

TEMPORARY ROAD CLOSURE AND DISRUPTION TO TRAFFIC GUIDELINES

These guidelines should be used in conjunction with the temporary road closure and disruption to traffic policy.

1 NOTIFICATION

The New Plymouth Fire Service, New Plymouth Police & Police Communications Centre, Taranaki Base Hospital and the Ambulance Service must be notified of any temporary road closure and/or disruption to traffic.

Other groups and organisations which may be required to be notified in an urban area, depending on the event, include but are not limited to:

- Automobile Association
- Road Transport Association
- Bus operators
- Taxi operators
- NZ Post
- Courier Firms
- Iwi and hapu

Other groups and organisations which may be required to be notified in a rural area, depending on the event, include but are not limited to:

- Fonterra
- Artificial Breeding Technicians (in rural areas from October – November)
- Tramping Club
- Fish and Game
- Local veterinary providers
- Iwi and hapu

The road closure applicant is advised to consult with the Council regarding the identification of groups and organisations that may need to be notified of the road closure.

Notifications should be made in conjunction with public notices advertising the proposed closure to allow people to make submissions.

It is the responsibility of the applicant to notify the Police of the end of the event that the road has been re-opened (particularly in the case of events ending earlier than anticipated).

2 APPLICATIONS

Applications must generally include:

- Which roads will be closed, including a map
- The reason(s) for the road closure

- Date and time of road closure(s)
- Contact person on the date of the road closure
- The plan for notifying the necessary people
- Efforts made to mitigate adverse effects
- If the event will be cancelled due to weather and when that decision will be made
- Insurance arrangements

At times the scale of the event may mean that all this information is not required. Applicants are advised to contact the Council prior to making an application to check what requirements are required for each specific application.

Applications must be received by the council no less than two months prior to the event.

Following initial acceptance of the application, the applicant is required to submit a Traffic Management Plan (TMP), compiled by an authorised Site Traffic Management Supervisor (STMS). TMPs describe the nature and extent of temporary traffic management and how road users will be managed by the use of temporary traffic management measures. TMPs detail the measures to ensure safety for all people involved in the activity.

Applications should be sent to:
 Temporary Road Closure Application (or Disruption to Traffic)
 New Plymouth District Council
 Private Bag 2025
 New Plymouth.

3 INSURANCE

As per the legislative and policy requirements the applicant must hold Public Liability Insurance to indemnify the applying organisation and the Council against any claims or actions that may arise from the staging of the event to a minimum of \$1,000,000 in respect of any one claim or accident. A copy of the policy or cover note must be provided to the Council no less than 28 days prior to the meeting of Council that will make the decision.

4 GENERAL RESPONSIBILITIES OF APPLICANT

The approved Traffic Management Plan shall be strictly adhered to throughout the event.

Sufficient marshals to control and direct vehicles and pedestrians at all points where the closed road intersects with any open road and elsewhere as necessary shall be provide. All marshals shall wear traffic safety vests or other high visibility clothing whilst on or adjacent to the roadway.

Make adequate provisions to permit emergency vehicles, property owners and occupiers within the area and their invitees, customers or employees reasonable access to and from properties on the closed road. For through roads make adequate

provisions for reasonable access through the closed section. Details are to be included in the Traffic Management Plan.

All spectators shall be provided with parking on private property i.e. off road reserve.

The applicant must ensure that all competitors comply with, all relevant laws and regulations not waived by temporary road closure under Section 342 and Schedule 10 of the Local Government Act 1974.

5 COSTS

Application

The cost for making a road closure and disruption to traffic application is set out in the annual Schedule of Fees and Charges.

Advertising

The Council is responsible for managing the advertising that is required for a road closure and the determination of the level of advertising that is required.

If a road is to be temporarily closed under the Transport (Vehicular Traffic Road Closure) Regulations 1965, a public notice, paid for by the applicant, must be advertised at least 42 days prior to the event and again no later than 24 hours prior to the event.

The applicant is required to pay for all advertising costs in appropriate newspapers. Public notice advertisements will be published in the Midweek on the NPDC Seven Days page in the first instance. It may be appropriate to also advertise in the Taranaki Daily News, and other local community newspapers depending on the nature and location of the event.

The applicant is required to pay for the advertising costs prior to the road closure permission being determined.

6 FIXING DAMAGE TO ROAD ASSETS

Where the event may result in damage to a road(s), the road(s) shall be restored to the original condition following the event.

The applicant shall advise the Council in writing of any damage to the road surface, shoulders, drainage channels, verges, signs or other road furniture resulting from the event.

Council will arrange for an inspection of the road(s), including prior to the event and at the completion of the event.

The applicant shall and pay all costs incurred by the Council in making good any such damage, whether reported or not.

7 SIGNS AND BARRIERS

Information relating to signs must be included in the TMP. For the duration of the event the road closure shall be adequately sign-posted in accordance with the approved Traffic Management Plan.

The applicant is solely responsible for signposting and policing of the roads to be closed, to ensure that only vehicles connected with the road closure have access to the road closure areas, except when it is deemed safe to allow other vehicles to have access. The applicant shall arrange the delivery, erection and manning of all road closure barriers and their removal thereof after closures. All gates and entranceways are to be taped at the time of closure and tape is to be removed thereafter. All rubbish resulting from the event must be removed.

The applicant or their representative may be required to meet with council staff regarding the required signs format, size, location and quantity of signs for approval before they are manufactured and erected. Signage requirements may vary depending on the impact and size of the event.

Adequate warning signage shall be attached to all tape placed over any vehicle access way to ensure residents are aware of the event with appropriate notice, e.g. "Warning: motorsport event in progress – keep off road – contact details (provide mobile phone number)."

Signs and barriers advising of the road closures are to be erected at the start and end of the closed portions of roads and on each intersecting road two weeks prior to the road closure.

Upon completion of each stage of the event, and no later than the time specified for the end of the closure, remove all signs and barricades restricting access on that stage, and within 24 hours of the completion of the event clear all litter and debris from the road to the satisfaction of the Council

8 SUBMISSIONS/HEARINGS

If an application is to be considered under the Transport Regulations, the council must give public notice of the intended road closure at least 42 days before the date of the event. Any persons affected by the proposed road closure may then lodge a submission not later than 28 days before the proposed closure.

If no submissions are received regarding an application under the Transport Regulations, council officers have delegated authority to approve applications (signed off by General Manager Community Services). If submissions are received and cannot be resolved, the Hearings Commission will consider the application.

If an application is to be considered under the Local Government Act 1974 (LGA) Schedule 10, there are no set legal requirements for how long the submission period should be open for.

In most cases, the timelines under the Transport Regulations should be used, unless reasons are provided for not doing so.

The LGA74 is often used where the applicants require the removal of the designation of road or when time does not allow for the use of transport regulations. This should be discussed with council officers as soon as possible.

Applications made under the LGA74 are reported to the Monitoring Committee, and the decision will be made by that committee if opposing submissions are not received. If submissions are received and cannot be resolved, the Hearings Commission has the authority to hear submissions and make a decision.

9 WITHDRAWAL OF CLOSURE

The applicant is required to notify the Police and the Council in the event that the road closure is no longer needed.

Where a late cancellation of the event takes place (i.e. after road closure signs, barriers etc have been placed at the venue), the full TMP shall remain in place for the approved road closure time period; or until such time as the site traffic management supervisor can liaise with the police to ensure that there would be no risk to vehicular or pedestrian traffic if the event was cancelled and the TMP conditions removed.