# Request for technical departure template

The following template is for project teams requesting a technical departure from the requirements of *Z19 Taumata Taiao – Environment and Sustainability Standard*.

[Z19 Taumata Taiao – Environment and Sustainability Standard](https://www.nzta.govt.nz/roads-and-rail/highways-information-portal/technical-disciplines/environment-and-social-responsibility/national-standards-guidelines-and-specifications/z19-taumata-taiao/)

If a departure from the standard is considered necessary at any point during the transport system lifecycle, a formal request for departure approval must be submitted to Waka Kotahi before the departure is implemented or substantively progressed. Departures include those from the requirements of the standard, such as those in the guidelines, specifications and policy.

To apply for a departure, the following information should be submitted in writing by the supplier to Waka Kotahi:

* project description (including project stage, location)
* description of departure
* justification
* risk management plan.

***Delete this instruction page before submitting the request.***

**REQUEST FOR TECHNICAL DEPARTURE**

|  |  |  |  |
| --- | --- | --- | --- |
| **From**  |  | **Departure no** |  |
| **To** | **Waka Kotahi** | **Date** |  |
| **Originator name** |  | **Project** |  |
| **Discipline** |  |
| **Subject** |  |

Background

Standard or works requirement to be departed from

Reason for requested departure (including what is requested and why, and what other options were considered)

1. What is requested
2. Options considered
3. Rationale for request

Benefits of the departure

|  |  |
| --- | --- |
| **Safety** |  |
| **Environmental** |  |
| **Performance (level of service and resilience)** |  |
| **Waka Kotahi reputation** |  |
| **Cost** |  |
| **Maintenance** |  |

Costs and dis-benefits of departure

|  |  |
| --- | --- |
| **Safety** |  |
| **Environmental** |  |
| **Performance (level of service and resilience)** |  |
| **Waka Kotahi reputation** |  |
| **Cost** |  |
| **Maintenance** |  |

Risks associated with the departure

Value for money summary

The combination of costs, benefits and risks of the departure provide a value for money outcome to be summarised here.

Attachments

|  |  |  |
| --- | --- | --- |
| Prepared byReviewed byRecommended by  | Signed SignedSigned | DateDateDate |

Recommendation

|  |
| --- |
|  |

Waka Kotahi response

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Waka Kotahi technical decision | Accepted/rejected |
| **By** | **Date** |
| Waka Kotahi authorisation to proceed |  |
| **By** | **Date** |