

Our Ref: NR 649 - COM183203
Your Ref:
Enquiries to: Mike van Grootel



03 July 2018

Dear ,

Temporary Road Closure – Procedure

Matamata Piako District Council (MPDC) requires the following information to process your Temporary Road Closure Application:

Letter of Application	<p>The letter must include a minimum of:</p> <ul style="list-style-type: none">• the request for road closure;• the location;• date(s);• time(s);• a map highlighting the location;• the nature of the activity; and• the applicant's contact details. <p>Include any other information you think will help your application.</p>
Agreement for Use of Public Road	<p>The 3 page form attached must be completed and returned to Council. Please note that we must receive the original signed copy of the 3 page form to enable us to process the application. You must submit one 3 page form per road closure site (note that the 'Conditions for Road use Within the Matamata-Piako District' is one page of this form)</p>
Public Liability Insurance	<p>Submit a copy of the Public Liability Insurance Policy Certificate for your event. This must have a minimum value of \$2,000,000 (2 million dollars).</p>
Individual Notifications of Closure	<p>You must submit a completed "Notification of Closure" form (attached) and a copy of the Locality Map for the activity to each of the following organisations:</p> <ul style="list-style-type: none">• Police• Fire Services• Ambulance Services• Dairy Companies – Tatua, Fonterra, OCC• NZ Post (not required if the event is held on a Sunday)• Local Schools (only required if the activity is held on a school day)

	<p>You must advise these organisations no later than 1 month before the activity takes place.</p> <p>You may fax or post your notifications to all of the above organisations with the exception of the Police who must receive your notification by post. Contact details are attached for all the above organisations except for local schools. It is your responsibility to identify the local schools that service the area that will be affected by your activity.</p> <p>By signing and returning the attached “Road Closure Application Checklist”, you are confirming that you have notified the above organisations of the proposed closure.</p>
Traffic Management Plan	<p>This must be prepared by an appropriately qualified person and carried out in accordance with Transit New Zealand’s “Code of Practice for Temporary Traffic Management” for Level 1 Roads.</p>
Advertising	<p>MPDC will arrange for the advertising, in the local paper(s), required for road closure of council roads. You must pay for the cost of the advertising. This process will include:</p> <ul style="list-style-type: none"> • A “Proposed Temporary Road Closure” advertisement, which is published between 4 and 6 weeks before the event. This provides for any public submissions/objections. • A “Temporary Road Closure” advertisement, which will be published between 1 and 2 weeks before the event to notify the public of the temporary road closure. This will be on the proviso that issues arising (if any) from the “Proposed Temporary Road Closure” advertisement are addressed.
Letter Drop	<p>You must complete a letter drop to all residents who reside within the section of road(s) to be closed. The forms to be used for the letter drop are attached (Form 7(a) and 7(b) - you only need to use one or the other). You may use your own format for the letter drop, as long as the information provided is equivalent to that on the MPDC forms.</p> <p>Letter drops must be made no later than the date that the first advertisement (for proposed road closure) is published in the local paper for submissions.</p>



	A plan showing all properties on the roads(s) proposed for closure is attached to assist with the letter drop. You must keep a record on the attached form (Form C4) of all properties that you delivered a letter to.
Checklist Form	You must complete and return the 'Checklist Form'. Please note that Council must receive the original signed copy of the form, and that the person who signs this form must be the same person who signs the Agreement Forms.

Once we have received all the above information, your application will be reviewed and considered for approval. If the information provided is inaccurate or incomplete the application will not be processed and the road closure may be delayed.

Note that MPDC requires that :

- All written correspondence to the Council must be signed,
- Council's "Conditions for Road use Within the Matamata-Piako District" are adhered to at all times. This is attached as part of the three page application.
- You notify the Council of any objections or complaints received from the public or residents, regarding the event.

If you have any queries, please do not hesitate to contact me.

Regards,

Mike van Grootel
Project Engineer - Roading



Agreement for use of Public Road

Under the Jurisdiction of the Matamata-Piako District Council



Parties:

1. Matamata-Piako District Council

And

2. _____

(The Applicant)

Background:

1. Matamata-Piako District Council has the sole powers of control for all purposed including construction and maintenance of all district roads pursuant to the provisions of the Local Government Act 1974.
2. The Applicant wishes to carry out activities (as specified in Schedule 1) that involve or affect a district road.
3. The consent of Matamata-Piako District Council is required for those activities. Matamata-Piako District Council agrees to provide consent based on the conditions specified in Schedule 2 (attached).

Terms of Agreement:

1. The Applicant agrees to indemnify Matamata-Piako District Council against all claims, losses, damages and costs incurred by Matamata Piako District Council in relation to the activity.
2. The Applicant agrees to compensate Matamata-Piako District Council for any damage caused to any district road or structure on the district road (including but not limited to bridges and safety barriers) in relation to the activities.
3. The Applicant agrees to abide by all the conditions and specifications stated under this agreement (and Schedules 1 and 2) and agrees that any contravention of the agreement may result in Matamata-Piako District Council refusing future use of district roads.

Signed

Signed for and on behalf of
Matamata-Piako District Council by

Name: _____

Position: _____

Signature: _____

Signed for and on behalf of
The Applicant by:

Name: _____

Position: _____

Signature: _____

Form C1

Schedule 1

The Activity:

Provide a description of the activity/event taking place that requires the road closure

Location:

Provide details of the road (or section of road) you want to close

Road Name: _____

Length of Road (metres/kilometres) _____

Road Name: _____

Length of Road (metres/kilometres) _____

Attach additional pages if necessary

Additional Details (if any): _____

Timing:

Period of Closure:

From: Date: _____

Time: _____ (am / pm)

To: Date: _____

Time: _____ (am / pm)

Site Representative:

Provide the details of someone who will be on site managing the activity on the day

Name: _____

24 hr Contact Numbers: Day: _____ Night: _____

Coordinator:

Provide the details of a person arranging the activity and who can contact the person above if they can't be reached by phone

Name: _____

24 hr Contact Numbers: Day: _____ Night: _____

Applicant's Signature: _____ Date: _____



Conditions for use of Roads Within the Matamata-Piako District

1. The activity is either an occasion of significant community interest for charity or an activity of substantial local or national significance.
2. The application to use Council roads for the activity is accompanied by a signed 'Agreement for Use of Public Road' from the applicant, in which the applicant agrees to accept and abide by these conditions for the duration of the activity.
3. If the applicant has staged an activity previously, they must have demonstrated compliance with Council's conditions for use of district roads. They must have cleared any outstanding debts and have no record of accidents or incidents of concern to the Council.
4. The applicant must provide a detailed programme for the activity to Council. If there are any changes to the programme the applicant must notify Council immediately.
5. The applicant must provide adequate staff to control the activity while it is on Council roads.
6. All costs associated with the planning, advertising, signage, traffic control and lane closures must be met by the Applicant. If any temporary physical alteration is made to the road or roads, the Council may require a cash bond.
7. The applicant must have a Traffic Management Plan in place that has been approved by Council.
8. The applicant must notify all residents of the road affected by the closure before Council will consent to the road closure. Council will arrange for road closure notices in the local newspaper, with the cost of this advertising being met by the applicant.
9. The applicant must indemnify Council against any claim that may arise from the activity. Evidence of a satisfactory indemnity from an established financial institution must be available for scrutiny by Matamata-Piako District Council no less than one week before the activity commences.
10. Any refuse or litter associated with the activity must be collected and disposed of in an appropriate manner. All costs of disposal will be the applicant's responsibility.
11. The applicant will be liable for all actions of its agents or representatives acting within their actual or apparent authority.
12. The applicant agrees to compensate Matamata-Piako District Council for damage to any Council road or structure incurred in relation to the activity.
13. The applicant agrees to abide by all conditions and specifications stated under this agreement and understands that any contravention of the agreement may result in Matamata-Piako District Council terminating it immediately.

Applicant's Signature: _____ Date: _____



Contact List

<p>Fire Service New Zealand Fire Service Northern Communication Centre PO Box 68-888 Newton Ph (09) 571 1268 Fax (09) 571 1269</p> <p>The Secretary Te Aroha Volunteer Fire Brigade 14 Koromiko St Te Aroha</p> <p>The Secretary Morrinsville Volunteer Fire Brigade P O Box 135 Morrinsville</p> <p>The Secretary Matamata Volunteer Fire Brigade P O Box 197 Matamata</p> <p>The Secretary Tahuna Volunteer Fire Brigade C/- Ian McDonald Kauri Rd R D 3 Morrinsville 3373</p>	<p>New Zealand Police</p> <p><i>Te Aroha</i></p> <p>Officer in Charge Te Aroha Police PO Box 116 Te Aroha Ph (07) 884 8999</p> <p><i>Morrinsville</i></p> <p>Officer in Charge Morrinsville Police PO Box 17 Morrinsville Ph (07) 889 5071</p> <p><i>Matamata</i></p> <p>Officer in Charge Matamata Police PO Box 7 Matamata Ph (07) 888 7117</p>
<p>Ambulance Service Regional Operations Centre St Johns Midland Private Bag 3215 Hamilton Ph (07) 847 7070 Fax (07) 847 2851</p>	<p>New Zealand Post Regional Contract Manager Rural Post Private Bag 3034 Hamilton Ph (07) 848 0930 Fax (07) 848 0911 Cell (0274) 853 902</p>
<p>Tatua Dairy Company Manager of Supplies Services Tatua Co-op Dairy Co Ltd Private Bag 800 Morrinsville Ph (07) 889 3999 Fax (07) 889 6492</p>	<p>Fonterra Dairy Company Transport Manager Fonterra Co-Op Group Ltd Transport Department PO Box 7 Waitoa Ph (07) 889 3989 Fax (07) 887 1501</p>



Open Country Cheese & NZ Dairy**Goat Co-Op**

Transport Manager
Waharoa Transport
PO Box 27
Waharoa
Ph (07) 888 8158
Fax (07) 888 7922

School Bus Operators

Turley Motors Ltd
P O Box 14
Te Aroha
Ph (07) 884 8208

Matamata Passanger Transport
43 Firth St
Matamata
Ph (07) 888 8236

Go Bus Morrinsville
P O Box 5095
Hamilton
(Week days only)
Ph (07) 889 1692
Fax (07) 889 1694

Greenline Motors Ltd
Thames St West
Morrinsville
Ph (07) 889 7758
Fax (07) 889 7122



Letter Drop Record Form

You must complete a letter drop to all residents who reside within the section of road(s) to be closed. You must keep a record on this form of all properties that you delivered a letter to.

Activity _____ Date(s): _____

Road(s) Affected: _____

Number	Street	Date	Details

Road Closure Application Checklist



Action Required (Send this completed form with “Agreement for Use of Public Road” form)	Applicant's Check Box (Tick)	MPDC Check Box (Tick)
Letter of Application - Letter has been written. Contents include but are not limited to, request for road closure, the location, date(s), time(s), the nature of the activity and applicant's contact details.		
“Agreement for Use of Public Road” Form - These forms with the original signatures must be completed and returned to Matamata-Piako District Council for counter signing.		
Public Liability Insurance – Have arranged a copy of the Public Liability Insurance Policy Certificate for your activity, to the minimum value of \$2,000,000 (2 million) or copy of Motorsport New Zealand Permit to confirm cover.		
Notification Form has been sent to Police - Must be posted.		
Notification Form has been sent to Fire Service - May be faxed or posted.		
Notification Form has been sent to Ambulance Services - May be faxed or posted.		
Notification Form has been sent to Fonterra Dairy Company - May be faxed or posted. (Put N/A in check box if Not Applicable)		
Notification Form has been sent to Tatua Dairy Company - May be faxed or posted. (Put N/A in check box if Not Applicable)		
Notification Form has been sent to NZ Post - May be faxed or posted.		
Contact with Local Schools – Schools have been contacted and school buses are accommodated as required. A copy of the Notification Form has been provided to the schools affected. (Put N/A in check box if Not Applicable)		
Traffic Management Plan – Plans prepared and completed in accordance with Transit New Zealand's “Code of Practice for Temporary Traffic Management”.		
Letter Drop – Letter drop has been completed to all residents residing on the section of road(s) to be closed. Letter drops have been made no later than the date the advertisement for proposed road closure is posted for submissions.		

I confirm that the above information is true and correct.

Applicant's Signature: _____ Date: _____

Form C5

Notification of Road Closure

For: NZ Post, Fire Services, Ambulance, Tatura Dairy Company, Fonterra Dairy Company, Schools

Attention: _____

From: _____

Activity:

Description of activity requiring road closure: _____

Location:

District: _____

Road(s) Name(s): _____

Additional Details (if relevant): _____

Timing:

Period of Closure: From: Date _____ Time _____ (am / pm)

To: Date _____ Time _____ (am / pm)

Site Representative: (Person on site managing the activity on the day)

Name: _____

24 hr Contact Numbers: Day: _____ Night: _____

Coordinator: (Person arranging the activity and who can contact the above person if they can't be reached by telephone)

Name: _____

24 hr Contact Numbers: Day: _____ Night: _____

Signed

Signature: _____ Date: _____

Notification of Road Closure

Letter drop for Residents/Shop Owners

Attention: The Resident/Shop Owner

From: _____

Activity:

Description of activity requiring road closure: _____

Location:

District: _____

Road(s) Name(s): _____

Additional Details (if relevant): _____

Timing:

Period of Closure: From: Date _____ Time _____ (am / pm)

To: Date _____ Time _____ (am / pm)

Contact details for more information:

Coordinator: (Person arranging the activity)

Name: _____

Contact Numbers: (1): _____ (2): _____

Site Representative: (Person on site managing the activity on the day)

Name: _____

Contact Numbers: (1): _____ (2): _____

Notification of Road Closure

Letter drop for Residents/Shop Owners

Attention: The Resident/Shop Owner

From: _____

Activity:

Description of activity requiring road closure: _____

Location:

District: _____

Road(s) Name(s): _____

Additional Details:

Please note that no private vehicles may enter or exit the site during the road closure as this will place participants of the event and yourselves at risk. Any concerns or queries regarding the road closure is to be directed to Coordinator as detailed below.

Timing:

Period of Closure: From: Date _____ Time _____ (am / pm)

To: Date _____ Time _____ (am / pm)

Contact details for more information:

Coordinator: (Person arranging the activity)

Name: _____

Contact Numbers: (1): _____ (2): _____

Site Representative: (Person on site managing the activity on the day)

Name: _____

Contact Numbers: (1): _____ (2): _____