

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

TRAFFIC MANAGEMENT PLAN (TMP) – SHORT FORM

Complete **short form** if simple activity and RCA permits. 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:	Principal (Client):					
			RCA:					
Location details and road characteristics	Road names and suburb		House no. / RPs (From and to)	Road level	Permanent speed	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 (delete either Yes or No to show which aspects are affected)								
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
TSL/ Diagram (see TSL decision matrix for guidance)	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 5 of Land Transport Rule: Setting of Speed Limits 2003, Rule 54001 (List speed, length and location)			Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or TMDs)		
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)							

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Contingency plan

If long queues form or delays exceed 5mins (or any other period required by RCA), site to be disestablished or additional lanes made available.	Adjust TMD to suit unforeseen circumstances (eg weather or site overlaps with another work site).	Emergency services will be accommodated and access provided through the site as required.
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Add additional contingencies:

Contact details

	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal					
TMC					
Engineers' representative					
Contractor					
STMS					
TC					
Others as required					

TMP preparation (or approval if STMS delegated authority to approve TMPs) <i>Delete the option that does not apply (either prepared or approved)</i>

Prepared / Approved						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>

<u>This TMP meets CoPTTM requirements</u>	Number of diagrams attached
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TMP returned for correction						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>

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

Approved by TMC or engineer (delete one)						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>

Acceptance by TMC (if required)						
	<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:

- To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.
- 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.
- 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.

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TMP or generic plan reference	
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On-site record must be retained with TMP for 12 months.

ON-SITE RECORD

To be used if information below not covered in company documentation.

Location details	Road names(s):	House number/RPs:	Suburb:		
STMS (in charge)					
	Name	ID Number	Expiry date	Signature	Date and time
TC/STMS-NP (delegation)					
	Name	ID Number	Expiry date	Signature	Date and time

Site monitoring

Site to be monitored 2 hourly and inspection documented below. If site control delegated to a TC/STMS-NP the STMS must inspect the site once each day.

Monitoring	High-visibility garment worn by	Signs positioned OK?	Conflicting signs covered?	Correct delineation?	Minimum lane widths met?	Positive TTM?	Footpath standards met?	Cycle lane standards met?	Traffic flows OK?	Adequate property access?	Comment	Date	Time	Signed by
Site set up														
2 hourly														
2 hourly														
2 hourly														
2 hourly														
2 hourly														
2 hourly														
2 hourly														
Site removal														

Temporary speed limit – it is a legal requirement to record the placement and location of TSLs.

Date installed:	TSL speed:	Placement (RPs or street numbers):	Length of TSL (m):	Date removed:
Time:		From: To:		Time:
Date installed:	TSL speed:	Placement (RPs or street numbers):	Length of TSL (m):	Date removed:
Time:		From: To:		Time:
Date installed:	TSL speed:	Placement (RPs or street numbers):	Length of TSL (m):	Date removed:
Time:		From: To:		Time:
Date installed:	TSL speed:	Placement (RPs or street numbers):	Length of TSL (m):	Date removed:
Time:		From: To:		Time: