

A Guide to Temporary Road Closures in the Waitomo District

Waitomo District Council is responsible for the safe and efficient operation of all roads in the District that are not State Highways. If you wish to run an event on a State Highway please contact New Zealand Transport Agency.

Waitomo District Council aims to encourage and accommodate community events. Our goal in considering the use of roads for events is the safety of all road users, the event participants and the organisers.

- **An event organiser must FIRST obtain approval from Waitomo District Council to run an event on a District road.**
- **An event organiser is responsible for the safety of all the managers, volunteers, and the public attending the event.**
- **An event organiser is responsible for full compliance with the current Health and Safety Legislation.**

Organisers of large events must contact the Waitomo District Council **90 days before the event** to request a review of the intended routes. Following this the applicant must complete and submit a formal application for temporary road closure **62 days before the event**. The proposal for temporary road closure must be publicly advertised by WDC at least 42 days prior to the event with the objection period closing 28 days prior to the event. A refundable bond may be required to cover the risk of damage repairs or for clean-up purposes.

An application form for Temporary Road Closure can be found on the reverse side of this guide. If you would like to know more about Road Closures please contact us on 0800 932 4357.



Creating a better future with vibrant communities and thriving business.

A Temporary Road Closure is required if:

- A planned event may increase traffic to a particular area (i.e. sporting fixtures, concerts).
- A planned event will require vehicular access to be restricted to areas of a road (i.e. street parades, galas).
- A planned event will create risks to traffic on roads (i.e. races, fun-runs, car rallies, parades).

The following information must be provided:

1. Name and contact details of applicant.
2. Name and contact details of event organiser if different to applicant.
3. Purpose of the event.
4. Date of the event.
5. Roads/parts of roads requested to be temporarily closed including intersections affected.
6. Start and finish times of requested Temporary Road Closure.
7. The Traffic Management Plan for the event. **Applicants can request the contact details of qualified TMP providers from WDC.**
8. Council also requires organisers to take out public liability insurance for all events that take place on public roads.
9. If any businesses are affected Council will require the applicant to produce written proof of their consent and approval.

The Code of Practice for Temporary Traffic Management (COPTTM) published in 2005 sets out the requirements for traffic control when events or roadworks take place affecting traffic on roads.

These include:

- A Traffic Management Plan (TMP) developed by a qualified professional.
- Traffic management must be implemented by trained people under the control of a qualified Site Traffic Management Supervisor (STMS).

On receipt of the application WDC will:

1. Publicise the Temporary Road Closure in a local newspaper.
2. The applicant will be notified if any objections are received.
3. A decision will then be made on whether or not to grant a Temporary Road Closure approval.
4. Council will notify emergency services, Transit NZ and where necessary transport companies.
5. The temporary Road Closure approval will be sent to the applicant.



Section A - Applicant's Contact Details

IMPORTANT: Organisers of large events must contact the Waitomo District Council **90 days before the event** to request a review of the intended routes. Following this the applicant must complete and submit a formal application for temporary road closure **62 days before the event**. The proposal for temporary road closure must be publicly advertised by WDC at least 42 days prior to the event with the objection period closing 28 days prior to the event. A refundable bond may be required to cover the risk of damage repairs or for clean-up purposes.

Name of Applicant:

Address of Applicant:

Phone Number (Home): (Business):

Mobile Phone Number: Fax Number:

Email Address:

Section B - Event Details

Name and Type of Event:

Date(s) of Event:

Time(s) of Event:

Please provide a detailed description of the roads and parts of roads including intersections to be closed: (Please attach a map)

Alternative Route(s) Available:

Is a Traffic Management Plan attached?

Is the Public Liability Insurance Certificate attached?

Applicant's Signature:

Date:

Office Use Only

Date: Staff Initials: Fee \$:

Date Fee Paid: Receipt Number: GL Code: 74008260