

P12-015 TEMPORARY ROAD CLOSURE AND DISRUPTION TO TRAFFIC POLICY (EVENTS)

Approved by the Council on 6 November 2012.

1 BACKGROUND

Events in the New Plymouth district contribute to the wellbeing of the district and help create a vibrant environment, build a sense of community, provide economic benefit and enhance the district's identity. Road closures are sometimes necessary for such events and activities to take place.

2 POLICY PURPOSE

The purpose of the policy is to provide guidelines on the application process and rules pertaining to the closure of roads.

The policy focuses on the temporary closure of road(s) and/or disruption to traffic for events and does not replace any legal requirements/implications relating to this.

3 POLICY SCOPE

The policy covers vehicle races or trials, processions, carnivals, celebrations, sporting events, or other special events, which require a road closure.

The Council may, subject to the provision of the Transport (Vehicular Traffic Road Closure) Regulations 1965 close the road to ordinary vehicular traffic for a period or series of periods of not more than 12 hours each in any consecutive 24 hours.

4 LEGISLATIVE AUTHORITY

Temporary road closures for the purposes of traffic management are made under either the Local Government Act 1974 (Schedule 10) or the Transport (Vehicular Traffic Road Closure) Regulations 1965.

5 POLICY STATEMENTS

5.1 Considerations for Council

- a) In considering applications for road closures, or disruption to traffic, the council will take into account the benefits arising from the purposes for which traffic is to be disrupted and the costs imposed on affected residents and commercial property occupiers and road users as it considers relevant including:
 - i. The traffic volume on the affected road(s).
 - ii. The time of day.
 - iii. The day of the week.
 - iv. The amount of time the event participants will be on the road.
 - vii. The number of event participants.
 - viii. The extent to which the event disrupts traffic.

- b) Consideration of a road closure will be in accordance with the merits of the individual application, including the Traffic Management Plan.

The approval of the Traffic Management Plan (TMP) must be given by the Traffic Management Coordinator (TMC) or a person with delegated authority from the TMC for approving TMPs.

- c) The following matters shall be taken into account in considering the application for a road closure:
 - i. the views of those affected,
 - ii. the number of people affected,
 - iii. length of closure/disruption,
 - iv. good will,
 - v. reasonableness of the objections, and
 - vi. attempts by applicants to mitigate affects.
- d) Events will not be given additional privilege because they are existing or new.

5.2 Responsibilities of Applicant

5.2.1 General

- i. The applicant must meet the requirements of this policy, follow all information provided in their TMP and any conditions set by the council if their application is approved.
- ii. Events must be organised to minimise any inconvenience and danger to normal road users, and to minimise any danger to people associated with the event, including spectators.
- iii. The closure of intersections should be avoided, where possible, to help minimise affects of the closure.
- iv. The applicant is required to make the road closure application to the Council no less than two months in advance and no greater than six months in advance.

5.2.2 Applications

Applications for a temporary road closure must be in writing as outlined in the Temporary Road Closure and Disruption to Traffic Guidelines.

5.2.3 Traffic Management Plan

A Traffic Management Plan (TMP), compiled by an authorised Site Traffic Management Supervisor (STMS) shall be developed. The plan shall detail who will be implementing the TMP for the event. The plan must be received by the council no later than six weeks prior to the event.

5.2.4 Costs

Any costs relating to advertising (such as public notices) and damage to roading assets will be required to be paid by the applicant, as set out in the guidelines. The General Manager Community Services, or their appointee, also has the authority to charge a bond prior to the event to cover such costs.

5.2.5 Insurance

- i. The applicant is responsible for obtaining, and paying the cost for, adequate public liability insurance. The insurance is required to indemnify the Council against any damage to property or persons as a result of activities during the road closure period at a minimum level of \$1,000,000. Council requires that it is covered under the terms of such policy. A copy of the insurance policy shall be given to the council, and is a condition of the road closure approval being granted.
- ii. The applicant must agree to indemnify the Council and any third party for any claims arising from the event.
- iii. The requirement for insurance is able to be waived for events where there is no, or very little, risk of damage occurring. This is at the discretion of the General Manager Community Services or their appointee.

5.2.6 Consultation and Notification

The applicant is required to make reasonable efforts to consult with:

- i. Affected residents and commercial property occupiers of all properties on the roads intended to be closed.
- ii. Affected residents and commercial property occupiers on the proposed detour routes.
- iii. Affected residents and commercial property occupiers on roads connecting with the roads intended to be closed.
- iv. Those reasonably identifiable individuals, businesses and organisations likely to be using the affected roads, detour routes and connecting roads over the time of the closure or traffic disruption.
- viii. In the event that the applicant has been unable to speak with the affected residential and commercial property occupiers a letter outlining the proposed closure must be left with at the property of the affected property occupiers and must contain the date and time of the visit
- iv. The applicant shall make reasonable efforts to obtain signed consents from the affected residents and commercial property occupiers. The consent must contain the full name and address (including the RAPID property number).
- v. The applicant shall provide the Council with information about the nature and extent of the consultation undertaken.

- vi. As part of the consultation, the applicant shall notify the affected residents and commercial property occupiers of their right to make a submission and provided with details about how a submission to the Council may be made.

5.2.7 Liaison

The applicant is required to liaise, and provide evidence of liaison, with all emergency services, rural delivery contractors; public and commercial transport operators and businesses that may be affected by the road closures.

5.2.8 Access

i. Emergency

Provisions shall be made by the applicant for the access of emergency vehicles at all times. Emergency services must be made aware, by the applicant, of the event and how to contact the person in charge of the event, during the event.

Affected residents and commercial property occupiers must be informed, by the applicant, of arrangements made for emergency and other access to and from their properties during the closure and who to contact with any queries regarding this.

ii. Access During Closure

Agreements regarding access must be reached in conjunction with property owners or tenants.

The applicant should, where practicable, meet affected residents and commercial property occupier's requests for access to or from their property

Where possible, flexibility to allow access during a closure is encouraged.

5.3 Objections/Hearings

Affected residential and commercial properties and other affected parties shall have the opportunity to submit on the proposed road closure in accordance with the provisions contained within the Transport (Vehicular Traffic Road Closure) Regulations 1965 and as outlined in the Council guidelines.

The applicant is to comply with the objection provisions contained within the Transport (Vehicular Traffic Road Closure) Regulations 1965 and as outlined in the Council guidelines.

5.4 Monitoring

Spot checks are likely to be made, by an authorised Council officer. These will be to check adherence to approved traffic management plans and that no unforeseen situations have arisen.

If breaches of the TMP are found, causing safety issues, the officer will request, under Code of Practice for Temporary Traffic Management (CoPTTM) and Local Road Supplements (LRC), the STMS to rectify the problem within 30 minutes. If this does

not occur, the officer has the authority to stop the event immediately. Breaches of the TMP may affect the approval of future applications by the event organisers.

5.5 Other

The decision-maker, when considering an application, has the discretion to add additional conditions to any closure application, as deemed necessary.

6 FEES AND CHARGES

The Council may from time to time by resolution set fees for the:

- a. Administration and processing of the road closure application
- b. Routine compliance inspections

The Council requires the applicant to pay the costs of advertising the temporary road closure.

7 ADDITIONAL POLICY GUIDANCE

The policy shall be used in conjunction with the temporary road closure and disruption to traffic guidelines attached to the policy.

Event organisers must adhere to the Transit Code of Practice for Temporary Traffic Management (CoPTTM) and, where applicable, the Local Roads Supplement (LRS).

8 POLICY CONTACT

The policy holder is the Customer and Regulatory Services Team within the Community Services Group.

9 POLICY REVIEW

This policy shall be reviewed three yearly from the date the policy is adopted.