

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

Add the appropriate RCA consent reference, for example the corridor access request (CAR) or work access permit (WAP) and/or any 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: <i>Add the RCA's and contractor's reference numbers.</i>	Contractor: <i>State the name of the contractor.</i>	Principal (Client): <i>State the name of the principal or client for this project (eg NZTA or Chorus).</i>				
			RCA: <i>State the name of the RCA who controls the road that the worksite will be on. Note: There can be more than one RCA.</i>				
Location details and road characteristics	Road names and suburb		House no. / RPs <i>(From and to)</i>	Road level	Permanent speed	AADT/Peak flows	
	<i>Include the road name/s and any affected intersections, also include the suburb.</i>		<i>Enter house numbers, route positions or power pole numbers where applicable.</i>	<i>Enter RCA designation.</i>	<i>Enter highest permanent limit.</i>	<i>Include AADT and/or peak hour and heavy vehicle counts where available. The RCA or engineer must provide this information if available.</i>	
	As above.		As above.	As above.	As above.	As above.	
	As above.		As above.	As above.	As above.	As above.	
Description of work activity	<i>Briefly describe the main work activity (eg repairs to median barrier). Use the 'Aspects affected' field to identify if the activity will affect the road. These effects will need to be covered in the layout drawings/traffic management diagrams.</i>						
Planned work programme							
Start date	<i>Enter earliest date activity may start.</i>	Time	<i>Enter earliest time activity may start.</i>	End date	<i>Enter latest date activity may finish allowing for unforeseen issues.</i>	Time	<i>Enter latest time activity may finish allowing for unforeseen issues.</i>
Consider significant stages, for example:	<i>Provide details of any significant stages.</i>						
Alternative dates if activity delayed	<i>For larger activities, identify any alternative dates that can be scheduled if the work is delayed.</i>						
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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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	<p>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)</p> <p><i>If a TSL is appropriate, add the TSL details - temporary speed (eg 70km/h), approximate length (eg 200m) and the location (eg RP 01N-0260/0.50 or 23-53 Chews Lane).</i></p> <p><i>Add additional rows into this section if required.</i></p> <p><i>Note: When the worksite is set up, the actual location of the TSL signs will need to be recorded on the on-site record or the equivalent company sheet that records the same information.</i></p> <p><i>For legal purposes (eg speed enforcement), this information must be retained for 12 months and be provided on request.</i></p>	<p><i>Include the hours that the activity will take place.</i></p> <p><i>Note: Activity hours may be restricted by the RCA or contract documents.</i></p>	<p><i>Add the date or date range for this activity.</i></p>	<p><i>List the reference for either:</i></p> <ul style="list-style-type: none"> • <i>the site specific layout drawing(s) that are attached to the TMP (eg layout drawing 1, 2), or</i> • <i>the appropriate traffic management diagrams from the field-TTM handbook, if worksite is on a level LV or level 1 road where the RCA has approved the use of generic traffic management diagrams.</i>
Unattended day/ night	<p>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)</p> <p><i>As above.</i></p>	<p><i>As above.</i></p>	<p><i>As above.</i></p>	<p><i>As above.</i></p>

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:
Listed above are some common contingencies for worksites. Strike out any contingencies that are not applicable to the worksite. Record additional contingencies for the worksite in this field.

Contact details

	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	<i>Organisation named on permit.</i>	<i>24/7 contact number</i>	<i>Optional.</i>	<i>Optional.</i>	<i>Optional.</i>
TMC	<i>Name</i>	<i>24/7 contact number</i>	<i>Optional.</i>	<i>Optional.</i>	<i>Optional.</i>
Engineers' representative	<i>Independent person employed by engineer whose responsibilities include TTM.</i>	<i>24/7 contact number</i>	<i>Optional.</i>	<i>Optional.</i>	<i>Optional.</i>
Contractor	<i>State the name of the contractor.</i>	<i>24/7 contact number</i>	<i>Optional.</i>	<i>Optional.</i>	<i>Optional.</i>
STMS	<i>Name</i>	<i>24/7 contact number</i>	<i>CoPTTM ID number.</i>	<i>Level of qualification.</i>	<i>Date of expiry.</i>

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TC	Name	24/7 contact number	CoPTTM ID number.	Level of qualification.	Date of expiry.
Others as required	Name	24/7 contact number	Optional.	Optional.	Optional.

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

<u>Prepared / Approved</u>	<u>Name of the STMS who prepared/approved the TMP. If STMS has been delegated authority to approve TMPs, it may not need to be submitted to the RCA.</u>	<u>Date actioned.</u>	<u>STMS signature.</u>	<u>CoPTTM ID number.</u>	<u>Level of qualification</u>	<u>Date of expiry.</u>
	<u>Name</u>	<u>Date</u>	<u>Signature</u>	<u>ID no.</u>	<u>Qualification</u>	<u>Expiry date</u>

This TMP meets CoPTTM requirements **Number of diagrams attached**

<u>TMP returned for correction</u>		<u>Date actioned.</u>	<u>STMS signature.</u>	<u>CoPTTM ID number.</u>	<u>Level of qualification</u>	<u>Date of expiry.</u>
	<u>Name</u>	<u>Date</u>	<u>Signature</u>	<u>ID no.</u>	<u>Qualification</u>	<u>Expiry date</u>

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

<u>Approved by TMC or engineer (delete one)</u>		<u>Date actioned.</u>	<u>STMS signature.</u>	<u>CoPTTM ID number.</u>	<u>Level of qualification</u>	<u>Date of expiry.</u>
	<u>Name</u>	<u>Date</u>	<u>Signature</u>	<u>ID no.</u>	<u>Qualification</u>	<u>Expiry date</u>
<u>Acceptance by TMC (if required)</u>		<u>Date actioned.</u>	<u>STMS signature.</u>	<u>CoPTTM ID number.</u>	<u>Level of qualification</u>	<u>Date of expiry.</u>
	<u>Name</u>	<u>Date</u>	<u>Signature</u>	<u>ID no.</u>	<u>Qualification</u>	<u>Expiry date</u>

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 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.

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

<u>Prepared / Approved</u> <u>This TMP meets CoPTTM requirements</u>	<u>Name of the STMS who prepared/approved the TMP. If STMS has been delegated authority to approve TMPs, it may not need to be submitted to the RCA.</u>	<u>STMS signature.</u>	<u>Date actioned.</u>	<u>Level of qualification.</u>	<u>CoPTTM ID number.</u>
	<u>Name</u>	<u>Signature</u>	<u>Date</u>	<u>Qualification</u>	<u>ID no.</u>

This TMP meets CoPTTM requirements **Number of diagrams attached**

<u>TMP returned for correction</u>	<u>Name of TMC or engineer returning TMP</u>	<u>TMC or engineer signature</u>	<u>Date actioned.</u>	<u>Level of qualification.</u>	<u>CoPTTM ID number.</u>
	<u>Name</u>	<u>Signature</u>	<u>Date</u>	<u>Qualification</u>	<u>ID no.</u>

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

<u>Approved by TMC or engineer (delete one)</u>	<u>Name of the TMC or engineer who approved the TMP.</u>	<u>TMC or engineer signature.</u>	<u>Date actioned.</u>	<u>Level of qualification.</u>	<u>CoPTTM ID number.</u>
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Acceptance by TMC (if required)	<i>Name of the TMC.</i>	<i>TMC signature.</i>	<i>Date actioned.</i>	<i>Level of qualification.</i>	<i>CoPTTM ID number.</i>
	<i>Name</i>	<i>Signature</i>	<i>Date</i>	<i>Qualification</i>	<i>ID no.</i>

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