

TEMPORARY ROAD CLOSURE PROCEDURES

Please read the following before proceeding with this application:

As event organisers you will understand that there are many things to be considered if your event incorporates a public road, footpath or public park.

You have a legal obligation to put in place suitable plans to ensure that your event is held with the minimum disruption and risk to public attending the event or sharing the same public area.

This application form applies to roads under the control of the Otorohanga District Council. For events on or adjacent to the State Highway Network, Waka Kōtahi approval is required and should be applied for separately.

As an event organiser you should note the following before proceeding with the application:

- Ensure you have included all the details required on this form. Council will be unable to process this application through the appropriate channels if you have not;
- Council's Engineering Department will manage the process of your application and will advise essential services of your event. As the event organiser you should also liaise directly with emergency services such as the Police, Fire Service and St John Ambulance, as they may require additional information or involvement in your event;
- Council must have received your application no later than 5 months prior to the event. This timeframe is necessary to meet statutory requirements. Permission to hold your event could be withheld if these timeframes are not met;
- Event organisers must have public liability insurance to the value of ten million dollars (\$10,000,000). Proof of this needs to be attached to the application;
- Details on where and how to get a traffic management plan are included on page two of this application form;
- Road signage, with details of the road closure, must be erected two weeks prior to the event;
- It is the responsibility of the event organiser to satisfy all conditions of the road closure once it has been approved by Council.
Please note: no changes to the plan can be made without seeking further approval.
- If you have any questions about this process, please contact Ōtorohanga District Council on: engineeringadmin@otodc.govt.nz.

PUBLIC LIABILITY INSURANCE

The applicant must provide evidence of public liability insurance cover to the value of ten million dollars (\$10,000,000).

Please get your insurance company to complete the attached Public Liability Insurance Certificate and return with this application form.

ADVERTISING

In accordance with the Transport (Vehicular Traffic Road Closure Regulations 1965), Council is required to publicly notify all road closures no later than 42 days prior to the event and to hear objections. Objections must close no later than 28 days prior to the event. Council must then advertise the road closure no later than 24 hours prior to the event.

The applicant is required to meet all advertising costs.

TEMPORARY ROAD CLOSURE PROCEDURES (Cont.)

TRAFFIC MANAGEMENT PLAN

A traffic management plan describes the nature and extent of temporary traffic management measures at an event and how the safety of road users (including competitors, spectators, pedestrians, cyclists and affected residents) will be ensured by these measures.

Traffic management plans are required for all activities that vary the normal operating conditions of a road, irrespective of whether the activity is on a road (carriageway), on a footpath, or on a road shoulder. They are also needed for activities outside the road reserve, which will affect the normal operating conditions of the road.

Your traffic management plan must be prepared by a Certified Site Traffic Management Supervisor and should include:

- Description of activity
- Event location
- Timeframes
- Proposed traffic management method including diagrams and sign layout
- Barrier and temporary signage locations
- Proposed speed restrictions
- Safety precautions for officials working onsite
- Emergency services access
- On site monitoring methods
- Contingency plans
- Names and contacts of your traffic controllers (before and during the event)

Please complete the attached Traffic Management Plan Form, attach layout diagrams, and return with this application form.

FEES AND CHARGES

Application Fee:	Community Event (non-profit)	Nil
	Rally / Races etc (sealed roads)	\$905.00
	Rally / Races etc (unsealed roads)	\$905.00
Bond:	Unsealed Roads (per road per day)	\$5,000.00
Advertising:	Full cost to be met by applicant	

These fees are subject to Council approval and negotiation and may be amended at any time.

TEMPORARY ROAD CLOSURE APPLICATION FORM

Please note: Council requires 5 months to legally process and advertise this application.

APPLICANT DETAILS:

Event Name: _____

Event Date: _____

Organisation: _____

Contact Name: _____

Postal Address: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____

Signed _____ Date: _____

REQUIREMENTS:

Purpose of the Event:	
Location/Roads to be Closed: Start and end sites	
Start and Finish Times:	Road Closure Start and finish times: Event Start and finish times:
Dates:	
Anticipated Number of Participants:	
Site Map/Layout:	<i>Please attach to application form</i>

Traffic Management Plan:	<i>Please attach to application form. Refer to notes on page 2</i>
Weather Contingency Plans: (if applicable)	<i>Please attach to application form</i>
Letterbox Drop:	<i>Letter to be approved by Council - Please provide a copy of any written information that is to be supplied to affected residents</i>
Public Notice:	<i>Council will notify the public of the proposed road closure. It is strongly recommended that you take out additional advertising as part of your overall marketing plan</i>
Council Meeting:	<i>Should any objections to a road closure not be resolved, it may require a decision by Council – this may delay the process</i>
Public Liability Insurance:	<i>Event organisers must have public liability insurance of ten million dollars (\$10,000,000). Please complete relevant form and attach to this application</i>

NOTE: Please attach all additional notes/maps/traffic management plans etc

CHECKLIST	Complete/Attached
Application Form Completed	
Traffic Management Plan	
Public Liability Insurance for \$10,000,000	
Letterbox Drop (Letter to be approved by Council)	
Copy of Consultation with Affected Residents	
Council Fee	

LODGING APPLICATION

By lodging your application as early as possible, you will allow yourself and others involved more time to identify the best way of doing things. Please ensure all necessary attachments are included with this form and are forwarded to the following address:

Otorohanga District Council
P O Box 11
Otorohanga 3940