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## **TEMPORARY ROAD CLOSURE APPROVAL PROCESS**

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The attached flow diagram describes the routine process for temporary road closure applications. The process starts off from the first point of contact with the council (discussions and development of event and temporary traffic management plans). Prior to this there will usually be considerable work undertaken by the event organiser to plan their event.

The proposed process is summarised as follows:

- An event organiser (which may be the Wellington City Council itself) proposes an event involving a road closure, including an event plan and a draft Temporary Traffic Management Plan (TMP).
- The council (Infrastructure Transport Group) receives the proposal, coordinates consultation with affected stakeholders including the issuing of a public notice, and collates feedback to the consultation.
- The event organiser and the council work together to modify any plans in response to public submissions and to prepare a report for the Committee. The report will recommend a particular course of action.
- The Committee decides whether the proposal is approved.
- Infrastructure notifies the event organiser of the Committee's decision, including any reasons (if declined) or conditions (if approved).
- Infrastructure and the event organiser (under their TMP) notify the public of the approved closure.
- The event organiser runs the event in accordance with the TMP and any conditions set by the council.
- Infrastructure monitors the event to ensure the TMP is complied with and there is no unreasonable impact on traffic.
- Infrastructure and the event organiser conduct a debrief on the event.

### **Timing Considerations**

The attached flow diagram indicates the interrelation between the various steps of the proposed process. Timing is mostly dependant on the following factors:

- Having a reasonable period of public consultation in response to the first published notice. This will depend on the nature of the event, number of stakeholders affected and degree of consultation already carried out by the event organiser. Ideally, and especially for significant closures, the period of consultation should be at least two weeks long.
- The time taken to develop the Proposed Temporary Road Closure Impact Report. This will depend on the level of information and planning provided by the event organiser and the quantity of objections received.
- The availability of the Committee to meet – this would normally be monthly but extraordinary meetings may be called at short notice.

Event organisers should be prepared to start planning for their event and working with the council well before the proposed closure. Ideally the key affected stakeholders should have been consulted with and their reasonable concerns incorporated into the event plans prior to publishing the first notice in order to minimise the likelihood of receiving any objections.

If a plan is substantially changed (e.g. any change to the location, date or time of the closure) then the approval process will need to be restarted from the first public notice.

It is permissible to vary the traffic and event management plans between the first notice and the completion of the report to go to Committee to accommodate concerns raised, e.g. by modifying the alternative provisions for traffic or by reducing the duration of a closure, as long as the change does not result in any substantial change that would need to be consulted on.

### **Event Organiser Responsibilities**

Event organisers for the following types of activities will need to use this approval process:

- Sporting events, races or trials (including vehicle races or trials)
- Processions, carnivals or celebrations
- Exhibitions, fairs, markets, shows or concerts
- Film-making
- Public functions or other special events

Organisers for such events involving temporary road closures will need to:

- Develop an Event Plan and Traffic Management Plan in sufficient detail such that a public notice can be issued. The plans will need to be developed in consultation with any affected stakeholders in order to minimise any likely objections. The organiser will need to work with the council to ensure that all of the information required throughout the approval process is available and appropriate.
- During consultation and preparation of the Proposed Temporary Road Closure Impact Report (PTRCIR) the organiser will need to work with the council to address any concerns raised and modify any event and traffic management plans accordingly.
- Once approved, the organiser will be responsible for running the event and following any of the conditions and requirements issued by the council. These may include the payment of a bond to the council prior to the event, as well as any notification and traffic management costs that may be associated with the temporary traffic management plan (TMP). The TMP typically requires a public notification of the intended closure at least 48 hours prior to the closure, and if the council carries this out on behalf of the organiser then the cost is to be carried by the organiser, such that the total cost of the two notices is shared between the organiser and the council.
- Following the closure, the organiser is to meet with the council for a debriefing to record any issues that may have been raised during the event. This may be by phone. Debrief information will be kept for reference purposes (e.g. in the event that there was a subsequent inquiry to the council regarding the closure) and may also be used in relation to future road closure proposals for a recurring event.

In some circumstances the council itself may also be the Event Organiser.

## **Rugby World Cup and Events Directorate Responsibilities**

The Rugby World Cup and Events Directorate is to complete the section of the PTRCIR regarding council endorsement of the proposed event. It shall take into consideration how the proposed event fits in with the relevant strategies and policies of the council, including the existing events calendar.

## **Infrastructure Responsibilities**

Infrastructure is responsible for carrying out the functions of the Road Controlling Authority on behalf of the council. Infrastructure will:

- Provide the coordination of the process, coordination of communication between the stakeholders and guidance with regard to traffic management planning.
- Set up and maintain a Temporary Road Closures Register for all proposed, approved and implemented road closures.
- Prepare and issues public notices
- Coordinate the preparation of the report to go to the Committee:
  - Use the register to check for prior closures at the location
  - Obtain information and opinions from the organiser, Rugby World Cup and Events Directorate and a qualified traffic engineer
  - Collate all information including public responses into a Committee report in time for the next meeting
- If declined, issue a letter to the organiser indicating why.
- If approved, issue an Approval Letter which may include any conditions as the council thinks fit, such as (but not limited to):
  - Locations, dates and times of approved closure
  - Temporary Traffic Management Plan provisions
  - Health & Safety provisions (e.g. for marshals and other road users)
  - Further communication and notification requirements
  - Responsibility and timing for any cleaning and remedial works required as a consequence of the event
  - Bond provisions (if damage or cleaning may result from the event)
  - Public indemnity insurance
  - Overriding powers of others (licences to use closed road)
  - Council's rights to revoke the approval or intervene if required
- Monitor the event to ensure that the Traffic Management Plan is implemented as required and all conditions set by the council are complied with. Intervene if there is unreasonable impact on traffic.
- Attend a debrief meeting with the organiser and file all relevant information in the Temporary Road Closures Register.

## **Committee Inputs**

It is expected that the Committee will meet regularly to consider planned events and on an as-needed basis to consider short-notice events. The Committee would consider approvals for proposed closures as follows:

- A proposed closure is presented to the Committee as a "Proposed Temporary Road Closure Impact Report" (PTRCIR). A draft template for a PTRCIR is attached.
- Public submissions at the meeting should only be invited at the discretion of the Committee. All objections are required to be lodged in writing

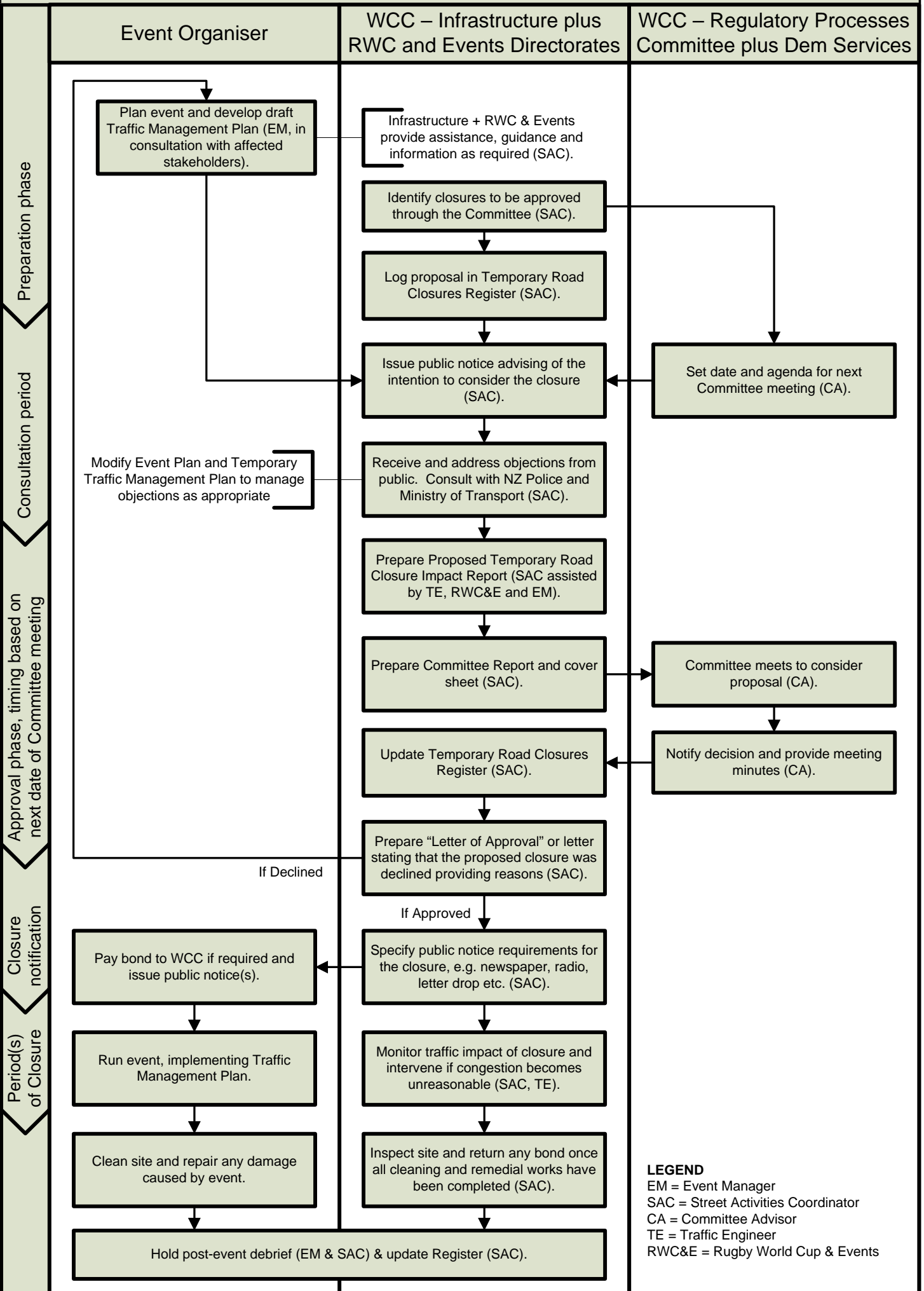
prior to the meeting so that they may receive due consideration by the council and the organiser and be included in the PTRCIR.

- The proposed closure is considered for approval by the Committee. The approval decision should be based on three factors:
  - Whether the proposed event is supported by the council
  - Whether the proposed closure is likely to result in a “reasonable” impact on traffic
  - Whether the concerns in any objection letters have or can be reasonably mitigated (e.g. through the traffic management plan)
- The Committee should not approve any proposed closure that does not support council’s policies, is considered to create unreasonable traffic congestion by the Council’s Traffic Engineer (or a qualified person acting in that capacity) or where the proposed closure would bring the aggregate number of closures for that particular section of road over the limit permissible by law. The PTRCIR addresses all of the above items.
- After considering the proposed closure, the Committee should either approve or reject the proposal in its entirety. It would not be appropriate for the Committee to partially or conditionally approve a closure or suggest any alternatives to the proposal (e.g. timing, location or extent of closure) as such a change would not have undergone public consultation and a qualified traffic engineer would need adequate opportunity to determine whether the proposed change would result in a “reasonable” impact on traffic.
- On conclusion of the meeting, minutes are to be prepared indicating the decisions and the reasons for any rejected proposals.

### **Attachments:**

- Process for Temporary Road Closures for Events (Flow Diagram)
- Proposed Temporary Road Closure Impact Report (PTRCIR) Template

# Process for Temporary Road Closures for Events



**LEGEND**  
 EM = Event Manager  
 SAC = Street Activities Coordinator  
 CA = Committee Advisor  
 TE = Traffic Engineer  
 RWC&E = Rugby World Cup & Events



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## PROPOSED TEMPORARY ROAD CLOSURE IMPACT REPORT:

**[INSERT NAME OF EVENT]**

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### 1. Description of Event

*[Information to be provided by the Event Organiser]*

Describe the details and purpose of the proposed event, including:

- Organiser name
- Event location and dates
- Likely attendance (type and quantity)
- Historic occurrences
- Proposed road closures

### 2. Rugby World Cup and Events Directorate Support

*[To be completed by the Rugby World Cup and Events Directorate]*

Describe whether the proposed event:

- Is supported by the Wellington City Council or not
- Contributes to any WCC strategies and/or policies
- Fits in or conflicts with the WCC events calendar

### 3. Proposal Notice

*[To be completed by Infrastructure]*

The public notice that the Council was proposing to consider this closure was published in the following newspaper(s):

- List newspaper name and date

List any other consultation carried out, e.g. with the police and Ministry of Transport.

### 4. Objections

*[To be completed by Infrastructure]*

[The following/No] objections were received in response to the proposal notice:

- List basis of objections, objector, how objection has or can be managed, and whether objector wants to present to the Committee

## 5. Traffic Impact Assessment

*[To be completed by Infrastructure]*

### **Prior Closures**

None of the proposed closures for this event will result in a road being closed for an aggregate of more than 31 days in any year.

OR

There are several events proposing to close [insert name of road] which will, if all approved, cause this road to be closed for more than 31 days in the [20## Calendar Year]. One or more of these proposed events must be declined:

- [List events]

OR

The proposed closure will result in [insert name of road] being closed for events for more than 31 days in the [20## Calendar Year] and this proposal can therefore not be considered for approval.

### **Traffic Impact**

In the opinion of [insert name and title], acting as the Council's Traffic Engineer, the proposed closure, if implemented according to the plans provided, is not likely to impede traffic unreasonably subject to the conditions listed below. However, the Council reserves the right to modify this opinion at any time. If, in the opinion of the Council, the closure may or does impede traffic unreasonably, any approval granted by the Regulatory Processes Committee may be revoked and the event organiser may be required to open the road at the direction of a suitably qualified Council officer in charge of traffic.

Conditions:

- List conditions, if any.

OR

In the opinion of [insert name and title], acting as the Council's Traffic Engineer, the proposed closure, if implemented according to the plans provided, is likely to result in unreasonable traffic impact for the following locations and reasons and this proposal may therefore not be considered for approval:

- [List locations and reasons]

Signed: .....

Title: .....

## **ATTACHMENTS**

- Map of proposed closure
- Copy of proposal notice(s) from the newspaper(s)
- Written objection(s)

Prepared By: .....

Name  
Street Activities Coordinator

Endorsed By: .....

Name  
GM Strategic Events