

To: Co-ordinator Customer Services  
Tasman District Council  
Private Bag 4  
Richmond 7050

**OFFICE USE**

Consent No: \_\_\_\_\_

Fee: \_\_\_\_\_

Customer No: \_\_\_\_\_

# Application for temporary road closure

## 1. Applicant(s) details

Name of club/organisation: \_\_\_\_\_

Name of event/type: \_\_\_\_\_

Applicant name(s): \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of event: \_\_\_\_\_

Anticipated number of participants: \_\_\_\_\_

Road name or section of road required for the event – **please be specific** and attach sketched plan if necessary: \_\_\_\_\_

Start time of closure: \_\_\_\_\_ Finish time of closure: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. Please note

**This application form must be fully completed and received at a Council office at least 60 days prior to the event date**

1. You must include with this application form: **Proof of public liability insurance** to a minimum of \$2,000,000.
2. You must submit a **Temporary Traffic Management Plan** into Submitica, [www.submitica.co.nz](http://www.submitica.co.nz)
3. **At least 48 days prior to the event date** the applicant must carry out a letterbox drop to **affected residents** in regards to the proposed closure. The applicant must email Council to confirm that this has been completed.

**The Council will send you invoices for the following:**

- a. Application Fee
- b. Deposit
- c. Pre and post inspections (if required)

Please see following page for details and costs of these and **carefully read all conditions and responsibilities.**

Application Approved  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date inspection pre-event: \_\_\_\_\_ Date inspection post event: \_\_\_\_\_

## Applicant's responsibilities

1. Complete the application form for temporary road closures. Submit this to Council **at least 60 days prior to the event date**. Please note that this is the minimum timeframe and may mean that Council decision to approve or decline will be made close to the proposed event date. You are encouraged to apply as early as possible.
2. Provide Council with a covering letter from its insurer or a copy of its current liability insurance certificate. This insurance must be for a minimum of \$2,000,000. This must be included with the Application Form.
3. Provide Council with a Temporary Traffic Management Plan. This must be submitted into Submitica, [www.submitica.co.nz](http://www.submitica.co.nz).
4. The applicant must ensure the Traffic Management Plan is in place and implemented on the day.
5. Pay the application fee (please see Council's website for up to date Fees & Charges).
6. Pay inspection fees on receipt of an invoice from Council. Each road inspection will vary in cost depending on the event location. A pre and post inspection will be carried out by Council, consultant or contractor (please see Council's website for up to date Fees & Charges).
7. Pay a deposit of \$2000 incl. GST on receipt of an invoice from Council. This will be held to cover costs to any damage to the road as a result of the event. This includes damage to bridges, any road furniture, infrastructure or utilities forming part of the road. This must be paid before the event date.
8. If the cost to repair any road, bridge, road furniture or utilities as a result of the event is more than the \$2,000 deposit then the applicant must be prepared to pay this on receipt of invoice from Council.
9. Prior to the event date carry out a letter box drop to affected residents in regard to the proposed closure. This must be completed 48 days prior to the date of the event. The applicant must email the Council to confirm when this has been completed.
10. Provide litter bins where appropriate, and leave the site in a clean and tidy condition.
11. Ensure that at all times any noise emissions associated with the event are at a level acceptable to Council.
12. Ensure that each end of the road closure and any driveways or access ways within the road closure are supervised at all times throughout the duration of the event. The applicant must also make full provision for public safety throughout the event.

## Council's responsibilities

1. Council will invoice the applicant for the cost to cover administration and public notifications (see Council's website for up to date Fees & Charges). Council will invoice the applicant for a deposit of \$2,000 incl. GST
2. Council will invoice the applicant the cost of the pre and post inspections. Each road inspection will vary in cost depending on the event location. Inspections will be carried out before and after the event and will be carried out by Council, consultant or contractor (see Council's website for up to date Fees & Charges).
3. Council reserves the right to make good any damage caused to the Council's assets caused by staging of the event. This will be at the applicants cost.
4. Council will ensure that the Nelson Police and emergency services are informed of the road closure before the event date.
5. Council will advertise the road closure at least 42 days prior to the event. It will receive any objections on the proposed closure, assess these and decide whether the closure is approved. If approved, the Council will readvertise the closure seven days proper to the event.
6. Council does not accept responsibility for any damage from or associated with the road closure. The applicant is required to take out adequate Public Liability Insurance to cover this eventuality.
7. Council reserves the right at any time to amend the conditions, withdraw permission for the road closure to proceed, or close down any activity where it becomes apparent that there is, or could be, a threat to public safety or property, or where the Council's property may be damaged.
8. Council will email the applicant once the proposed road closure has been approved.
9. The above are the normal conditions. Council reserves the right to set special conditions as and when required.

## Temporary road closures

### Overview

The Council may approve the temporary closure of roads for maintenance, construction, events and during unforeseen circumstances.

### Purpose

This is to ensure public safety and to minimise damage to the road during periods of road maintenance, unforeseen circumstances or during an event.

### Legislation

Subject to the conditions of the Local Government Act 1974, Section 342 and the Tenth Schedule to that Act, the Council allows roads to be closed where necessary in the interests of public safety or to minimise damage to the road.

Subject to the Vehicular Traffic Road Closure Regulations 1965 Section 63, the Council must provide a public notice of the proposed closure at least 42 days before the proposed closure date.

This notice must provide details of the proposed closure and ask for any objections to be lodged with the Council at least 28 clear days before the proposed closure.

For State Highways, the New Zealand Transport Agency is the road controlling authority and all applications should be directed to that authority or their agent.

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