

# Primary Locate Sheet

Page \_\_\_\_\_ of \_\_\_\_\_

Request No. \_\_\_\_\_

Request Type: \_\_\_\_\_

Utilities Owners Present \_\_\_\_\_

Excavation Date (dd/mm/yyyy) \_\_\_\_\_

Category:

 Homeowner Contractor Project

Revised Excav. Date (dd/mm/yyyy) \_\_\_\_\_

Requested by: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax/Email: \_\_\_\_\_

Locate address: \_\_\_\_\_

City: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Type of work: \_\_\_\_\_

Site Meet Requested 

Appointment Date: \_\_\_\_\_

Dig Area Description: \_\_\_\_\_

Requestor Remarks: \_\_\_\_\_

Dig area outlined using:  Paint  Stakes  Flages  Offset Flages  Sketch  Other \_\_\_\_\_

## WARNINGS AND CAUTIONS

**LOCATED AREA: EXCAVATOR SHALL NOT WORK OUTSIDE THE LOCATED AREA WITHOUT OBTAINING ANOTHER LOCATE**

Records Referenced: \_\_\_\_\_

**Excavator shall notify & receive a clearance from Utility Prior to Excavation for the following:** Third Party Notification \_\_\_\_\_

Locator's Warnings:

 Altered Limits  Unlocatable utilities Other \_\_\_\_\_

Locator Remarks: \_\_\_\_\_

Method of Field Marking:  Paint  Stakes  Flages  Offset Flages  Sketch  Other \_\_\_\_\_

Documents given to be used with this locate:

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Locator name/ID#: \_\_\_\_\_

Start/End time: \_\_\_\_\_/\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

 Fax  Left on Site  Emailed

Accepted By: \_\_\_\_\_

Signature: \_\_\_\_\_

**A copy of this Primary Locate Sheet and Auxiliary Locate Sheet(s) must be in possession of the Excavator during work operations.**

# Auxiliary Locate Sheet

Page \_\_\_\_\_ of \_\_\_\_\_

Request No. \_\_\_\_\_

Date Located:  
(dd/mm/yyyy)  
\_\_\_\_\_

Utilities  
Marked:

- Gas     Water     Hydro     Telecom     Street Lighting     Sewer  
 Other \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**LOCATED AREA: EXCAVATOR SHALL NOT WORK OUTSIDE THE LOCATED AREA WITHOUT OBTAINING ANOTHER LOCATE**  
**LOCATED AREA HAS BEEN ALTERED AS PER: \_\_\_\_\_**

## LEGEND

Hand dig cautiously within 1m as measured horizontally from the field markings to avoid damaging the underground utilities. If you damage the plant, you may be liable.

**If you damage underground plant, contact the utility owner immediately.**  
**Depth varies and MUST be verified by hand digging or vacuum excavation.**



**SKETCH NOT TO SCALE**

THIS FORM VALID ONLY WITH Primary Locate Sheet

Any privately owned services within the located area have not been marked – check with service / property owner.

**A copy of this Auxiliary Locate Sheet(s) and the Primary Locate Sheet must be in possession of the Excavator during work operations. Should sketch and markings not coincide, excavator must obtain a new locate.**

## DISCLAIMER [per Utility Owner Guidelines]

### Warning!

**The excavator must have a copy of this locate on the job site during excavation.**

**Located Area:** The excavator must not work outside the area indicated by the Located Area in the Diagram overleaf without a further locate by the Company.

**Locate the Plant:** The plant location information provided is the best we have available but constitutes only an estimate. Depth of underground plant varies and the exact location must be determined by hand digging prior to excavation with mechanical equipment.

Mechanical equipment must not be used within one metre of the estimated location of the plant.

**Expose the Plant:** Once the plant has been located by hand digging, it must be exposed along its length adjacent to or in the immediate vicinity of the proposed excavation. For this purpose, mechanical equipment must not be used within 0.5 metres of the plant.

**Digging around the exposed plant:** When the plant has been exposed, any further excavation within 0.3 metres must only be done by hand digging and not with mechanical equipment.

**Support Requirements:** If the underground plant is exposed over a distance of more than 1.25 metres, the utility company must be notified; underground plant must be supported at all times.

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### O. Reg. 210/01 Oil and Gas Pipeline systems EXCERPTS

9. (1) No person shall dig, bore, trench, grade, excavate or break ground with mechanical equipment or explosives without first ascertaining the location of any pipeline that may be interfered with.

10. No person shall interfere with or damage any pipeline without authority to do so.

### Technical Standards & Safety Act 2000 EXCERPT

37 (1) Every person who contravenes or fails to comply with any provision of this act or the regulations; etc... is guilty of an offense and on conviction is liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or to both.

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Caution: The marking may disappear or be misplaced. Should sketch and markings not coincide, excavator must obtain a new locate. This is based on information given at the time. Any changes to location or nature of work require a new locate. The EXCAVATOR must not work outside the indicated Locate Area without a further locate by the company. Privately owned services within the located area have not been marked –check with service / property owner.

Locate is VOID after 30 days.

For remarks contact:  
or at website: