

Temporary Traffic Management for Events Form Preview

TEMPORARY TRAFFIC MANAGEMENT FOR EVENTS APPLICATION FORM

BEFORE YOU START

- You are required to submit this application form at least 90 days before your planned event.
- Council officers do not have the authority to approve road closure applications for events; decisions are made by the Elected Members of Timaru District Council at scheduled public meetings.
- Once your application has been reviewed, you will be advised of the estimated decision date. We strongly encourage early application to ensure your event can proceed to its planned timeframe.
- You must prepare and supply 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. [INSERT LINK](#)
- You will be contacted by Council staff should further information be required during processing and/or to notify you of Council decision.

SECTION ONE: APPLICANT CONTACT DETAILS

* indicates a required field

Name of organisation hosting event: *

Organisation status: *

- Profit
 Non Profit

Contact person: *

Role:

(i.e. president, secretary, etc)

Postal address:

Contact number:

Temporary Traffic Management for Events

Form Preview

Email address: *

SECTION TWO: EVENT DETAILS

* indicates a required field

Event name: *

Is this a commercial or community event?: *

- Commercial Event
 Community Event

Definition: A COMMERCIAL EVENT - the primary activity is the sale of marketing of goods and/or services. A COMMUNITY EVENT - the primary activity is entertainment, recreation, celebration or commemoration.

Type of event: *

- Market
 Triathlon/Cycle race
 Street March/Parade
 Street Party
 Other:

What's happening at the event?: *

Event date: *

Must be a date.

Start time: *

End time: *

If different from the start and end time, when is traffic management required? *

For example, is traffic management required for event set-up/take down.

Event location: *

Temporary Traffic Management for Events

Form Preview

Please describe the event route and specify road/sections of roads impacted, and attach a map showing the location of the event area/route.

Event map: *

Attach a file:

Do you plan on charging an entry fee?: *

- Yes
 No

If yes, what amount?: *

SECTION THREE: TRAFFIC MANAGEMENT FUNDING REQUEST - FOR COMMUNITY EVENTS

* indicates a required field

Timaru District Council dedicates funding per year to the Event Traffic Management Fund. The purpose of this fund is to assist community events with the cost of traffic management, where this cost would otherwise prohibit the event from proceeding. Examples of eligible events include:

- Commemorative events
- Cultural celebrations
- Sporting events

Funding is conditional upon:

- An approved application for temporary road closure under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.

OR

- Council officer recommendation for temporary traffic management funding, pending elected member approval.

Council will transact directly with the traffic management provider on behalf of successful applicants.

To be eligible for this funding, you must:

- Be an organisation with a formal legal structure, including incorporated societies, trusts, charities and companies

Are you seeking funding for temporary traffic management?: *

Temporary Traffic Management for Events

Form Preview

- Yes
- No

If you have selected “No”, please go to Section 4 of this application.

If yes, what traffic management does the event require?: *

- Temporary Road Closure
- Temporary Traffic Management
- Other

Have you applied for other funding from Timaru District Council for this event?: *

- Yes
- No

If yes, how do you plan on using other funding received? *

Community Benefit Statement: Briefly explain the events benefit for the community *

SECTION FOUR: ATTACHMENTS

* indicates a required field

Please upload the following documents:

COMMERICAL EVENTS: A COPY OF YOUR TEMPORARY TRAFFIC MANAGEMENT PLAN

Attach a file:

ALL EVENTS: A MAP OF THE PROPOSED IMPACTED AREA/EVENT ROUTE *

Attach a file:

ALL EVENTS: PROOF OF LIABILITY INSURANCE HELD FOR THE EVENT *

Attach a file:

ALL EVENTS: COMPLETED COMMUNICATIONS PLAN *

Temporary Traffic Management for Events

Form Preview

Attach a file:

SECTION FIVE: OBLIGATIONS

* indicates a required field

The following items are standard conditions of road closure/temporary traffic management approval. Application approval may be subject to additional special conditions at the discretion of Timaru District Council. If this applies to your application, a Council officer will discuss it with you. Please read each item and confirm you have understood all requirements.

- 1.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 (For most events a minimum cover of \$1,000,000 is required, but some events may require higher cover.)
- 2.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

•

- **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.
- **Community Events - Not seeking funding**, 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.
- **Community Events - Seeking funding**, are responsible for providing a map indicating the proposed impacted area to Council with this application form. Council and/or its Contractors are responsible for preparation of Event Traffic Management Plans for community events seeking funding and installation of traffic management at the event (and all associated costs), subject to Council approval.

- 1.The Event Organisation is required to submit a Communications Plan for their event with this application form and implement this plan.
- 2.The Event Organisation is required to ensure that all staff at the event (including volunteers) comply with any instructions from NZ Police, FENZ, Council Officers and Traffic Management Staff.
- 3.The Event Organisation will be responsible for meeting the cost of any damage to public property, including roads.
- 4.The Event Organisation will be responsible for ensuring the streets and surrounding areas are to be left in a clean and tidy condition.
- 5.The Event Organisation is required to ensure compliance with any other relevant regulations or bylaws pertaining to the event (for example, health and safety, food/ liquor licenses, waste management).

Temporary Traffic Management for Events

Form Preview

I confirm that I have read and understand all conditions stated above: *

- Yes
- No

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

- Yes
- No

SECTION SIX: DECLARATION

* indicates a required field

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 traffic management approval.

*

First Name

Last Name

Date *

Must be a date.