

Application for Temporary Road Closure for an Event

Transport (Vehicular Traffic Road Closure) Regulations 1965 and
Section 342 Local Government Act 1974



! This form must be lodged 8 weeks before the date of the proposed road closure for the event.
For organisers of an event that requires a road to be closed temporarily or disrupts traffic. Examples include sports events, parades, festivals and other public events.
To allow for submissions, Gisborne District Council is required to advertise the temporary road closure 6 weeks before the event.
Provided there are no objections and Council approves the closure, a final advertisement is required at least 24 hours prior to the event.
Applicants must agree to the responsibilities, see Section 3.

1. Contact details

Organisation (if applicable):

Contact person full name):

Address:

No. Street/Road Suburb
Town/City Postcode
Mobile: Other phone:
Email:

2. Event and road closure details

Event name:

Date(s) of closure:

Road(s) requiring closure

Entire road Part of road One lane Parts of road

Please include a map showing the affected roads

Time of the closure from to

Time of the event: from to

Traffic management provider (TMP*):

Event name:

Details of event and closure – reason or purpose:

2.1 Have you notified all affected parties along the route of the proposed closure?

Yes No

If yes, please provide details of notification and date this was carried out.

If no, please ensure this is done before the objection date closes.

2.2 Have you obtained public liability insurance for the closure as required by the Transport Regulations 1965 for Vehicle Traffic Road closures?

Yes No

Do you accept that you are responsible for the actual physical road closure in accordance with your Traffic Management Plan?

Yes No

2.3 Have you told Police and Fire and Emergency about your event?

Yes No

Will they be supporting your event?

Yes No

If yes, how?

2.4 Have you obtained all other necessary consents and permits for any associated activities such as the use of

Council land, sale of liquor, preparation and sale of food, resource consent? (For more information, refer to event planning on Council's website or email events@gdc.govt.nz)

Yes No

3. Responsibilities

Applicants shall accept the following responsibilities:

- To accept financial liability for any damage from the special event that is caused to the road(s), bridge(s) or any road furniture and utilities forming part of the road(s).
- To contact all property owners or occupiers adjacent to the roads(s) to be temporarily closed and advise them of the activity to be held.
- To employ a qualified traffic management provider who can lodge a proposed Temporary Traffic Management Plan and Corridor Access Request for Council approval. They will also provide set up signage and barriers if the plan is approved.
- To provide traffic marshals if required in the Traffic Management Plan.
- To obtain adequate public liability insurance for the event.
- To pay the cost of the public notice advertisements issued by Council if required. (Most advertising is done via our website and email at no cost, occasionally newspaper advertising is required).

Note: Where late applications are made and insufficient time is available for advertising, Council may reject the application.

Council notifies road stakeholders who may be affected by email. The applicant is responsible for carrying out a mail drop or door to door notification to all parties impacted by the closure.

* The TMP must be from a qualified traffic management provider somewhere in New Zealand

4. Signature:

I confirm that the information is correct and that I have read, understood and accept the responsibilities.

Signature:

Date:

5. Checklist

Have you:

Answered all questions

Included a map showing roads affected and location of closure.

Notified or be prepared to notify all residents, businesses or organisations affected.