

# City, Town, Hamlet, Village, or Summer Village Fax Locate Request Form - Part One

**Part One** is required if you are requesting locates at a single location.

If there is more than one location **Part One** and **Part Two** must be completed. A maximum of ten proper addresses within the same block, can be entered as one ticket.

To enter your tickets on line or view Alberta One-Call's Privacy Guidelines...visit our website @ Alberta 1call.com.

<b>Contact Name</b>		<b>Contact Phone #</b>	(    )
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*Make sure that the contacts supplied can be reached daily from 8:00 - 4:00pm*

<b>Company Name</b>		<b>Fax #</b>	(    )
<b>Alternate Contact Person</b>		<b>Alternate Contact Phone #</b>	(    )

<b>What type of work are you doing?</b>							
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<b>What type of property and where on the property are you digging?</b>	Public Property	Private Property	or Both	Front	Rear	Side	All Around	Vacant Lot
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<b>Has the dig site been premarked (outlined) with white paint?</b>	circle area to be marked	
	Yes	No

<b>Approximately how deep are you digging?</b>		<b>Who is the work being done for?</b>	
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<b>Name of City, Town, Hamlet, Village, or Summer Village</b>	
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<b>Location of Work</b>	
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<b>Additional Information</b>	
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<b>Subdivision Name (if applicable)</b>		<b>Lot #</b>		<b>Block #</b>		<b>Plan #</b>	
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<b>What date to you require the locates to be completed by?</b>		REMEMBER	Alberta One-Call members require a <u>minimum</u> of two full working days notice.
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<b>Approximately how much time will you require with the locator?</b>	1 hour	2 hours	3 hours	4 hours	5 hours	6 hours	7 hours	8 hours
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circle the appropriate number to indicate length of appointment required.

**You are not clear to excavate until all facilities have been located. It is the excavators responsibility to make sure there is no damage to the located facilities during excavation and placing a request with the one call centre does not remove that responsibility.**

<b>Signature:</b>	
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Your signature acknowledges that you have read and understand the above statement. Your locate request cannot be processed without this signature.

<i>"The locator will not mark water and sewer on private or residential property because the water and sewer facilities on these properties are owned by the property owner not the local provider of this service on public land. The local provider does not have records pertaining to these facilities."</i>
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**Fax completed form to Alberta One-Call @ 1-800-940-3447.**

After your request is received and processed at the call centre... a copy of the completed locate request (ticket) will be transmitted to your fax machine. Please immediately verify that the information contained in this ticket is correct, should a correction be required call 1-800-242-3447 and speak with a Customer Service Representative.

**The names of Alberta One-Call members notified on your behalf will be included in your copy of the ticket.**

REMEMBER, All Others In The Area You Must Contact Directly.

## City, Town, Hamlet, Village, or Summer Village Locate Request Form - PART TWO

Location of Work	Circle for Each Location		Approx. How Deep Will You Be Digging?	Lot # Block # Plan #	Additional Information
	Type of Property	Where On The Property Are You Digging?			
1	Private    Public <i>Or Both</i>	Front Rear Side <i>Or All Around</i>			
2	Private    Public <i>Or Both</i>	Front Rear Side <i>Or All Around</i>			
3	Private    Public <i>Or Both</i>	Front Rear Side <i>Or All Around</i>			
4	Private    Public <i>Or Both</i>	Front Rear Side <i>Or All Around</i>			
5	Private    Public <i>Or Both</i>	Front Rear Side <i>Or All Around</i>			
6	Private    Public <i>Or Both</i>	Front Rear Side <i>Or All Around</i>			
7	Private    Public <i>Or Both</i>	Front Rear Side <i>Or All Around</i>			
8	Private    Public <i>Or Both</i>	Front Rear Side <i>Or All Around</i>			
9	Private    Public <i>Or Both</i>	Front Rear Side <i>Or All Around</i>			
10	Private    Public <i>Or Both</i>	Front Rear Side <i>Or All Around</i>			

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**The names of Alberta One-Call members notified on your behalf will be included in your copy of the ticket. REMEMBER, All Others In The Area You Must Contact Directly.**