RCA consent (eg CAR/WAP) and/or RCA contract reference	*Add 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) – FULL FORM

Use this form for complex activities. 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:** *Add the RCA's and contractor's reference number.*	**Contractor:** *State the name of the contractor.*	**Principal** *(Client):* *State the name of the principal or client for this project (eg NZTA or Chorus).*			
			RCA: *State the name of the RCA who controls the road that the worksite will be on.* *Note: There can be more than one RCA.*			
Location details and road characteristics	**Road names and suburb**		**House no./RPs** *(from and to)*		**Road level**	**Permanent speed**
	Include the road name/s and any affected intersections. Also include the suburb.		*Enter house numbers, route positions or power pole numbers where applicable.*		*Enter RCA designation*	*Enter highest permanent limit.*
	As above.		*As above.*		*As above.*	*As above.*
Traffic details ***(main route)***	**AADT** *Include AADT where available.* *The RCA or engineer must provide this information if available.*		**Peak flows** *Include peak hour and heavy vehicle counts where available.* *The RCA or engineer must provide this information if available.*			

Description of work activity

Briefly describe the main work activity (eg repairs to median barrier). Use the 'Aspects affected' field to identify how the activity will affect the road. These effects will need to be covered in the layout drawings/TMDs or later in your TMP.

Planned work programme

Start date	*Enter earliest date activity may start.*	**Time**	*Enter earliest time activity may start.*	**End date**	*Enter latest date activity may finish allowing for unforeseen issues.*	**Time**	*Enter latest time activity may finish allowing for unforeseen issues.*
Consider significant stages, for example: • road closures • detours • no activity periods.	*Provide details of any significant stages.*						

RCA consent (eg CAR/WAP) and/or RCA contract reference	*Add RCA consent reference, for example the corridor access request (CAR) or work access permit (WAP) and/or any RCA contract reference.*

Alternative dates if activity delayed	*For larger activities, identify any alternative dates that can be scheduled if the work is delayed.*

Road aspects affected *(delete either Yes or No to show which aspects are affected)*

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

Proposed traffic management methods

Installation *(includes parking of plant and materials storage)*	*Provide full description of all installation procedures for operations that involve TTM.*
Attended	*Provide full description of all procedures for operations that involve TTM or impact upon TTM for operation where the activity is underway.*
Detour route	*Include details of the route of the detour (provide a map if detour is complex).*
	Does detour route go into another RCA's roading network? Yes No *(delete either Yes or No)* *If Yes, has confirmation of acceptance been requested from that RCA?* Yes No *(delete either Yes or No)* ***Note:*** *Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.* *If the detour transfers road users to another RCA's roading network, request confirmation of acceptance from that RCA. The confirmation of acceptance from affected RCA must be submitted prior to occupying the site.*
Unattended	*Provide full description of all procedures for operations that involve TTM or impact upon TTM for operation where the activity is incomplete but there is a hazardous situation remaining that requires TTM to protect road users.*

RCA consent (eg CAR/WAP) and/or RCA contract reference	*Add RCA consent reference, for example the corridor access request (CAR) or work access permit (WAP) and/or any RCA contract reference.*

Night work	*Provide full description of all night work procedures for operations that involve TTM or impact upon TTM for operation where the activity is underway.*
Removal	*Provide full description of all removal procedures for operations that involve TTM.*

Proposed TSLs *(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 traffic management diagrams)*
Attended day/night	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) *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).* *Add additional rows into this section if required.* ***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.* *For legal purposes (eg speed enforcement), this information must be retained for 12 months and be provided on request.*	*Include the hours that the activity will take place* ***Note:** Activity hours may be restricted by the RCA or contract documents.*	*Add the date or date range for this activity.*	*List the reference for either:* • *the site specific layout drawing(s) that are attached to the TMP (eg layout drawing 1, 2), or* • *the appropriate traffic management diagram(s) from the field book, if worksite is on a level 1 road where the RCA has approved the use of generic TMDs.*
Unattended day/night	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) *As above.*	*As above.*	*As above.*	*As above.*
Positive traffic management measures				

RCA consent (eg CAR/WAP) and/or RCA contract reference	*Add RCA consent reference, for example the corridor access request (CAR) or work access permit (WAP) and/or any RCA contract reference.*

Detail the extent of positive traffic management to be undertaken when:

- *temporary speed restrictions below 70km/h in areas with existing permanent speed limits of 100km/h, or below 50km/h in areas with existing permanent speed limits of 70km/h or 80km/h, or less than 30km/h in a 50km/h area*
- *traffic is stopped to allow work to proceed*
- *traffic is reduced to one lane.*

Contingency plans

Generic contingencies for:

- major incidents
- incidents
- pre planed detours.

Remove any options which do not apply to your job

Record the contingencies for the worksite. Consider the items listed and add or amend as required. Also add additional contingencies appropriate to the worksite.

Major Incident A major incident is described as: • Fatality or serious injury - real or potential • Significant property damage, or • Emergency services (police, fire, etc) require access or control of the site.	**Actions** The STMS must immediately conduct the following: • stop all activity and traffic movement • secure the site to prevent (further) injury or damage • contact the appropriate emergency authorities • render first aid if competent and able to do so • notify the RCA representative and / or the engineer • under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so **re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so.**
Incident An incident is described as: • excessive delays - real or potential • minor or non-inquiry accident that has the potential to affect traffic flow • structural failure of the road.	**Actions** The STMS must immediately conduct the following: • stop all activity and traffic movement if required • secure the site to prevent the prospect of injury or further damage • notify the RCA representative and / or the engineer • STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so • re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.

RCA consent (eg CAR/WAP) and/or RCA contract reference	*Add RCA consent reference, for example the corridor access request (CAR) or work access permit (WAP) and/or any RCA contract reference.*

	Detour If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for: • excessive delays when using an alternating flow design for TTM • redirecting one direction of flow and / or • total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared. The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered. The detour and route must be designed including: • pre- approval form the RCA's whose roads will be used or affected by the detour route • ensure that TTM equipment for the detour - signs etc are on site an pre-installed.	**Actions** When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following: • Notify the RCA and / or the engineer when the detour is to be established • Drive through the detour in both directions to check that it is stable and safe • Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared • Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.
	Note also the requirements for no interference at an accident scene: In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to: • save a life of, prevent harm to or relieve the suffering of any person, or • to maintain the access of the general public to an essential service or utility, or • to prevent serious damage to or serious loss of property.	
Other contingencies to be identified by the applicant *(i.e. steel plates to quickly cover excavations)*	*Add additional contingencies appropriate to the worksite.*	

Authorisations	
Parking restriction(s) alteration authority	*Will controlled street parking be affected? Y/N* *Has approval been granted? Y/N* *If no, make application*
Authorisation to work at permanent traffic signal sites	*Will portable traffic signals be used or permanent traffic signals be changed? Y/N* *Has approval been granted? Y/N* *If no, make application*
Road closure authorisation(s)	*Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)? Y/N* *Has approval been granted? Y/N* *If no, make application*

RCA consent (eg CAR/WAP) and/or RCA contract reference	*Add RCA consent reference, for example the corridor access request (CAR) or work access permit (WAP) and/or any RCA contract reference.*

Bus stop relocation(s) – closure(s)	*Required where a bus stop/s is obstructed by activity* *Will bus stop/s be obstructed by the activity? Y/N* *Has approval been granted? Y/N* *If no, make application*	
Authorisation to use portable traffic signals	**Make, model and description/number**	*Include make, model and description number of the portable traffic signals.*
	NZTA compliant?	Yes No *(delete either Yes or No)* *Confirm that the signals are approved for use by the NZTA.*

EED			
Is an EED applicable?	Yes No *(delete either Yes or No)* *Indicate if an EED has been agreed for this worksite.*	**EED attached?**	Yes *If yes then attach the EED to the TMP.*

Delay calculations/trial plan to determine potential extent of delays
Required where potential delays may occur. RCA will define when these are required once draft plan is submitted.

Public notification plan
Required where activity may cause disruption to community. RCA to define when these are required. *Include details of notices proposed to be advertised via local radio or newspapers or distributed to local residents. Refer contract documentation and RCA requirements.*

Public notification plan attached?	Yes No *(delete either Yes or No)*

On-site monitoring plan	
Attended *(day and/or night)*	*Identify the frequency of monitoring the continued effectiveness of the traffic management measures.* *Detail the monitoring of attended and unattended worksites both overnight and during weekends or holiday breaks.*

RCA consent (eg CAR/WAP) and/or RCA contract reference	*Add RCA consent reference, for example the corridor access request (CAR) or work access permit (WAP) and/or any RCA contract reference.*

Unattended *(day and/or night)*	*As above.*

Method for recording daily site TTM activity (eg CoPTTM on-site record)

State how on-site TTM activity will be recorded.

This could be a the CoPTTM on-site record or the equivalent company document provided it covers the following information:

- *details of the STMS who is in charge of the worksite (name, qualification, ID and expiry date of qualification)*
- *If worksite delegated to a TC (level 1) or STMS-NP (only on limited level 2 worksites), details of the TC/STMS-NP who is in charge of the worksite (name, qualification, ID and expiry date of qualification)*
- *the worksite monitoring including:*
  - *site set-up*
  - *2-hourly monitoring*
  - *site removal*
- *details of any TSLs installed:*
  - *date installed*
  - *time installed*
  - *placement (RPs or street numbers)*
  - *length of TSL (in metres)*
  - *date removed*
  - *time removed.*

If using a company on-site record instead of the CoPTTM on-site record, you must attach that document to the TMP.

Site safety measures

Site safety measures can include normal PPE, PPC and special items such as overhead lighting night-time MTC.

Other information

RCA consent (eg CAR/WAP) and/or RCA contract reference	*Add RCA consent reference, for example the corridor access request (CAR) or work access permit (WAP) and/or any RCA contract reference.*

Further details may be required as a result of specific site conditions or contractual requirements.

In addition, TMPs should also include the following as appropriate:

- *liaison with emergency services and public transport operators (if they could be affected by the worksite)*
- *changes to parking controls*
- *traffic environment details of speed limit, parking, traffic signals, pedestrian crossings, road alignment and hierarchy*
- *specialised equipment such as pilot vehicles, use of temporary traffic signals*
- *materials storage*
- *pedestrian barriers and equipment to be used*
- *queuing*
- *plant operational requirements, eg truck waiting and filling areas.*

TMPs for mobile operations should also include the following additional information:

- *the type and function of each vehicle in the mobile operation*
- *the vehicles that will be equipped with attenuators and arrow boards and their location within the worksite*
- *the number, location and, duration of exposure and tasks of personnel who are permitted to leave their vehicles*
- *the method of inter-vehicle communication.*

Site specific layout diagrams

Number	Title
Enter applicant diagram number. *Also consider whether a layout diagram is required for set-up /removal of the worksite.*	*Enter name of attached diagram.*
As above.	*As above.*
As above.	*As above.*
As above.	*As above.*

Contact details

	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	*Organisation named on permit.*	*24/7 contact number*	*Optional.*	*Optional.*	*Optional.*
TMC	*Name*	*24/7 contact number*	*Optional.*	*Optional.*	*Optional.*

RCA consent (eg CAR/WAP) and/or RCA contract reference	*Add RCA consent reference, for example the corridor access request (CAR) or work access permit (WAP) and/or any RCA contract reference.*

Engineers' representative	*Independent person employed by engineer whose responsibilities include TTM.*	*24/7 contact number*	*Optional.*	*Optional.*	*Optional.*
Contractor	*State the name of the contractor.*	*24/7 contact number*	*Optional.*	*Optional.*	*Optional.*
STMS	*Name*	*24/7 contact number*	*CoPTTM ID number.*	*Level of qualification.*	*Date of expiry.*
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					
Prepared	*STMS signature.*	*STMS signature.*	*Date prepared.*	*Level of qualification.*	*CoPTTM ID number.*
	Name (STMS qualified)	*Signature*	*Date*	*Qualification*	*ID no.*
			Number of diagrams attached		
TMP returned for correction *(if required)*	*Name of TMC or engineer returning TMP.*	*TMC or engineer signature.*	*Date returned.*	*Level of qualification.*	*CoPTTM ID number.*
	Name	*Signature*	*Date*	*Qualification*	*ID no.*

Notification prior to occupying worksite/Notification completed			
Type of notification required	*Describe the notification procedure to be used*	**Notification completed**	Date *Record date notification was completed.* Time *Record time notification was completed.*

RCA consent (eg CAR/WAP) and/or RCA contract reference	*Add RCA consent reference, for example the corridor access request (CAR) or work access permit (WAP) and/or any RCA contract reference.*

Engineer/TMC to complete following section when approval or acceptance required					
Approved by TMC/engineer *(delete one)*	*Name of TMC or engineer returning TMP.*	*TMC or engineer signature.*	*Date accepted.*	*Level of qualification.*	*CoPTTM ID number.*
	Name	*Signature*	*Date*	*Qualification*	*ID no.*
Acceptance by TMC *(if required)*	*Name of TMC.*	*TMC signature.*	*Date accepted.*	*Level of qualification.*	*CoPTTM ID number.*
	Name	*Signature*	*Date*	*Qualification*	*ID no.*

Qualifier for engineer or TMC approval

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.