



28 February 2025

Noel Aunoa

Kayel Ltd

s7(2)(a)

Dear Noel

**Request for Information – Local Government Official Information and Meetings Act (LGOIMA) 1987**

We refer to your official information request dated 19 February 2025 for:

*“...information for exterior paint work in a public area/walkway  
regarding permits/restrictions or notice*

- *Britannia Building - 273 Jackson st, Petone*
- *Public walkway will be affected by work - sectional work if required*
- *Carparks in front of the building may be affected by work*
- *Proposed exterior paint request and any information to help with this.”*

**Answer:**

Corridor Access and Traffic Management Requirements:

Any work within the road corridor, including the footpath, berm, on-street parking, and the road, requires a Corridor Access Request (CAR). This is to ensure that temporary disruptions are managed appropriately, and public safety is maintained.

For your proposed painting works, a Non-Excavation CAR will be required, covering the use of the footpath and any temporary traffic management (TTM) measures such as no-parking cones.

A Traffic Management Plan (TMP) must also be submitted as part of the CAR application. The TMP must be designed and implemented by suitably qualified persons holding an NZTA Waka Kotahi or other industry-recognised traffic management qualification.

If scaffolding is required, prior approval from Hutt City Council is needed before work begins.

#### Hutt City Council's Minimum TMP Requirements:

Our Traffic Management Coordinator has outlined specific TMP considerations. Please refer to the attached Hutt City TMP Contents Requirements (May 2024) with guidance notes in blue.

Key requirements include:

1. Impact on Road Corridor:
  - If scaffolding, reserved parking spaces for contractors, or material deliveries are required, a TMP must specify how these will be managed.
2. TMP Content Requirements:
  - A TMP must include details such as traffic control measures, pedestrian access, restricted parking considerations, and temporary road closures if necessary.
  - A pre-approval form must be submitted if work affects bus stops, traffic signals, or requires night works in residential areas.
  - The TMP should also address alternative transport routes and detours if required.
3. Public Notifications:
  - Affected businesses, residents, and stakeholders must be notified at least five working days before work begins.
  - Additional requirements apply if the works involve full road closures, changes to traffic signals, or detours.

There are several contractors who can manage the entire process on behalf of clients. A quick online search for 'temporary traffic management providers will provide available options.

#### Application Process:

To apply for a CAR and submit the necessary documentation, the following portals are relevant:

- Beforeudig: <https://www.beforeudig.co.nz/nz/home/>
- Submitica: [Submit CAR Application](#)

For reference, please find attached the A3 form, which is required as part of the CAR submission.

Most traffic management companies have accounts with these portals and can submit the CAR application and TMP on your behalf for a fee.

Once all necessary documentation has been submitted, Hutt City Council will review the application and, upon approval, issue the CAR, TMP, and Work Access Permit (WAP), allowing the work to proceed.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that this response to your information request may be published on Hutt City Council's website. Please refer to the following link: [www.huttcity.govt.nz/council/contactus/make-an-official-information-act-request/proactive-releases](http://www.huttcity.govt.nz/council/contactus/make-an-official-information-act-request/proactive-releases)

Yours sincerely

Lakna Siriwardena

Legal Operations Advisor

## TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM

Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.

Organisations /TMP reference	<b>TMP reference:</b> <i>Contractor assigned reference number</i>	<b>Contractor (Working space):</b> <i>Name of the contractor responsible for the working space</i>	<b>Principal (Client):</b> <i>Name of the principal or client for this project / activity – can be private or a company</i>				
		<b>Contractor (TTM):</b> <i>Name of temporary traffic management (TTM) contractor – can be multiple</i>	<b>RCA:</b> <i>Hutt City Council</i>				
Location details and road characteristics	<b>Road names and suburb</b>		<b>House no./RPs</b> <i>(from and to)</i>	<b>Road level</b>	<b>Permanent speed</b>		
	<i>All affected road names and suburb/s where TTM equipment is established – includes adjoining side roads and any TTM on a detour route and plant/equipment storage extents</i>		<i>House numbers, route positions - from first advance warning sign to last sign for all roads where TTM is established</i>	<i>Either Level 1 or Level 3 (for Wainuiomata Hill Rd); or Class A, B or C</i>	<i>Either 30, 40, 50, 60, 70 or 80km/h</i>		
Traffic details (main route)	<b>AADT</b> <i>AADT of road/s where working space is located – ADT can be obtained from <a href="https://mobileroad.org/desktop.html">https://mobileroad.org/desktop.html</a> Council do not have traffic volumes for all roads. Contact a Council Traffic Engineer to provide this information if available</i>		<b>Peak flows</b> <i>Generally 6-9am, 4-7pm (weekdays, non-public holidays) Include peak hour and heavy vehicle counts where available. Contact a Council Traffic Engineer to provide this information if available</i>				
<b>Description of work activity</b>							
<p>Provide a brief and accurate description of the work or activity, and for each stage if over multiple stages. This should align with the CAR scope of works.</p> <p>Details are to include:</p> <ul style="list-style-type: none"> <li>Closure type/s</li> <li>What work vehicles are on site (ute, van, excavator, hydro-vac, tipped truck etc). For concrete pours, concrete trucks are to be considered in the TM methodology</li> <li>Expected duration of the work i.e. how many days, and for each stage if over multiple stages</li> </ul>							
<b>Planned work programme</b>							
<b>Start date</b>	<i>Earliest start date of activity – to include no parking requirements, VMS trailer deployment as required</i>	<b>Time</b>	<i>Earliest time activity may start. Start of site establishment to be factored in. Unattended times to be considered as required eg for concrete curing</i>	<b>End date</b>	<i>Expected latest end date of activity</i>	<b>Time</b>	<i>Earliest time activity may finish. Start of site establishment to be factored in. Unattended times to be considered as required eg for concrete curing</i>

<b>Consider significant stages, for example:</b> <ul style="list-style-type: none"> <li>road closures</li> <li>detours</li> <li>no activity periods.</li> </ul>	<p><i>Details of any significant stages, and to include consideration of the following:</i></p> <ul style="list-style-type: none"> <li>If multiple closures are involved, breakdown of start and end times for each closure as times may vary for shoulder, lane, stop/go and full road closures</li> <li>No parking requirements – actual work dates (not entire TMP date range) and times required on the no parking cones</li> <li>Any prior advance notification of the activity eg VMS trailer deployment</li> <li>Bus stop relocation. Note: pre-approval required from Metlink (form attached)</li> <li>Changes to traffic signal phasing. Note: where signal phasing may require adjustment, pre-approval required from the WTOC (form attached)</li> <li>School drop-off / pick up times to be considered, 08:30AM to 09:30AM and 2:30pm to 3:30 PM</li> <li>Non-activity periods eg weekends, public holidays</li> <li>Night works in or near residential areas, including apartments in CBD requires prior approval from the Corridor Manager in discussion with Council's Environmental Health Manager – attached pre-approval form to be completed (and approved) before the TMP is reviewed by Council</li> <li>Road closure/detour requires prior Corridor Manager approval</li> <li>Plant/equipment storage – located where, and will storage comply with Section C14.1.4 of the CoPTTM?</li> <li>Kerb side collections - work is to be scheduled to alternative days OR collection vehicle to be permitted access OR pre-arranged alternative collection points to be made with residents/businesses - collection day is ???. Collection day can be found on <a href="https://www.toogoodtowaste.co.nz/">https://www.toogoodtowaste.co.nz/</a></li> </ul>				
<b>Alternative dates if activity delayed</b>	Any alternative dates to be factored into the start and end dates				
<b>Road aspects affected</b> (delete either Yes or No to show which aspects are affected)					
<b>Pedestrians affected?</b>	Yes   No	<b>Property access affected?</b>	Yes   No	<b>Traffic lanes affected?</b>	Yes   No
<b>Cyclists affected?</b>	Yes   No	<b>Restricted parking affected?</b>	Yes   No	<b>Delays or queuing likely?</b>	Yes   No
<del>Strike through</del> either Yes or No. Any road aspects affected need to be covered in the pro-forma and/or layout drawings/TMDs					
<b>Proposed traffic management methods</b>					
<b>Installation</b> (includes parking of plant and materials storage)	<p>There is no requirement to describe where each sign is placed, the following would suffice for static closures (revise where required to be site specific):</p> <ol style="list-style-type: none"> <li>Signs installed on the left hand side of the road as required. Signs should be erected by travelling around the road network in a clockwise direction setting up each side road as they are passed</li> <li>The first sign erected must be the advance warning sign</li> <li>Remaining signs are placed in order from the advance warning sign until the works end sign is reached. The vehicle then performs a loop on a single direction carriageway or simply turns around on a bidirectional carriageway at a safe location to make the next run. This process is repeated until all signs have been installed</li> <li>Tapers and delineation devices are placed once all signs have been installed. There may be a requirement to hold traffic (MTCs or mobile) as delineation and delineation signage is placed around the working area</li> <li>No construction equipment or materials are allowed onto site until it has been fully installed, and only after the STMS has carried out a drive through check of the worksite and provided the all clear to come onto site</li> </ol> <p>Also:</p> <ul style="list-style-type: none"> <li>Include details of where plant / vehicles will be parked and where any materials will be stored</li> <li>If a bus stop is affected or closed and/or a TSL is installed on a bus route, the STMS is to contact GWRC/Metlink at least 30 minutes prior to site installation.</li> <li>A full or partial road closure ie where a detour is installed will require Emergency Services to be contacted at least 30 minutes prior to site installation</li> <li>If traffic signals are affected, the STMS is to contact the WTOC at 30 minutes prior to site installation – traffic signals in Hutt City are currently controlled by the WTOC</li> </ul>				



<b>Attended (day)</b>	<p>For Level 1 roads, a Level 1 STMS or STMS delegated TC will be on site at all times.</p> <p>Details should include:</p> <ul style="list-style-type: none"> <li>Briefing of all staff relating to the traffic management requirements Site safety/tailgate meetings held at the start of each shift detailing hazards, and control measures in place to control these hazards</li> <li>Proposed traffic management will be implemented as per the relevant TMD/s of the TMP, this would in most cases require the use of a mobile operation</li> <li>For stop/go closures, traffic may need to be held in all directions to allow for safe passage of pedestrians</li> <li>How are pedestrians, cyclists and access ways going to be monitored and controlled? <u>Note: pedestrians include the elderly, the visually impaired and those in mobility scooters/wheelchairs</u></li> <li>For stop/go closures, cyclists are to be released separately to vehicles being released</li> <li>For stop/go closures, to prevent any road user conflict all approaches should be on stop to allow for safe exit from driveways</li> <li>How are buses going to be allowed through the site eg they may not be able to follow a detour route</li> <li>Bus patron, cyclist, pedestrian and driveway/access ways control and assistance?</li> <li>For detours – cyclists are to be the option to dismount and use the footpath or guided around the site as opposed to having to follow the detour.</li> </ul> <p>Also: STMS to maintain contact with GWRC/Metlink, Emergency Services, the WTOC as required (refer Installation section above)</p>			
<b>Attended (night)</b>	<p>As above</p> <p>Include additional details around use of additional lighting around various aspects of the site, use of illuminated wands etc</p>			
<b>Unattended (day)</b>	<p>If unattended and where there is a hazardous situation remaining, provide details of TTM protecting road users (this includes cyclists and pedestrians) and how the site will be left ie temporary reinstatement, fenced off, plant/equipment storage etc</p>			
<b>Unattended (night)</b>	<p>As above, and to include any lighting consideration</p>			
<b>Detour route</b>	<p>Explain detour route. If complex provide a diagram/TMD, and refer to this diagram/TMD</p>			
	<p>Does detour route go into another RCA's roading network?    Yes    No    <b>(delete either Yes or No)</b></p> <p>If Yes, has confirmation of acceptance been requested from that RCA?    Yes    No    <b>(delete either Yes or No)</b></p> <p><b>Note:</b> Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.</p>			
<b>Removal</b>	<p>Provide full description of all removal procedures for operations that involve TTM.</p> <p>Removal is in the reverse order of installation ie d), c), b) and a) with the advance warning T1A being the final sign to be removed. Removal can only proceed once the client and subcontractors have completed their activity and vacated the site. The STMS is to carry out a final drive through check (including any side roads) and complete to on-site documentation before leaving the site.</p>			
<b>Proposed TSLs (see TSL decision matrix for guidance)</b>				
	<p><b>TSL details as required</b></p> <p>Approval of Temporary Speed Limits (TSL) are in terms of Section 7 of Land Transport Rule: Setting of Speed Limits 2022</p> <p>(List speed, length and location)</p>	<p><b>Times</b> (From and to)</p>	<p><b>Dates</b> (Start and finish)</p>	<p><b>Diagram ref. no.s</b> (Layout drawings or traffic management diagrams)</p>
<b>Attended day/night</b>	<p>A temporary maximum speed limit of        km/h is hereby fixed for motor vehicles travelling over the length of        m situated between        (House no./RP) and        (House no./RP) on        (street or road name)</p> <p>Include the comment 'The actual TSL sign locations and lengths will be documented on the day'</p> <p>If no TSL applies, include the comment 'No TSL required'</p>	<p>To align with Planned work programme start / end times</p> <p>If no TSL applies include N/A</p>	<p>To align with Planned work programme start / end times</p> <p>If no TSL applies include N/A</p>	<p>List all TMDs/diagrams which have TSLs associated with them</p> <p>If no TSL applies include N/A</p>

Unattended day/night	A temporary maximum speed limit of      km/h is hereby fixed for motor vehicles travelling over the length of      m situated between      (House no./RP) and      (House no./RP) on      (street or road name)  <i>As above</i>	<i>As above</i>	<i>As above</i>	<i>As above</i>
TSL duration	Will the TSL be required for longer than 12 months?  <b>If yes</b> , attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.			<div>Yes    No</div> Delete either Yes or No to indicate whether the TSL will be required for longer than 12 months. If yes, attach the completed checklist from section I-18
<b>Positive traffic management measures</b>				
Refer to section C10 of the CoPTTM for explanation and examples Positive traffic management measures must be used when installing TSLs of: <ul style="list-style-type: none"> <li>• Less than 50km/h in areas with a permanent posted speed limit of 70 or 80km/h</li> </ul> Detail the extent of positive traffic management to be undertaken when: <ul style="list-style-type: none"> <li>• Temporary speed restrictions below 50km/h in areas with existing permanent speed limits of 70km/h or 80km/h</li> <li>• Traffic is stopped to allow work to proceed</li> <li>• Traffic is reduced to one lane</li> </ul> Note – measures are <u>to be site specific</u>				
<b>Contingency plans</b>				
<b>Generic contingencies for:</b> <ul style="list-style-type: none"> <li>• major incidents</li> <li>• incidents</li> <li>• pre planned detours.</li> </ul> Remove any options which do not apply to your job	Record the contingencies for the worksite. Consider the items listed and add or amend as required. Also add additional contingencies appropriate to the worksite <div> <div> <b>Major Incident</b>  A major incident is described as: <ul style="list-style-type: none"> <li>• Fatality or notifiable injury – real or potential</li> <li>• Significant property damage, or</li> <li>• Emergency services (police, fire, etc) require access or control of the site.</li> </ul> </div> <div> <b>Actions</b>  The STMS must immediately conduct the following: <ul style="list-style-type: none"> <li>• stop all activity and traffic movement</li> <li>• secure the site to prevent (further) injury or damage</li> <li>• contact the appropriate emergency authorities</li> <li>• render first aid if competent and able to do so</li> <li>• notify the RCA representative and / or the engineer</li> <li>• under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so</li> <li>• re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so</li> <li>• Comply with any obligation to notify WorkSafe.</li> </ul> </div> </div>			

	<b>Incident</b> An incident is described as: <ul style="list-style-type: none"> <li>excessive delays - real or potential</li> <li>minor or non-inquiry accident that has the potential to affect traffic flow</li> <li>structural failure of the road.</li> </ul>	<b>Actions</b> The STMS must immediately conduct the following: <ul style="list-style-type: none"> <li>stop all activity and traffic movement if required</li> <li>secure the site to prevent the prospect of injury or further damage</li> <li>notify the RCA representative and / or the engineer</li> <li>STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so</li> <li>re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.</li> </ul>		
	<b>Detour</b> If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for: <ul style="list-style-type: none"> <li>excessive delays when using an alternating flow design for TTM</li> <li>redirecting one direction of flow and / or</li> <li>total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared.</li> </ul> The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered. The detour and route must be designed including: <ul style="list-style-type: none"> <li>pre- approval form the RCA's whose roads will be used or affected by the detour route</li> <li>ensure that TTM equipment for the detour - signs etc are on site an pre-installed.</li> </ul>	<b>Actions</b> When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following: <ul style="list-style-type: none"> <li>Notify the RCA and / or the engineer when the detour is to be established</li> <li>Drive through the detour in both directions to check that it is stable and safe</li> <li>Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared</li> <li>Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.</li> </ul>		
	<b>Note also the requirements for no interference at an accident scene:</b> In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to: <ul style="list-style-type: none"> <li>save a life of, prevent harm to or relieve the suffering of any person, or</li> <li>make the site safe or to minimise the risk of a further accident; or</li> <li>maintain the access of the general public to an essential service or utility, or</li> <li>prevent serious damage to or serious loss of property, or</li> <li>follow the direction of a constable acting in his or her duties or act with the permission of an inspector.</li> </ul>			
<b>Other contingencies to be identified by the applicant</b> (i.e. steel plates to quickly cover excavations)	<i>Include additional contingencies appropriate to the worksite, what contingencies would be in place:</i> <ul style="list-style-type: none"> <li>For adverse weather conditions?</li> <li>If there is an incident/emergency on site?</li> <li>If there are excessive delays?</li> <li>If portable traffic signals malfunction?</li> </ul> <i>Note: the use of steel plates requires prior approval from the Corridor Manager with written approval uploaded to the CAR application.</i>			
<b>Authorisations</b>				
Parking	Will controlled street parking be affected?	Yes No	Has approval been granted?	Yes No



<b>restriction(s)</b>	<i>Delete either Yes or No</i>			
<b>alteration authority</b>	<i>If affected, include the comment 'To be considered as part of the TMP approval process'</i>			
<b>Authorisation to work at permanent traffic signal sites</b>	<b>Will portable traffic signals be used or permanent traffic signals be changed?</b>	Yes No	<b>Has approval been granted?</b>	Yes No
	<i>Delete either Yes or No</i> <ul style="list-style-type: none"> <li>• Portable signals - If being, include the comment 'To be approved as part of the TMP approval process'</li> <li>• Permanent signals – if affected ie phasing adjusted, the attached pre-approval form is to be completed (and approved) before the TMP is reviewed by Council</li> </ul>			
<b>Road closure authorisation(s)</b>	<b>Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?</b>	Yes No	<b>Has approval been granted?</b>	Yes No
	<i>Delete either Yes or No</i>			
<b>Bus stop relocation(s) – closure(s)</b>	<b>Will bus stop(s) be obstructed by the activity?</b>	Yes No	<b>Has approval been granted?</b>	Yes No
	<i>Delete either Yes or No</i> <i>If a bus stop is closed and/or a temporary bus stop is to be established, the attached pre-approval form is to be completed (and approved by Metlink) and included in the TMP before the TMP is reviewed by Council</i>			
<b>Authorisation to use portable traffic signals</b>	<b>Make, model and description/number</b>	<i>Include make, model and description number of the portable traffic signals</i>		
	<b>NZTA compliant?</b>	Yes No <i>Delete either Yes or No</i> <i>Confirm that the signals are approved for use by the NZTA – refer to <a href="https://nzta.govt.nz/roads-and-rail/code-of-practice-for-temporary-traffic-management/code-of-practice/copttm-document/sections/section-i-specific-activity-procedures-and-diagrams/#section-i-19-register-of-ttm-equipment">https://nzta.govt.nz/roads-and-rail/code-of-practice-for-temporary-traffic-management/code-of-practice/copttm-document/sections/section-i-specific-activity-procedures-and-diagrams/#section-i-19-register-of-ttm-equipment</a></i>		
<b>EED</b>				
<b>Is an EED applicable?</b>	Yes No <i>Delete either Yes or No</i>	<b>EED attached?</b>	<i>Either Yes or N/A</i>	
<b>Delay calculations/trial plan to determine potential extent of delays</b>				
<i>Continue to provide if provided in previous TMPs</i> <i>Will be requested by the TMC if required</i>				
<b>Public notification plan</b>				
<i>How will affected businesses, residents, schools etc be notified, and when? <u>Excluding</u> the notes below, a letter drop is to be delivered to all affected stakeholders at least 5x working days prior to start date</i> <i>Notifications may include social media notifications, newspapers, radio adverts, VMS trailers, use of permanent VMS infrastructure, notice boards etc</i> <u>Notes:</u> <ul style="list-style-type: none"> <li>• For project related work, a detailed public notification plan is to be uploaded to the CAR</li> <li>• If Emergency Services, traffic signals and bus routes are going to be affected, the relevant person/s are to be notified at least 5x working days prior to the closure so that they have sufficient time to plan accordingly. This is in addition to the STMS contacting them on the day</li> <li>• Waste Management to be emailed at least 5x working days prior to any partial or full road closure. Email correspondence is to be uploaded to the CAR - TReuben@wastemanagement.co.nz; GWright@wastemanagement.co.nz; PElliott@wastemanagement.co.nz</li> <li>• For full road closures (non-event and non-Council contract related road closures):               <ul style="list-style-type: none"> <li>◦ Letter drops 6 weeks, 2 weeks, 1 week and 48hrs beforehand.</li> <li>◦ Contact to be made with the Resident Association, Neighbourly sites.</li> <li>◦ VMS boards – numbers dependant on location. Requirements may be waived depending on environment constraints (narrow roads) eg the hills around the Bays (Howard Point, York Bay etc)</li> <li>◦ Public notification board/s installed at least 14x days beforehand. If attaching to a light pole Council approval will be required, if to a power pole relevant asset owner approval will be required.</li> <li>◦ TMC will require notification at least 5x working days prior to confirmed date so that Hutt City's Comms Team and Call Centre can be advised</li> <li>◦ Kerb side collections – road closure will need to be scheduled for an alternative day if it is not possible to allow access for collections. No weekends either unless prior approval has been provided by the Corridor Manager.</li> <li>◦ Deliveries ie courier, medical and others are to be permitted at all times.</li> </ul> </li> <li>• For walkway closures – public notification boards to be erected at both ends of the walkway at least 14x days prior to start date. A direct contractor contact number is to be included on the board</li> </ul>				
<b>Public notification plan attached?</b>	Yes No <i>Delete either Yes or No</i>			

**On-site monitoring plan**

<b>Attended</b> (day and/or night)	<i>Frequency of monitoring, and what this includes eg flashing beacons, cleanliness of signs 2-hourly but circumstances may require more frequent monitoring</i>
<b>Unattended</b> (day and/or night)	<i>Frequency of monitoring, and what this includes eg flashing beacons, cleanliness of signs 1x site check required during any unattended 24hr period but circumstances may require more frequent monitoring</i>

**Method for recording daily site TTM activity (eg CoPTTM on-site record)**

*Either the CoPTTM on-site record or equivalent company specific document. There could be multiple documents based on company requirements.  
Note: if using a company specific document, this is to be included in the TMP*

Site safety measures					
Include any additional safety measures eg temporary speed bumps (TMD will be required and TSL section updated), speed advisory signs, overhead lighting for MTCs, use of spotters, contacting the Police if excessive speed is an ongoing concern					
Temporary safety barrier system	Will a temporary safety barrier system be used at this worksite?	Yes No <i>Delete either Yes or No</i>	If yes, has the temporary safety barrier system been designed by an installation designer and independently reviewed as being fit for purpose?	Yes No <i>Delete either Yes or No</i>	
	Statement from temporary safety barrier installation designer attached			Attached Not attached <i>Delete which does not apply. Note: installation documentation to be uploaded to the CAR once barriers have been installed and inspected</i>	
Other information					
Include any other information which is site specific eg process to follow if site conditions change and the TMC requires notification. If sign spacing requirements cannot be achieved provide <u>valid</u> reasons why unachievable.					
Site specific layout diagrams					
Number	Title				
Unique TMP Designer assigned number	TMP Designer assigned title				
<i>Note: If generic TMDs are included in this section then indicate that they are generic</i>					
Contact details					
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	As per page 1, a direct contact person is required	<u>24/7</u> contact number	Optional	Optional	Optional
TMC	Jason Wildman	027 330 3097	30743	STMS ABC-NP	26/10/25
Engineers' representative	Independent person employed by engineer whose responsibilities may include TTM. Could be TTM Manager, Operations Manager, Supervisor or Engineer to Contract	<u>24/7</u> contact number	Optional	Optional	Optional
Contractor	As per page 1, a direct contact person is required	<u>24/7</u> contact number	Optional	Optional	Optional
STMS	Provide an interim contact – could be TTM Manager, Operations Manager, Supervisor Can be multiple Include the comment 'STMS to be confirmed prior to'	<u>24/7</u> contact number	CoPTTM ID number	Level of qualification	Date of expiry
TC	Provide an interim contact – could be TTM Manager, Operations Manager, Supervisor Can be multiple Include the comment 'STMS to be confirmed prior to'	<u>24/7</u> contact number	CoPTTM ID number	Level of qualification	Date of expiry
Others as required	Kara Collins (Corridor Manager) Metlink (as required) WTOC (as required) Emergency Services (as required) Any others as required	027 258 3801 0800 801 700 0800 869 286 *555	Optional	Optional	Optional

TMP preparation						
Preparation	STMS signature	Date prepared	STMS signature	CoPTTM ID number	Level of qualification	Expiry date
	Name (STMS qualified)	Date	Signature	ID no.	Qualification	Expiry date
This TMP meets CoPTTM requirements					Number of diagrams attached	
					Total number of TMDs	
TMP returned for correction (if required)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Engineer/TMC to complete following section when approval or acceptance required						
Temporary safety barrier system	The attached temporary road safety barrier design has been independently reviewed as being fit for purpose				Yes No Not required Delete which does not apply	
TMP Approved						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Acceptance by TMC (only required if TMP approved by engineer)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Qualifier for engineer or TMC approval						
<p>Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.</p> <p>This TMP is approved on the following basis:</p> <ol style="list-style-type: none"> <li>To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.</li> <li>This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant.</li> <li>The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.</li> <li>The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site.</li> </ol>						
Notification to TMC prior to occupying worksite/Notification completed						
Type of notification to TMC required	For any road closure (full or partial) the TMC is to be notified via email at least 5x working days prior to start date	Notification completed	Date			
			Time			



## APPLICATION FOR AGREEMENT

CAR Number: \_\_\_\_\_ Date of agreement: \_\_\_\_\_

Location / Address: \_\_\_\_\_

Dates required (from and to): \_\_\_\_\_

The following are required prior to Hutt City reviewing the TMP (tick as required):

*Notification letter to be uploaded to CAR – this is required for all applications*

- ☐ *Bus stop closure or relocation – Metlink approval to be included in the TMP*
- ☐ *Temporary Traffic Management installation at or near permanent traffic signals – WTOC approval to be included in the TMP*
- ☐ *Approval to work at night either in or close to a residential area - Corridor Manager (in discussion with Environmental Health Manager) approval / correspondence to be uploaded to the CAR*

Approver's Name: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

Approver's Signature: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Useful contacts:

GWRC	0800 801 700	<a href="mailto:Service.Disruptions@metlink.org.nz">Service.Disruptions@metlink.org.nz</a>
WTOC	0800 869 286	

<b>A3: Corridor Access Request (CAR) for Road</b>		<b>No:</b>
Utility Operator		
Contact Name		
Contact Details		

#### Notifies

Corridor Manager/s	
Contact details	

of our intention to undertake the following Work:

**Type of Work (tick):** ☐ Project ☐ Major ☐ Minor ☐ Emergency ☐

**Details of proposed Work (tick all relevant aspects):**

<input type="checkbox"/>	Open Trenching	<input type="checkbox"/>	Installing Cabinets / Pedestals
<input type="checkbox"/>	Horizontal / Vertical Drilling	<input type="checkbox"/>	Installing other Structure/s (Specify Below)
<input type="checkbox"/>	Installing Chamber/s	<input checked="" type="checkbox"/>	Removing/pole/cabinet/pedestal/Structure/s
<input type="checkbox"/>	Installing Poles / Posts / Piles	<input type="checkbox"/>	Other (Specify Below)

Description of Work:	
Address:	

<b>Location in Road (tick):</b>	<input type="checkbox"/> Carriageway	<input type="checkbox"/> Footpath	<input checked="" type="checkbox"/> x	<input type="checkbox"/> Berm	<input checked="" type="checkbox"/> x
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Estimated timing	Start Date Time		End Date		Duration Days	
Reference No's:	Utility	N/A	Consents	Yes		
Utility Structures likely to be affected by the Work	Name of UO	Contact person	Contact details	UO has been notified and consulted with.		

#### Applicant's details

<b>Role in Work (tick):</b>	<input type="checkbox"/> Utility Operator	<input type="checkbox"/> Consultant	<input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> x	<input type="checkbox"/> Other
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Company name		Contact person	
Postal address			
Phone (W)		Phone (Mob)	
E-mail		Fax number	-

**If the above information is not provided, the CAR will be deemed not to have been lodged. Lodgement will not be deemed until the specified information has been provided.**

We hereby agree for/or on behalf of the Utility Operator to comply in full with the requirements of the Code: *Utility Operators' Access to the Transport Corridors*, and any other Reasonable Conditions required by the Corridor Manager and to keep this notice on site while Work is in progress. This request is valid for 6 months from date of issue.

Signed		Date	
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**Site plan and locations and dimensions of excavations.**

<b>Work Methodology:</b>
<b>Excavation:</b> (locations & length in m)
<b>Work Site dimensions:</b>

**Site Photo:**