



Excavation & Ground Disturbance Permit

Authorisation for excavation & ground penetration

Permit no.: _____

Valid: **single task / shift**

SITE / BUILDING	ADDRESS	SPECIFIC LOCATION / AREA	DESCRIPTION OF WORK
_____	_____	_____	_____
VALID FROM (DATE / TIME)	VALID TO (DATE / TIME)	SWMS / JSA REF.	PERMIT NO.
_____	_____	_____	_____

1 This permit covers

- ☐ Trenching ☐ Excavation ☐ Boring
- ☐ Ground penetration

2 Requirements — confirm before work commences

#	REQUIREMENT	YES	NO	N/A	COMMENTS
1	Dial Before You Dig completed	☐	☐	☐	
2	Underground services identified	☐	☐	☐	
3	Service plans available	☐	☐	☐	
4	Excavation boundaries marked	☐	☐	☐	
5	Barricades installed	☐	☐	☐	
6	Excavation inspected	☐	☐	☐	
7	Shoring requirements assessed	☐	☐	☐	
8	Ground stability assessed	☐	☐	☐	
9	Emergency response plan established	☐	☐	☐	
10	Spotter assigned if required	☐	☐	☐	

3 Excavation details

DIAL BEFORE YOU DIG REF.	EXCAVATION DEPTH (M)	SHORING / BENCHING METHOD
_____	_____	_____

Authorisation & acceptance

This permit is **not valid until authorised**. By signing, the receiving worker confirms they understand the hazards, controls and conditions of this permit.

ISSUED / AUTHORISED BY (NAME & SIGNATURE)	POSITION	DATE / TIME
_____	_____	_____
ACCEPTED BY (RECEIVING WORKER — NAME & SIGNATURE)	COMPANY / ROLE	DATE / TIME
_____	_____	_____

✓ Completion & cancellation

On completion, confirm the area is safe, controls / isolations removed where appropriate and systems returned to normal.

PERMIT CLOSED / CANCELLED BY (NAME & SIGNATURE)

POSITION

DATE / TIME

Guidance only. Work in a trench deeper than **1.5 m** is high risk construction work under the **WHS Regulation 2017**. Underground services must be located (**Dial Before You Dig**) and the excavation assessed for ground stability and shoring / benching by a competent person before entry.