



APPLICATION FOR A TEMPORARY ROAD CLOSURE

This form must be lodged before **60** days before the date of the proposed road closure for **PUBLIC FUNCTIONS**, and before **10** days for **CONSTRUCTION / INFRASTRUCTURE EVENTS**.

APPLICANT DETAILS

PLEASE COMPLETE IN BLOCK LETTERS

(*Mandatory field– if these details are not completed in full your application cannot be actioned)

*Applicant Name: _____

*Address for correspondence: _____

*Email address: _____

*Home/Work Telephone: _____ Mobile: _____

Alternative Contact: _____

TEMPORARY CLOSURE DETAILS

*Name of road(s) or part road(s) to be closed: _____

If part road please state specific start and end address.

*Reason for temporary closure: _____

Please supply sufficient detail of reason for temporary closure as this will be used in the public advertisement.

*Start date of closure: _____ *End date of closure: _____

*Time road will close: _____ *Time road will open: _____

Please fill in the details below for public functions/events:

Time event will start: _____ Time event will end: _____

*Anticipated number of participants at event: _____



CONDITIONS AND PROCESS

- 1 **PROCESSING TIME** All applications shall be made in writing on this form by the following times: (1) for exhibitions, fairs, shows, markets, concerts, film-making, sports, parades, festivals or other public functions, **60** days before the event; (2) for construction / infrastructure activities, **10** days before the event.
- 2 **PAYMENT** The applicant will pay a fee of \$491.27 incl. GST. This fee provides for the cost of advertising.
- 3 **PUBLIC LIABILITY INSURANCE** Council does not accept responsibility for any damage from or associated with the road closure. The applicant is required to show evidence of Public Liability Insurance to the value of \$2 million.
- 4 **ALCOHOL** If alcohol is to be sold on road reserve, an alcohol special licence will need to be obtained before the road closure application can be granted. Special licence applications must be lodged at least 20 working days before the event. If alcohol is to be supplied (not sold) and the road reserve is an alcohol ban area, an exemption permit will need to be applied for. See www.nelson.govt.nz for more information on alcohol ban areas and alcohol licensing. Search phrase = "alcohol licensing".
- 5 **NOISE** from the event on road reserve that exceeds the noise limits specified in the Nelson Resource Management Plan will need resource consent approval before the closure application is granted. Contact the duty planner for further information.
- 6 **EMERGENCY ACCESS** With few exceptions, emergency vehicle access must be available to all areas of the closed road at all times.
- 7 **SPECIAL VEHICLE ROUTES** Council will consult with transport operators on special routes, e.g. heavy vehicle routes and bus routes.
- 8 **POLICE** Council will consult with the Nelson Police and other emergency services about their approval (or not) of the closure.
- 9 **ADVERTISING (Events Only)** Council will advertise the applicant's proposal to close the roads in a publication circulating the district and on its website. The first advertisement will call for feedback by the public. The second advertisement will inform of Council's decision to allow the closure or not.
- 10 **DISTRIBUTING THE ADVERTISEMENT** The applicant shall distribute the first advertisement to all residential and business properties directly affected by the closure. For some closures, evidence of the property owner's and property tenant's receipt of the advertisement will be necessary.
- 11 **TRAFFIC MANAGEMENT PLAN** The applicant shall supply a Traffic Management Plan to Council to show how the road closure will be implemented and how traffic will be safely provided for. In most cases, a qualified Site Traffic Management Supervisor will be required to implement the plan on-street. Approval of the plan by Council is necessary before the road closure application can be granted.
- 12 **SITE CLEAN UP** The repair of any damage or cleaning required following the road closure will be charged to the applicant. The applicant is responsible to ensure that the area used is left in a clean and tidy condition and to provide litter bins where appropriate.
- 13 **RIGHT OF WITHDRAWAL** Notwithstanding any approvals given, Council reserves the right at any time to amend the conditions, withdraw permission for the road closure to proceed, or close down any activity where it becomes apparent that there is, or could be, a threat to public safety or property, or where the Council's property may be damaged.
- 14 **OTHER CONDITIONS** The above are the normal conditions. Council reserves the right to set others as the circumstances warrant



LODGEMENT CHECKLIST

Please ensure that all items listed below are included and considered in this application. Your application may not be accepted if incomplete.

Item	Comment
Public liability insurance Applicants must have public liability insurance of two million dollars (\$2,000,000). Please attach proof of insurance or a quote for cover. Proof of insurance will be required before this application can be granted.	
Alcohol Will alcohol be sold on road reserve? Will alcohol be supplied (not sold) on road reserve in an alcohol ban area?	
Noise Will noise from the event on road reserve exceed the noise limits specified in the Nelson Resource Management Plan? (As a guide, any amplified sound will likely breach the noise limits.)	
Traffic Management Plan Has a Traffic Management Plan been prepared?	
Wet weather contingency Is there a backup date if the nominated event date has poor weather? The backup date will need to be advertised also.	
Evidence of Recycling and Rubbish Collection being managed Details will be included in the letter to residents/businesses	
Evidence of NBus and School Bus consultation including details about any detours, missed bus stops etc	
Evidence/Details relating to how deliveries (Couriers, Meals on Wheels, Home Help) will be managed	
If the road closure will be more than two days/closed all day and all night, please follow the guidelines below and answer all questions.	
Details relating to how residents will gain access to their properties. Shuttles may be required to pickup/drop off those who are unable to walk far.	
Details provided regarding how loss of parking will be managed, including areas provided within or outside worksite for resident parking (for 24/7 closures only).	

AGREEMENT & PAYMENT

I confirm that I have read and agree to the conditions on page 2 of this application.

My Purchase Order number: _____ (I agree to be invoiced \$491.27 incl. GST)

 Print Name

 Signature

 Date