

TMP Request Form

Date of application		Your Job Number/ Purchase Order No.	
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Filling this form out with correct information will help us design a
"Fit for Purpose" Traffic Management Plan

Services Required	Yes	Any comments:
Traffic Management Plans (TMP)	Yes	
Submitica (CAR/WAP) to be managed by Roadcone Consultancy. (Corridor Access Request/Work Access Permit).	Yes	

Please ensure you leave enough time for all approvals, public notifications, advertising, etc.

The approximate time frames are as follows:

- TMP Design Time: 10 working days from receipt of email
- RCA (council and/or NZTA) processing times:**
 - Generic TMP: 15 working days (one generic per zone)
 - Site-specific TMP: 5 – 15 working days (depending on complexity)
 - State Highway work: 30 working days
 - Road closure: 4 weeks (dependant of level of public notification)
 - Date change: 5 working days (provided there is no design change)

Plant requirements (work vehicles) on your site – this info allows us to plan for an adequate workspace. Add or remove work vehicles as needed.

Plant Name:	Approx dimensions (length x width x height)
<i>e.g. 1.8 tonne digger</i>	
<i>e.g. EWP</i>	
<i>e.g. 5 tonne tipper truck</i>	
<i>e.g. concrete truck</i>	
<i>e.g. 90 tonne crane</i>	

Methodology and site location(s) - Please attach or send us the following:

This section is the most important to our design process.

Site Plans / Design Plans / Construction Plans or similar.	
Google Maps overview of the area of works – hand sketches drawn on the maps are fine.	
If your project requires a connection to the Wellington Water network, please provide a copy of the Wellington Water Connection Approval email .	

‘Principal’ or ‘Client’ - the person or company or organisation that is requesting the work.
Typical examples are utility providers such as Chorus, electricity, gas & water companies. May also be a private individual (e.g. landowner).

Organisation or Company name:	
Contact Person Name:	
Mobile Phone number:	
Email address:	
Postal Address:	
Physical Address:	

‘Bill Payer’ - the person or company or organisation that will receive the invoices and pay for the work. *May or may not be the same as the Principal or Client above.*

Organisation or Company name:	
Contact Person Name:	
Mobile Phone number:	
Email address:	
Postal Address:	
Physical Address:	

Contractor. The company undertaking the actual work.

Organisation or Company name:	
Contact Person Name:	
Mobile Phone number:	
Email address:	

TTM Contractor. The company undertaking the TTM (temporary traffic management) for this work.

Organisation or Company name:	
Contact Person Name:	
Mobile Phone number:	
Email address:	

PLEASE ENSURE THAT YOU SIGN THE FOLLOWING FORM:

A3: Corridor Access Request (CAR) for Roads		Your Job Ref No: (if applicable)
Principal / Client (organisation name)		
Contact Person Name		
Contact Details (email & phone)		

Corridor Manager/s	<i>(Roadcone will complete this field for you).</i>
Contact details	<i>(Roadcone will complete this field for you).</i>

Notifications 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 type="checkbox"/>	Removing/pole/cabinet/Pedestal/Structure/s
<input type="checkbox"/>	Installing Poles / Posts / Piles	<input type="checkbox"/>	Other (Specify Below)

Description of Work:	<p><i>Example:</i> 'Provision a new water connection to #999a Smith St (new development at rear of property) a. Cone off car parks on the day prior, b. Deliver large digger to site (requires 25m long low loader). c. Excavate in carriageway to lay new 25mm water pipe with Two Way Stop Go to manage traffic. d. Backfill and temp reinstate road surface. e. Leave site overnight with Temp Speed Limit signage in place. f. Return to site next day and complete permanent reinstatement.</p> <p>Include info about any unattended state – e.g. will any work vehicles be left on the roadside overnight? Will the footpath be left fenced off while concrete sets.?</p>
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Address of worksite:	
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Location in Road (tick):

Carriageway		Footpath		Berm	
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Estimated timing	Start Date Start Time	dd/mm/yy hh:mm	End Date End Time	dd/mm/yy hh:mm	Actual planned number of work days
Reference No's:	Utility Operator	If applicable		Consents	
Any Utility Structures likely to be affected by the work.	Name of Utility Operator (UO)	Contact person	Contact details	UO has been notified and consulted with.	

Applicant's details

Role in Work (tick):	<input type="checkbox"/> Utility Operator	<input type="checkbox"/> Consultant	<input type="checkbox"/> Contractor	<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, processing of the CAR may be suspended until such time as the required information is 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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See notes on next page for more tips on completing the above 'A3' form.

Notes for completing the above 'A3' form:

1. A **signed** 'A3 form' is part of the submission that RCA's (council / NZTA) require to process the TMP / CAR application.

2. **'Principal / Client'** – Organisation Name, Contact Person and their contact details. This is the 'end customer' that the work is being done for, typical examples of Principals / Clients are utility companies such as power, telco & electricity.

The 'Bill Payer' (see above) may or may not be the same as the 'Principal / Client', depending on how your project is structured.

3. **'Type of Work'** is classed as 'Major' if any of the following apply. Otherwise tick 'Minor'.

Major Work situations:

	An open trench of more than 20m in the carriageway (road), unless it is only in the grass berm.
	A traffic lane needs to be closed on a 'Main Road' / 'Road of Significance' / 'Arterial Road' (refer to list provided by the Corridor Manager)
	A road needs to be closed for more than 2 minutes during peak traffic or in business hours in a CBD
	Work is proposed on a State Highway.
	Metered parking or other restricted parking areas may be affected for more than 2 hours
	Work may affect a road structure such as a bridge, tunnel, or retaining wall
	Work needs to be done outside normal hours of work
	Property access will be restricted for more than 10 minutes for business or 1 hour for residential
	A footpath will be diverted onto the carriageway (road) for more than 8 hours
	A variation from either the requirements of the NZUAG Code of Practice or any other known requirements of the Corridor Manager is sought.
	A financial contribution is sought such as towards the reinstatement of the Road surface

4. For **'Description of Work'**, please provide a plain English (no jargon) wording of your project plus any significant stages since these may each require different types of traffic management.

Example:

'Provision a new water connection to #999a Smith St (new development at rear of property)'

- a. Cone off car parks on the day prior,
- b. Deliver large digger to site (requires 25m long low loader).
- c. Excavate in carriageway to lay new 25mm water pipe with Two Way Stop Go to manage traffic.
- d. Backfill and temp reinstate road surface.
- e. Leave site overnight with Temp Speed Limit signage in place.
- f. Return to site next day and complete permanent reinstatement.

Include info about any unattended state – e.g. will any work vehicles be left on the roadside overnight? Will the footpath be left fenced off while concrete sets.?

5. We ask you for **actual number of planned work days** but you should request a longer 'window' of dates (Start Date / End Date) to allow for contingency (bad weather, resource availability, etc).
e.g. 5 actual working days but within a four week window.
This usually also saves you having to request an extension of time with the council / NZTA – some councils charge extra for date extensions.

6. Start Day is typically Monday and Finish Day is typically Friday but if you think any Saturdays may be worked as well then include that.
Sunday works are usually NOT acceptable to councils unless there are special circumstances.
Other factors (such as proximity to schools, certain road types) may limit your work hours and this may result in you having a smaller window of time to complete your works than you may have planned for.

Notes for the following 'Resident Letter':

For most projects, council requires that you notify nearby residents with a printed letter left in their mailbox.

For businesses they prefer that you hand deliver such letters to the business owner or representative.

Below is a generic letter template that you can edit and use (update the yellow example text)
OR

You can supply your own branded letter as long as it conveys a similar message with start/end dates and times and a contact name and number or email address for any queries.

Please email a copy of this letter to admin@roadcone.nz and we will upload this to the CAR application.

For more info on Resident / Business letters and comms, see Page 125 of the NZUAG:
<http://nzuag.org.nz/wp-content/uploads/2019/07/National-Code-approved-version-150719.pdf>

To the Resident / Business

Important information concerning works in your area

What's being done? *Example: Excavations of the pedestrian walkway to install new power & communication ducts.*

Location: *Beside the pole near #49.*

Start: *Monday dd mmm 2022*

Finish: *Tuesday dd mmm 2022*

Working hours: *Monday to Friday 7:00am – 6:00pm*

Weather

In the event of bad weather or other unforeseen circumstances, the work may be reprogrammed. Please phone the contact number or email provided if you require an update.

Parking

Prior to work commencing (usually the day before), we may place no parking cones in the area we would like left clear to enable our work to be carried out. Please keep your vehicles clear from this area. We may need to move your vehicle if it is restricting our ability to carry out the work safely and quickly. If your car is moved, the towing operator will return it to its original parking place if possible, or leave it in the nearest available park.

Access

In certain circumstances access to your entranceway may be temporarily restricted. If this happens we will make every effort to contact you before starting the work. This will be for a short duration (generally a couple of hours). Crossing boards or temporary fill will be placed to retain your access if works are required to be left overnight. If you have any particular concerns regarding access please contact us so that we may assist.

Safety

As construction work can create multiple hazard areas, please warn children of the dangers posed by machinery and drilling works. Ensure they stand well back from the action and follow the directions of our team. Whilst we endeavor to leave the site as tidy and user friendly as possible, please also be aware that sites may have uneven surfaces and take care if you need to cross the site, particularly when it's dark. It is also a good idea to keep pets indoors while work is in progress. Should you notice anything of concern in our operational sites, we welcome your feedback via the phone number or email address below.

Disruption

We understand construction works can cause disruption. We will be doing all we can to minimise the impact on your household or business. Your co-operation and patience will help us get the job done as quickly as possible. Thank you.

For further information please contact:

FirstName LastName: phone 02x-xxxxxxx or email name@company.co.nz