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| RCA consent (eg CAR/WAP) and/or RCA contract reference | |
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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 | TMP reference: | Contractor (Working space): | Principal (Client): | | | | | |
| | | Contractor (TTM): | RCA: | | | | | |
| Location details and road characteristics | Road names and suburb | | House no./RPs (from and to) | Road level | Permanent speed | | | |
| | | | | | | | | |
| | | | | | | | | |
| Traffic details (main route) | AADT | | Peak flows | | | | | |
| Description of work activity | | | | | | | | |
| | | | | | | | | |
| Planned work programme | | | | | | | | |
| Start date | | Time | | End date | | Time | | |
| Consider significant stages, for example: | | | | | | | | |
| <ul style="list-style-type: none"> road closures detours no activity periods. | | | | | | | | |
| Alternative dates if activity delayed | | | | | | | | |
| Road aspects affected <i>(delete either Yes or No to show which aspects are affected)</i> | | | | | | | | |
| Pedestrians affected? | Yes | No | Property access affected? | Yes | No | Traffic lanes affected? | Yes | No |
| Cyclists affected? | Yes | No | Restricted parking affected? | Yes | No | Delays or queuing likely? | Yes | No |

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Proposed traffic management methods

Installation
*(includes parking of
plant and materials
storage)*

Attended (day)

Attended (night)

Unattended (day)

Unattended (night)

Detour route

Does detour route go into another RCA's roading network? Yes No *(delete either Yes or No)*
 If Yes, has confirmation of acceptance been requested from that RCA? Yes No *(delete either Yes or No)*
Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.

Removal

| RCA consent (eg CAR/WAP) and/or RCA contract reference | | | | |
|---|--|--|-----------------------------|---|
| Proposed TSLs (see TSL decision matrix for guidance) | | | | |
| | TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 6 of Land Transport Rule: Setting of Speed Limits 2017, Rule 54001/2017 (List speed, length and location) | Times (From and to) | Dates (Start and finish) | Diagram ref. no.s (Layout drawings or traffic management diagrams) |
| Attended 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) | | | |
| 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) | | | |
| TSL duration | Will the TSL be required for longer than 12 months? <i>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</i> | | | Yes No |
| Positive traffic management measures | | | | |
| | | | | |
| Contingency plans | | | | |
| Generic contingencies for: <ul style="list-style-type: none"> major incidents incidents pre planned detours. <i>Remove any options which do not apply to your job</i> | Major Incident A major incident is described as: <ul style="list-style-type: none"> Fatality or notifiable injury - real or potential Significant property damage, or Emergency services (police, fire, etc) require access or control of the site. | Actions The STMS must immediately conduct the following: <ul style="list-style-type: none"> stop all activity and traffic movement secure the site to prevent (further) injury or damage contact the appropriate emergency authorities render first aid if competent and able to do so notify the RCA representative and / or the engineer 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 re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so Comply with any obligation to notify WorkSafe. | | |

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| | <p>Incident</p> <p>An incident is described as:</p> <ul style="list-style-type: none"> • excessive delays - real or potential • minor or non-inquiry accident that has the potential to affect traffic flow • structural failure of the road. | <p>Actions</p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> • stop all activity and traffic movement if required • secure the site to prevent the prospect of injury or further damage • notify the RCA representative and / or the engineer • STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so • re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced. |
| | <p>Detour</p> <p>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:</p> <ul style="list-style-type: none"> • excessive delays when using an alternating flow design for TTM • redirecting one direction of flow and / or • total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared. <p>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.</p> <p>The detour and route must be designed including:</p> <ul style="list-style-type: none"> • pre- approval from the RCA's whose roads will be used or affected by the detour route • ensure that TTM equipment for the detour - signs etc are on site and pre-installed. | <p>Actions</p> <p>When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following:</p> <ul style="list-style-type: none"> • Notify the RCA and / or the engineer when the detour is to be established • Drive through the detour in both directions to check that it is stable and safe • Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared • Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed. |
| | <p>Note also the requirements for no interference at an accident scene:</p> <p>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:</p> <ul style="list-style-type: none"> • save a life of, prevent harm to or relieve the suffering of any person, or • make the site safe or to minimise the risk of a further accident; or • maintain the access of the general public to an essential service or utility, or • prevent serious damage to or serious loss of property, or • follow the direction of a constable acting in his or her duties or act with the permission of an inspector. | |
| <p>Other contingencies to be identified by the applicant <i>(i.e. steel plates to quickly cover excavations)</i></p> | | |

| | | | |
|--|---|----------------------|--|
| RCA consent (eg CAR/WAP) and/or RCA contract reference | | | |
| Authorisations | | | |
| Parking restriction(s) alteration authority | Will controlled street parking be affected? | Yes No | Has approval been granted? Yes No |
| | | | |
| Authorisation to work at permanent traffic signal sites | Will portable traffic signals be used or permanent traffic signals be changed? | Yes No | Has approval been granted? Yes No |
| | | | |
| Road closure authorisation(s) | Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)? | Yes No | Has approval been granted? Yes No |
| | | | |
| Bus stop relocation(s) – closure(s) | Will bus stop(s) be obstructed by the activity? | Yes No | Has approval been granted? Yes No |
| | | | |
| Authorisation to use portable traffic signals | Make, model and description/number | | |
| | NZTA compliant? | Yes No | <i>(delete either Yes or No)</i> |
| EED | | | |
| Is an EED applicable? | Yes No <i>(delete either Yes or No)</i> | EED attached? | Yes |
| Delay calculations/trial plan to determine potential extent of delays | | | |
| | | | |
| Public notification plan | | | |
| | | | |
| Public notification plan attached? | Yes No <i>(delete either Yes or No)</i> | | |
| On-site monitoring plan | | | |
| Attended <i>(day and/or night)</i> | | | |
| Unattended <i>(day and/or night)</i> | | | |

| | | | | | | |
|--|------------------------------|----------------------------|------------------|------------------------------------|----------------------|--------------------|
| RCA consent (eg CAR/WAP) and/or RCA contract reference | | | | | | |
| Method for recording daily site TTM activity (eg CoPTTM on-site record) | | | | | | |
| | | | | | | |
| Site safety measures | | | | | | |
| | | | | | | |
| Other information | | | | | | |
| | | | | | | |
| Site specific layout diagrams | | | | | | |
| Number | Title | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Contact details | | | | | | |
| | Name | 24/7 contact number | CoPTTM ID | Qualification | Expiry date | |
| Principal | | | | | | |
| TMC | | | | | | |
| Engineers' representative | | | | | | |
| Contractor | | | | | | |
| STMS | | | | | | |
| TC | | | | | | |
| Others as required | | | | | | |
| TMP preparation | | | | | | |
| Preparation | | | | | | |
| | <i>Name (STMS qualified)</i> | <i>Date</i> | <i>Signature</i> | <i>ID no.</i> | <i>Qualification</i> | <i>Expiry date</i> |
| This TMP meets CoPTTM requirements | | | | Number of diagrams attached | | |
| TMP returned for correction (if required) | | | | | | |
| | <i>Name</i> | <i>Date</i> | <i>Signature</i> | <i>ID no.</i> | <i>Qualification</i> | <i>Expiry date</i> |

RCA consent (eg CAR/WAP) and/or
RCA contract reference

Engineer/TMC to complete following section when approval or acceptance required

| | | | | | | |
|---|-------------|-------------|------------------|---------------|----------------------|--------------------|
| Approved by TMC/engineer <i>(delete one)</i> | | | | | | |
| | <i>Name</i> | <i>Date</i> | <i>Signature</i> | <i>ID no.</i> | <i>Qualification</i> | <i>Expiry date</i> |
| Acceptance by TMC <i>(only required if TMP approved by engineer)</i> | | | | | | |
| | <i>Name</i> | <i>Date</i> | <i>Signature</i> | <i>ID no.</i> | <i>Qualification</i> | <i>Expiry date</i> |

Qualifier for engineer or TMC approval

Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.

This TMP is approved on the following basis:

1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.
2. 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.
3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.
4. 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.

Notification to TMC prior to occupying worksite/Notification completed

| | | | | |
|---|--|-------------------------------|------|----------------------|
| Type of notification to TMC required | | Notification completed | Date | <input type="text"/> |
| | | | Time | <input type="text"/> |

| | |
|-------------------------------|--|
| TMP or generic plan reference | |
|-------------------------------|--|

| | | |
|--|--------------|--|
| ON-SITE RECORD On-site record must be retained with TMP for 12 months. | Today's date | |
|--|--------------|--|

| | | | |
|------------------|---------------|-------------------|---------|
| Location details | Road name(s): | House number/RPs: | Suburb: |
|------------------|---------------|-------------------|---------|

Working space

| | | |
|--------------------------------------|-------------|------------------|
| Person responsible for working space | | |
| | <i>Name</i> | <i>Signature</i> |

Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below

TTM

| | | | | | |
|--|---|----------------------|----------------------------|------------------|-------------|
| STMS in charge of TTM | | | | | |
| | <i>Name</i> | <i>TTM ID Number</i> | <i>Warrant expiry date</i> | <i>Signature</i> | <i>Time</i> |
| Worksite handover accepted by replacement STMS | | | | | |
| | <i>Name</i> | <i>ID Number</i> | <i>Warrant expiry date</i> | <i>Signature</i> | <i>Time</i> |
| | Tick to confirm handover briefing completed | | | | |

Delegation

| | | | | | |
|---|------------------------------------|------------------|----------------------------|------------------|-------------|
| Worksite control accepted by TC/STMS-NP | | | | | |
| | <i>Name</i> | <i>ID Number</i> | <i>Warrant expiry date</i> | <i>Signature</i> | <i>Time</i> |
| | Tick to confirm briefing completed | | | | |

Temporary speed limit

| Street/road name (RPs or street numbers): | TSL action | Date: | Time: | TSL speed: | Length of TSL (m): |
|---|----------------------|-------|-------|------------|--------------------|
| From: _____ To: _____ | TSL installed | | | | |
| | TSL remains in place | | | | |
| | TSL removed | | | | |

| Street/road name (RPs or street numbers): | TSL action | Date: | Time: | TSL speed: | Length of TSL (m): |
|---|----------------------|-------|-------|------------|--------------------|
| From: _____ To: _____ | TSL installed | | | | |
| | TSL remains in place | | | | |
| | TSL removed | | | | |

| Street/road name (RPs or street numbers): | TSL action | Date: | Time: | TSL speed: | Length of TSL (m): |
|---|----------------------|-------|-------|------------|--------------------|
| From: _____ To: _____ | TSL installed | | | | |
| | TSL remains in place | | | | |
| | TSL removed | | | | |

| Street/road name (RPs or street numbers): | TSL action | Date: | Time: | TSL speed: | Length of TSL (m): |
|---|----------------------|-------|-------|------------|--------------------|
| From: _____ To: _____ | TSL installed | | | | |
| | TSL remains in place | | | | |
| | TSL removed | | | | |

Worksite monitoring

TTM to be monitored and 2 hourly inspections documented below.

| Items to be inspected | TTM set-up | 2 hourly check | 2 hourly check | 2 hourly check | 2 hourly check | 2 hourly check | TTM removal |
|--------------------------------------|--|----------------|----------------|----------------|----------------|----------------|-------------|
| High-visibility garment worn by all? | | | | | | | |
| Signs positioned as per TMP? | | | | | | | |
| Conflicting signs covered? | | | | | | | |
| Correct delineation as per TMP? | | | | | | | |
| Lane widths appropriate? | | | | | | | |
| Appropriate positive TTM used? | | | | | | | |
| Footpath standards met? | | | | | | | |
| Cycle lane standards met? | | | | | | | |
| Traffic flows OK? | | | | | | | |
| Adequate property access? | | | | | | | |
| <i>Add others as required</i> | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Time inspection completed: | | | | | | | |
| Signature: | | | | | | | |
| Comments: | | | | | | | |
| Time | Adjustment made and reason for change | | | | | | |
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