

Temporary Road Closure

Application Form

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Version: 1.0
Date: June 2024

BEFORE YOU START

- **You are required to submit this application form at least 90 days prior to your planned event.**
- Council officers do not have authority to approve road closure applications for events, decisions are made by the Elected Members of Timaru District Council at scheduled public meetings. When you submit your application, you will be advised of the estimated decision date. We strongly encourage early application to ensure your event can proceed to its planned timeframe. Prepare a communications plan for your event. You can supply your own, or download our template from our website. You will need to submit this along with your application form. www.timaru.govt.nz/road-events
- You will be contacted by Council staff should further information be required during processing and/or to notify you of Council decision.

SECTION 1 – CONTACT DETAILS (who is in charge of the event)

Name of organisation hosting event: _____

Organisation Status: Profit: Non-Profit:

Contact Person: _____

Role: _____ (ie President, Secretary, etc)

Postal Address: _____

Daytime Phone: _____ 24 hour phone: _____

Email: _____

SECTION 2 – EVENT DETAILS

Event Name: _____

Please select one of the following options:

- This is a commercial event – the primary activity is the sale or marketing of goods and/or services
- This is a community event* – the primary activity is entertainment, recreation, celebration or commemoration

**Refer to our website for information about funding available for traffic management at community events.*

What is happening at the event: _____

Market Triathlon / Cycle Race Ball:

Street March/Parade: Street Party: Other (please specify _____):

Event Date: _____

Starting Time: _____ Finishing Time: _____

Road to be closed (if it is only a section of a road, please specify where e.g. Stafford St between Church St and Canon St)

Do you plan to charge an entry fee for this event? Yes / No Amount: \$ _____

Event Headquarters (if applicable): _____

SECTION 4 – OBLIGATIONS

The following items are standard conditions of road closure approval. Application approval may be subject to additional special conditions at the discretion of Timaru District Council. If this is the case with your application, a Council officer will discuss this with you. Please read each item and check the box at the bottom of this section to confirm you have understood all requirements.

- a) The Timaru District Council requires the Event Organisation (you) to have public liability insurance arranged for the event, to indemnify yourself and Council against claims from the public arising from accidents etc. (For most events a minimum cover of \$1,000,000 is required, but some events may require higher cover.)
- b) The Event is to be undertaken in accordance with a Temporary Traffic Management Plan approved by the appropriate Road Controlling Authority (RCA). For local roads, the RCA is Timaru District Council. For State Highways, the RCA is New Zealand Transport Agency Waka Kotahi.
 - i. Commercial events are responsible for obtaining and supplying (with this application form) their own Event Traffic Management Plan (including associated costs). Commercial events are also responsible for the cost of installing traffic management at the event.
 - ii. Community events are responsible for providing a map indicating the proposed road closure area to Council with this application form: *Council and/or its Contractors are responsible for preparation of Event Traffic Management Plans for community events and installation of traffic management at the event (and all associated costs), subject to Council approval.*
- c) The Event Organisation is required to submit a Communications Plan for their event with this application form and implement this plan.
- d) The Event Organisation is required to ensure that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management Staff.
- e) The Event Organisation will be responsible for meeting the cost of any damage to public property, including roads.
- f) The Event Organisation will be responsible for ensuring the streets and surrounding areas be left in a clean and tidy condition.
- g) The Event Organisation is required to ensure compliance with any other relevant regulation/bylaw pertaining to the event (for example, health and safety, food/liquor licenses, waste management).

I confirm that I have read and understood all conditions of road closure approval listed above.

I understand that additional special conditions may be imposed at Council's discretion.

SECTION 4 – ATTACHMENTS

- If this application relates to a commercial event, attach a copy of your Temporary Traffic Management Plan (TTMP).
- If this application relates to a community event, attach a map of the proposed temporary road closure area/event route.
- Attach proof of public liability insurance held for this event.
- Attach your completed Communications Plan.

SECTION 5 – DECLARATION

I confirm that all information I have provided in this application form is true and correct and that I will abide by all standard and/or special conditions of temporary road closure approval.

Name: _____ Signature: _____ Date: _____

Application does not constitute Acceptance.