

*ADC*  
*Temporary Traffic*  
*Management*  
*Local Operating Procedures*  
**2025**

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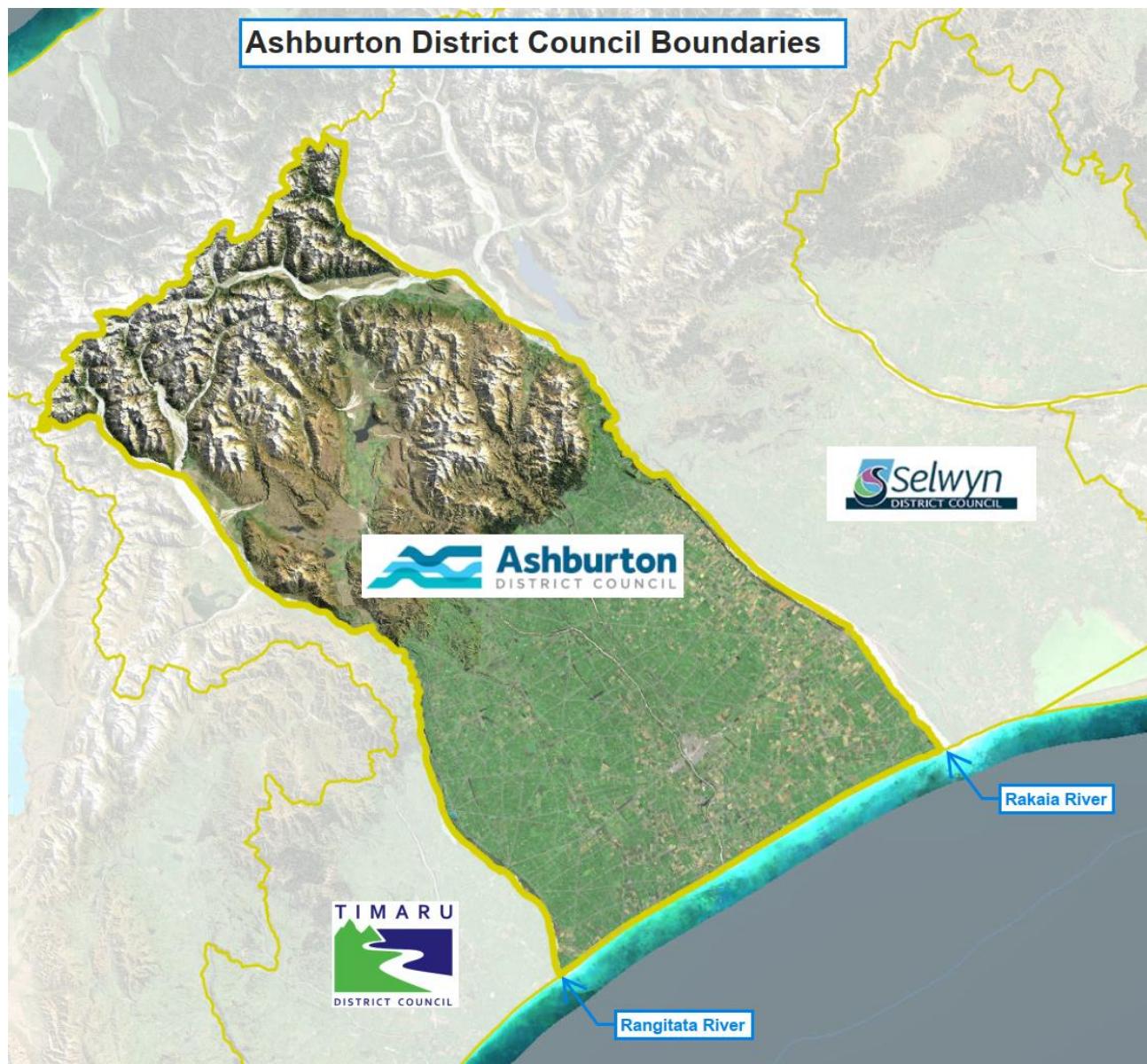
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## ***About this Document***

This document outlines the Local Operating Procedures (LOP's) that are acceptable by ADC to assist with traffic management applications and provide clear consistent information on the minimum requirements and expectations when working within the Ashburton District Road Network.

## **Ashburton District Council Boundaries**



For more information visit our website to view our interactive maps: <https://maps.adc.govt.nz/Gallery/>

## Point of contact for TMP enquiries

### ADC Roading Team

Rhys Roberts – Corridor Manager – [Rhys.Roberts@Adc.Govt.nz](mailto:Rhys.Roberts@Adc.Govt.nz) – 027 554 8792

When submitting questions related to traffic management please send them through to our Team email and we will endeavour to respond as soon as we are available.

**\* Please note:** Submit all TMP extension forms, revised TMP's and risk assessments through to the team email address. - [Tmp@Adc.Govt.nz](mailto:Tmp@Adc.Govt.nz)

## Submitting Traffic Management Plans (TMPs)

All TMPs must be submitted through THE Councils TMP processing website - **Submitica**.

The TMP application process is done via [Submitica](#).

1. Create an account on Submitica.
2. Check for conflicting sites on the Map.
3. Select the appropriate Application type and submit your worksite application and upload any supporting documentation.
4. Complete each field with accurate detail to progress your application. (Who, What, Where, When etc.)
5. As part of the CAR application, will be required to submit a Traffic Management Plan (TMP).
6. Your request will be confirmed via email, and you will be given a unique worksite number.
7. Within the prescribed timeframe, the assigned corridor manager will process your application or inform you if more information is needed.
8. You will receive an email that your worksite is approved, subject to reasonable, local, and/or special conditions.

## Typical Processing Timeframes

The CAR and TMP must be submitted within the following minimum period before the applicant intends to start the work, unless otherwise agreed.

While we reference minimum processing times, we strongly encourage people to plan for longer lead-times. This helps manage any unexpected delays in reviews and regulatory approvals.

Processing times only start from when a TMP has been uploaded to the application.

| APPLICATION TYPE                     | MINIMUM TIMEFRAME |
|--------------------------------------|-------------------|
| Standard TMP                         | 5 Working Days    |
| Generic TMP                          | 10 Working Days   |
| PARS (Pre-Approved Reusable Schemes) | 15 Working Days   |
| **Event TMP                          | **10 Weeks        |

\*\* If your event requires a road closure, please allow for 10 weeks as indicated on the [Event Permit](#) page.

In an emergency you are to take all reasonably practicable steps to eliminate or manage risk and work as directed by emergency services. Emergency TMP applications can be applied for retrospectively after it has been resolved.

## TMP Extensions

Situations where a TMP extension form may be used:

- A change or extension to dates
- Alteration to working hours
- The inclusion of diagrams that do not substantially\* increase the TMP's impact beyond what was originally approved. Impact refers to the nature of the TTM activity and the surrounding road environment.

**Please note:** Impacts are assessed on an area-of-effect basis. If the work area shifts substantially into an area that has not previously been assessed, or if the overall impact increases, an extension form should not be used. In these circumstances, a revised or new TMP must be submitted to ensure the differing impacts are accurately assessed, documented, and appropriately mitigated. An updated risk assessment should also be included in these instances.

## Road Closures

To close a road a **Temporary Road Closure Application form** must first be submitted to accompany the TMP and regulatory approval issued by the Road Controlling Authority (RCA) representative. The RCA needs to be provided a minimum of 7 days' notice prior to deployment so applications need to be submitted in good time so adequate public notification can be issued.

## Minimum Public Notification Requirements

Public notification is required where works will impact affected facilities, residents, or businesses.

For projects with multiple phases or extended durations, ongoing notifications must be provided to reflect upcoming works and changing impacts. A single notification at the start of a project is not sufficient where impacts vary over time.

| Impact   | Notification Timeframe   | Notification Type   |
|--|--|---|
| Removal of time-limited parking outside a business premises blue “P” signage | Notification required at least 72 hours in advance for planned works | Letter drop or door knock   |
| Parking Restrictions - residential areas                                     | No notification required   | If restrictions to be less than 48 hours  |
|  | 24 hours notification  | Letter drop or door knock If restrictions to be more than 48 hours but less than 5 days   |
| Parking Restrictions - business areas  | 72 hours notification  | Letter drop or door knock If restrictions are less than 5 days  |
| Removal or relocation of a bus stop  | 72 hours notification  | Email to the impacted service provider; proof of email correspondence must be included in your TMP application. Including public advertisement to be posted at closed bus stop. |
| Removal of mobility parking  | No notification required   | Alternative parking facility with similar level of service to be provided close by.   |
| Road Closure   | 7 days notification  | Letter drop   |
| One-Way Closure/System   | 7 days notification  | Letter drop   |

**Guidance for Notification Letters and Notification Boards Specifications** are available on the ADC website. Notification boards and a copy of notification letter to be included in TMP's for approval.

Responsibility for public notification must be agreed between the contractor and the client/contracting PCBU. The TTM or lead contractor must confirm all required notifications have been completed before deploying an approved TMP.

## Worksites Impacting Signalised Intersections

For any works planned within 50 m of a signalised intersection, contractors must contact the Wellington Traffic Operations Centre (WTOC) during the planning phase to discuss the proposed works and associated TTM arrangements. This consultation must occur at least two weeks prior to the intended start date to allow for any required adjustments to the operation of the intersection. Contractors should note that WTOC services may be subject to a fee.

### **Wellington Traffic Operations Contact Information and Notification Timeframes**

04 920 9887 (6am – 10pm)

0800 869 286 (After Hours)

[Wellingtonsig@nzta.co.nz](mailto:Wellingtonsig@nzta.co.nz)

- 24-48 hours before work commences (email preferred) (At time of deployment - phone call preferred).
- 24-48 hours before a major change or disestablishment (phone call preferred).

## Worksites Impacting Level Crossings

For any works planned within 100m of a level crossing a TMP will need to be sent and approved by KiwiRail and evidence provided with TMP submission to ADC - [Nationalpermits@Kiwirail.co.nz](mailto:Nationalpermits@Kiwirail.co.nz)

## Worksites Impacting Controlled Street Parking

Any controlled street parking impacted by works or traffic management will need to be reserved and approved by ADC Customer Services – 03 307 7700. This will likely incur a fee per parking space.

## Worksites Impacting Other Worksites

Where there is an overlap of worksites or traffic management all affected contractors are to contact each other to identify clashes of workspace, dates, and traffic management and see if it is possible to work together to manage the impacts and risk collectively. Evidence of consultation, coordination and collaboration (**3C's**) is to be provided with TMP application.

Use the Submitica Map to identify any potential clashes prior to submitting TMP for review.

If it is not feasible to work together then typically the first contractor that obtained approval for the space will have priority. The only exception to this is work that needs to be completed for a utility operator whether its maintenance or a programmed upgrade to infrastructure.

As the RCA responsible for Network Access Coordination, we will work with all parties involved to reduce the overall impact and ensure the safe and efficient operation of the road network.

## Peak Traffic Hours

Standard peak hours in the Ashburton District are defined as:

07:00–09:00 Monday to Friday

16:00–18:00 Monday to Thursday

15:30–18:00 Friday

NB: Any weekday before a public holiday assumes Friday timing.

These times are indicative only and it is recommended that applicants conduct their own traffic counts to confirm peak traffic times for sites prior to designing TMP's as part of the planning process.

## Traffic Impact Assessments

When preparing a TMP, the TMP designer must consider how the works will affect traffic. The TTM designer must assess whether traffic volumes are likely to exceed capacity at the worksite or on detour routes.

For guidance on undertaking traffic impact assessments, the CTOC Transport Efficiency and Impact Guide, available on the Christchurch City Council Transport webpage, is a suitable option.

**Note:** This document was developed during the Christchurch rebuild, when journey efficiency was given equal priority to safety. This context no longer applies, and safety must now take precedence.

Please refer to the [\*\*NZGTTM Part 3 Toolbox – Traffic Impact Assessment p72-73\*\*](#) which outlines the limitations and additional considerations to take into account that are not identified in the CTOC guide.

TMPs must include a brief traffic impact assessment that identifies likely network impacts and the measures proposed to minimise them.

## Non-Standard, One-off, or Special Signs

Where a non-standard, one-off, or special sign is proposed as part of temporary traffic management for a specific project or activity, the following applies:

- a)** The wording and symbols used on signs are based on established practice and are intended to ensure consistency.
- b)** Only signs approved under the Traffic Control Devices (TCD) Rule 2004 may be used.
- c)** Special purpose signs may be approved by the RCA, provided they comply with TCD specifications.

Refer to [\*\*M23 Appendix F: Temporary Road Safety Hardware & Devices\*\*](#) v4 for further guidance.

## Engineering Design of Temporary Transport Facilities

Where temporary road environments differ significantly from the normal road layout such as during new pavement construction, changes to intersection control, or substantial alterations to road geometry additional engineering design beyond standard TTM considerations is required. This ensures that risks arising from the altered layout are appropriately managed and that obligations under the Health and Safety at Work Act 2015 (HSWA) are met.

Relevant road engineering standards must be referenced and considered when designing temporary transport facilities to ensure appropriate safety and service levels are achieved. Where designs depart from normal standards, the associated risks must be identified and assessed and balanced against other project considerations. Suitable risk mitigation measures must be incorporated into the design.

TTM designers may not have the qualifications or experience to design all components of a temporary transport facility. In these situations, assistance from suitably qualified specialist designers should be sought (refer to the design areas outlined below). The TTM Planner remains responsible for documenting the proposed temporary transport arrangements within the TMP, providing assurance that the design is coordinated, safe, and well considered.

Where a TMP proposes a substantial change to the normal road environment, the relevant standards for the following design elements (and any other significant components) must be considered and documented, including but not limited to:

- Geometric design (horizontal and vertical alignment)
- Cross-section and roadside features
- Lighting
- Drainage
- Intersection control
- Signage and delineation

Designs for temporary transport facilities must clearly identify the standards adopted for each relevant design element and demonstrate how these compare with the existing facility being replaced.

Temporary transport facilities are generally expected to provide a level of service like the permanent road environment. For example, a permanent facility with a 60 km/h design speed and a sealed, all-weather surface should, where practicable, be replaced with a temporary facility of the same standard. Where maintaining the normal level of service is not practicable, departures may be considered in the context of the temporary situation, using the organisation's standard Best for New Zealand decision-making approach.

While the reduced design life of a temporary transport facility may be considered, the safety of all users remains the primary priority. The design must provide assurance that acceptable levels of safety, service, and asset resilience have been appropriately considered.

The following information should be provided during concept discussions, or at the latest submitted with, or incorporated into, the TMP:

**Design plans:** Scaled drawings showing critical dimensions and key features of the proposed temporary arrangements. The combined effect of all design elements, together with the TTM measures, must clearly convey the overall operating environment.

**Design statements:** Statements from suitably qualified designer(s) confirming that relevant design references have been considered and that appropriate standards have been adopted.

**Operational details:** Where systems such as partially completed traffic signals are proposed, operational information (including phasing diagrams, detector functionality, permitted movements, and delineation) must be clearly documented.

**Risk assurance:** Temporary transport facilities that present significant or high risk may require additional assurance, such as a design safety audit of the proposed arrangements.

A **Temporary Access Agreement** would need to be completed and signed by all the parties involved to formalise the temporary transport facility and to protect everyone's interests. This form is available at request to the RCA.