conduct daily briefings to site workers on BlueTel's plants so as to prevent damage to underground cables. Records of such daily briefings and persons attended must be kept.

- 7 Do disseminate information regarding BlueTel's plants to all relevant parties involved in earthworks such as main contractor, sub-contractors, machine operators, licensed cable detection worker, etc, as it was found that poor or lack of communication is one of the main causes of damage to BlueTel's plants.

- 8 Do keep progressive records (Photographs/Movement Chart) of earthworks for example, schedules and location of trial holes.

- 9 BlueTel's plant maps, NCE and cable detection drawings (if any) must be produced at site when requested to do so by BlueTel's representatives.

- 10 Do note that the time required for carry out plant diversion ranges from 6 to 18 months. Such requirements shall be taken into consideration during the planning stage of the project.

- 11 Do submit to BlueTel for approval the method of support and protection to those exposed BlueTel's plants in the case that BlueTel's plants are to be supported during the construction work at site.

- 12 Do inform BlueTel on the dismantling of any supports.

- 13 Do inform BlueTel on the backfilling procedure over BlueTel's plant.

- 14 Do re-instate any BlueTel's warning slab and/or concrete encasement removed during the course of earthworks. Seek BlueTel's assistance whenever in doubt.
- 15 Do note that the depth of BlueTel's plants varies due to the site conditions.
- 16 Do provide protective steel plates over BlueTel's plants inside trenches so as to prevent undue pressure from traversing heavy vehicles/equipment.
- 17 Do ensure proper and adequate shoring and shuttering whenever applicable to prevent soil movement, which could affect BlueTel's plants.
- 18 Do report immediately on any damage done at the following contact numbers. Early report could reduce the cost of the damage.

During office hours:	6556 2221; or
24 hours:	6482 1561
- 19 Do note the legal consequences under the provisions of Telecommunications Act for failure to submit Notification of Earthworks and for damaging BlueTel's plants.
- 20 Do keep BlueTel informed of any change of the proposed earthworks position and any change of site management/TCDW.
- 21 Stop all earthworks whenever in doubt and contact BlueTel for consultation.
- 22 For further enquiry please contact:

BlueTel Networks Pte Ltd
180 Paya Lebar Road #06-03
Yi Guang Factory Building
Singapore 409032
Tel: 6556 2221 Fax: 6556 2777
(Helpdesk: 6482 1561)

DON'Ts:

1. Must not dig any trial hole with JCB, excavator or any other mechanical means.
2. Must not carry out any excavation (mechanical means), soil investigation, piling or earthworks in the vicinity of BlueTel's cables without confirming the actual positions of BlueTel's plant.
3. Do not open any BlueTel's manholes and plants without BlueTel's prior approval.
4. Do not cover up any BlueTel's manholes and plants with earth, construction materials and equipment or obstruct with heavy machinery.
5. Do not fence up any BlueTel's manholes and plant inside your work area without BlueTel's prior approval.
6. Do not grub up tree stumps without first severing the roots.
7. Do not take for granted that BlueTel's plants are in a straight run and at a fixed depth.
8. Do not cover up damages but to report them immediately.
9. Do not dismantle any support for BlueTel's plants without BlueTel's prior approval.
10. Do not remove any warning slab and/or concrete encasement around BlueTel's plants after exposing them unless approval from BlueTel is given.