



## Application for Temporary Road Closure

### GENERAL INFORMATION

- The organisers shall provide a traffic management plan in accordance with the NZTA Code of Practice for Temporary Traffic Management (CoPTTM).
- The application must be completed by the organisers and received by the Council no less than 42 days prior to the event.
- Approved temporary barriers shall be provided at either end of the road to be closed.
- The organisers shall provide access to the area at all times for emergency services.
- The organisers shall advise all residents and/or business owners that may be affected by the closure.
- The organisers shall be responsible for repairing any damage to the road and clearing up all rubbish after the event.
- In extreme weather conditions, the General Manager – Infrastructure and Asset Management reserves the right to cancel the event.
- The payment of Council's \$50.00 Temporary Road Closure Application fee, and the payment of advertising costs which are between
- The organisers shall provide proof of current public liability insurance to the value of \$1,000,000.00
- A Traffic Management Plan can be provided by Roading Contractors listed below. There is a charge for this service which is payable to them.

**A Traffic Management Plan is required for all activities on the road. For activities on State Highways, contact New Zealand Transport Agency (Transit New Zealand).**

### CONTACTS FOR TRAFFIC MANAGEMENT SERVICES

Company	Location	Phone
Kia Tupato Ltd	Whangarei	09 437 6986
Broadspectrum	Puketona	09 407 7851
Fulton Hogan	Kaitaia	09 408 6440
ITS (Integrated Traffic Solutions)	Whangarei	09 430 6323





**EVENT TYPE:** *(please tick)*

Concert

Exhibition

Festival

Parade

Car Rally

Promotion

**CONTACTS**

Organiser Name: \_\_\_\_\_

Alternative Contact: \_\_\_\_\_

Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Email: \_\_\_\_\_

Contact on the Day: \_\_\_\_\_ Mobile: \_\_\_\_\_

**LOCATION, DATE AND TIME OF ROAD CLOSURE**

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Date/s of Activity: \_\_\_\_\_ Rain/Alternative Date: \_\_\_\_\_

Activity Start Time: \_\_\_\_\_ Activity Finish Time: \_\_\_\_\_

Please describe the purpose of your activity and your programme of activities (attach a copy of programme if available):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





<b>STREET ACTIVITIES</b>		<input type="checkbox"/> N/A
Parking – are Special Restrictions required:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	
Traffic Control e.g. Stop/Go Control:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	
Please describe the reason for the restrictions, traffic control and /or road closure. Include the name/s of road/s, time/s required. Attach the Traffic Management Plan indicating the location of marshals, signage, cones, barriers and any traffic detour routes.		
<hr/>		
<hr/>		
<hr/>		
Traffic Management Contractor Name: _____		
Postal Address: _____		
Phone: _____                      Email: _____		
<b>PARADE/FESTIVAL</b>		
Route: _____		
<hr/>		
Start Time: _____ Finish: _____		
Number of Vehicles, Floats and People participating: _____		
<i>If your activity has more than one departure/finish time please attach a schedule.</i>		
<b>PUBLIC LIABILITY INSURANCE</b>		
<i>For further information regarding public liability insurance for your event, we suggest you contact your insurance company or broker</i>		
Provide proof of your insurance (attach a copy): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
Company: _____		
Amount: \$ _____    Expiry Date: _____		
Comments: (Including any relevant exclusions) _____		
<hr/>		





## CHARGES

The applicant pays the appropriate application fee and all advertising costs:

Parades, Street Carnivals and Festivals:	\$50.00
Motor Sport Event: (extra fee of \$50.00 per ward is chargeable)	\$100.00

Advertising costs will vary depending on the paper(s) it needs to be advertised in and the number of times it needs to be advertised.

Additional:

- The organiser will be responsible for the costs of temporary traffic management including all barricades, signage, cones and other such items the activity requires
- The organiser may be asked to provide a bond
- Changes to the original application may result in extra charges





**Far North  
District Council**

*Te Kaunihera o Tai Tokerau Ki Te Raki*

Organisers Signature:..... Date:.....

**Return Application to: Far North District Council  
Private Bag 752  
KAIKOHE**

**Attn: Ngawiki Cooper  
Support Officer  
Infrastructure and Asset Management**





**PREPARED BY** (*licensed waste collectors name*) \_\_\_\_\_

**WASTE COLLECTOR'S LICENCE NUMBER:** \_\_\_\_\_

Estimate of the types and amounts of waste to be generated by the event: \_\_\_\_\_

How is the waste generated by the event is to be minimised: \_\_\_\_\_

The steps that will be taken to maximise the collection and use of recyclables and re-usable material;

The equipment to be provided for the storage, collection and transportation of waste and diverted material:

Post Event Waste Analysis (*to be completed and signed off by **Waste Collector** after the event*)

Rubbish

Glass

Plastic

Paper

Cardboard

Organics

I certify that the volumes of materials listed above are correct and that the recyclables listed were recycled.

Name: \_\_\_\_\_

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





**CHARGES**

The applicant pays the appropriate application fee and all advertising costs:

Parades, Street Carnivals and Festivals:	\$50.00
Motor Sport Event: (extra fee of \$50.00 per ward is chargeable)	\$100.00

Advertising costs will vary depending on the paper(s) it needs to be advertised in and the number of times it needs to be advertised.

Additional:

- The organiser will be responsible for the costs of temporary traffic management including all barricades, signage, cones and other such items the activity requires
- The organiser may be asked to provide a bond
- Changes to the original application may result in extra charges

Organisers Signature:..... Date:.....

**Return Application to: Far North District Council  
Private Bag 752  
KAIKOHE**

**Attn: Ngawiki Cooper  
Support Officer  
Infrastructure and Asset Management**





**Far North  
District Council**

*Te Kaunihera o Tai Tokerau Ki Te Raki*

