



Special Requirements relating to the External Plant Network of Vodafone

Contents

1.	Introduction.....	1
2.	Purpose of document.....	1
3.	Scope.....	2
4.	Vodafone Network and Apparatus.....	2
5.	Plant records.....	2
6.	Definitions.....	2
7.	Requirements.....	3
8.	Depths of cover.....	3
9.	Separation	4
10.	Jointing chambers.....	5
11.	Notification periods	5
12.	Excavation and backfill.....	5
13.	Foam concrete	6
14.	Attendance of Company Representative.....	6
15.	Damage reports.....	6
16.	Appendix A – Street Works Team Contacts for Vodafone.....	7
17.	Appendix B – What constitutes Vodafone Network	8
18.	About this Document.....	13

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	utilitiescentre@vodafone.com
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	claims@vodafone.com
Diversionary Works C2/C3	Atkins Global, PO Box 290, 500 Aztec West, Almondsbury, Bristol, BS32 4RZ.	T: 01454 662881 F: 01454 663330	osm.enquiries@atkinsglobal.com
Diversionary Works C4 / Escalations	Smale House, Floor 2E, 114 Great Suffolk Street, London, SE1 OSL	02075281485	c3requests@vodafone.com
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	osm.enquiries@atkinsglobal.com



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