

Application for a temporary road closure

Please note: All temporary road closure applications must be submitted a minimum of 3 months prior to the event date(s).

1. Contact details

Organisation or group _____
Individual or key contact _____
Contact address _____

Contact phone number Phone: _____ Mobile: _____
Email address _____

2. Event details

Event type (i.e. Motorsport, Concert, Parade) _____
Name of event _____
Event date(s) _____
Event time(s) Pack in _____ Pack out _____
Start _____ Finish _____
Expected number of attendees Participants _____ Public _____
Website and / or social media _____
Do all vehicles using the road(s) being closed have a current warrant of fitness (WOF) and vehicle licence (rego)?
 Yes No
Are you charging the public an entry fee to use the road(s), footpath(s) or grass area(s) within the road corridor?
 Yes No
If yes, provide details: _____

3. Proposed temporary road closure location(s) and time(s)

Note: please identify to and from points for closure by landmark, e.g. intersection, buildings or street numbers

Date of proposed temporary road closure

Day _____ Date _____
(e.g. Saturday) (e.g. 11 November 2023)

Risks and management

Detail risks to the public, participants and how these will be managed

5. Proposed temporary road closure documentation

The following documents are required to process your application.

Please indicate whether they are attached to this application or that they will be supplied at a later date.

Attached	To be supplied	
<input type="checkbox"/>	<input type="checkbox"/>	Site map of the proposed route(s)
<input type="checkbox"/>	<input type="checkbox"/>	Proof of consultation with affected owners and occupiers
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Public Liability insurance
<input type="checkbox"/>	<input type="checkbox"/>	A letter requesting Council to consider your proposed temporary road closure application
<input type="checkbox"/>	<input type="checkbox"/>	Health and Safety plan for the event
<input type="checkbox"/>	<input type="checkbox"/>	Proposed Traffic Management Provider and Traffic Management Plan (if available)

If you are applying for a Motorsport event:

Attached	To be supplied	
<input type="checkbox"/>	<input type="checkbox"/>	Motorsport NZ Bond Certificate or bond of a minimum \$2000.00
<input type="checkbox"/>	<input type="checkbox"/>	Motorsport NZ Permit or another relevant permit

6. Submitting your application

Applications must be delivered or emailed to:

Community Events Coordinator
 Whangarei District Council
 Private Bag 9023
 Te Mai
 Whangārei 0143

Email: events@wdc.govt.nz

Applicants will be contacted with an update and or a request further information within 4 weeks from receipt of a completed application form and required documentation.

7. Declaration

By signing this application, you declare either individually or on behalf of your organisation that:

- The information supplied within this application is correct.
- If your application is successful, and your temporary road closure is approved by Council, you or your organisation agree to abide by the terms and conditions below and any other reasonable direction of Council regarding your temporary road closure.

Name: _____

Signature: _____

Date: _____

8. Terms and Conditions

All temporary road closure applications are processed by the Venues and Events Department of the Whangarei District Council and are subject to the terms and conditions set out below.

Further conditions may be added at the discretion of Council when processing of the application.

Council process

- Applications for proposed temporary road closures must be approved at a full meeting of the Whangarei District Council under the Transport (Vehicular Traffic Road Closure) Regulations 1965.
- Applications must be received at least 3 months in advance of an event to allow time for the required 42-day public notice period under the legislation.
- Council will place public notice of a proposed road closure in an appropriate publication in accordance with the requirements of the legislation.
- Objections to an application for temporary road closure, may be submitted to Council up to 28 days prior to the date of the proposed event.
- Any objections to a closure will be considered by Council after the close of the objection period.
- Following a Council decision to approve a temporary road closure, a further public notice will be placed in an appropriate publication in accordance with the requirements of the legislation.
- At the discretion of Council, under special circumstances, some temporary closure applications may be considered under Schedule 10 of the Local Government Act 1974
- Council reserves the right to amend the conditions, withdraw permission for the temporary road closure to proceed or close any activity at any time where it becomes apparent that there is, or could be a threat to public safety or property, Council assets or it is considered by Council that the activity would unreasonably impact road users.

Applicant's responsibilities

- Applying for a temporary road closure using Council's *Application for Temporary Road Closure* form.
- Notifying, in writing, all owners or occupiers of property adjacent to the road, of the proposed temporary road closure and rights of objection during the public notification period.
- Ensuring the area used is left clean and tidy, all waste is removed from the area, and that no damage is caused to Council property. Any damage to the location due to the event will be repaired at the organiser expense.

- Ensuring advertising, signage or markings associated with the temporary road closure are not attached or marked upon any road signage or road furniture.
- Adhering to all directives of the Traffic Safety branch of the NZ Police are adhered to.
- Ensuring all emergency services always have unrestricted right of way (Fire, Ambulance, Police, water and sewerage maintenance).
- Nominating a key contact person who will be readily available on the day of the event to attend to any problems that may arise.
- Obtaining a Corridor Access Request and accompanying Traffic Management Plan approval from Councils Road Corridor Coordinator a minimum of 15 days prior to the day of the event. (earlier notification advisable to ensure the space is available).
- Where the event requires the use of Council owned land, the applicant is also responsible for completing an *Events on Council Owned Land Application* form; this can be found on our website <https://www.wdc.govt.nz/EventBooking> or on request from Venues and Events, phone (9) 430 4200 or email events@wdc.govt.nz.
- If the event is a motorsport event the applicant must have a Motorsport NZ permit or another relevant permit and confirm all participants are licensed with Motorsport NZ or another relevant association.

Costs

- A processing fee of \$300 plus GST is payable by any temporary road closure applicant. This fee includes the costs of the two public notices that must be placed by Council associated and administration.
- All motorsport events must also either pay a bond of \$2000 (min) or provide a Motorsport NZ bond certificate of \$2000 (min).

Insurance

- The applicant must provide evidence of Public Liability Insurance up to a minimum value \$1,000,000.

9. Office use only

Under Transport Regulations 1965

- Application and relevant documentation received
- Corridor Access Manager notified of application

- Agenda item prepared
- Administration fee invoiced
- Letter of Council decision to applicant and CAM
- Public notification of proposed closure
- Objection period closed (28 days from event)

- Public notification of closure
- Copy of Corridor Access TMP received from CAM

Date: _____

Date: _____

Feedback: _____

Date of meeting: _____

Date due: _____

Date: _____

Date of publication: _____

Date: _____

Objections: _____

Date of publication: _____

Date: _____

Under Local Government Act 1974 Schedule 10

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