

Road Usage Licence (RUL) Application

This form is required for temporary structures placed on the public road reserve (this includes the carriageway, footpath, berm, kerb, etc.). Temporary structures refer to scaffolding, hoarding, skip bins & shipping containers (14 days or more), gantry, storage equipment, construction loading zones, and other similar activities on road reserve.

Please complete all of the relevant fields and submit along with detailed diagrams.

All RUL applications must be uploaded to a Corridor Access Request (CAR):

Please apply via Submitica: <https://www.submitica.com/> The cost of this RUL application is \$100.00 (GST inclusive).

All RUL applications must also have a Traffic Management Plan (TMP):

The Traffic Management Plan (TMP) will outline the safety measures for the road users on and around your site. Road users include pedestrians, vehicles, cyclists, and others that may be affected by your site and the varied/disrupted conditions of the area you are occupying. Your TMP must be completed by a qualified Site Traffic Management Supervisor (STMS).

Applicant Details:	
Name:	
Role/Position:	
Company Name:	
Mailing Address:	
Contact Number:	
Email:	

Work Details:				
Please select all that apply.	Construction Loading Zone (CLZ)	Scaffolding	Gantry	Shipping Container
	Protection Structure	Skip Bin over 14 days	Other	
If selecting "Other", please clarify exactly what structure(s)				
CAR Number:				
Company Installing Structure:				
Physical Location: Include other roads you are working on as well	Main:			
	Other:			
Description of work:				
Start Date:				
Estimated Finish Date: further extension of your RUL may incur additional fees				

Site Details:			
Please select all that you are applying for	Footpath	Berm	Car park
Site Specifications:	Type of surface: (concrete, asphalt, pavers, grass)		
What structures or materials will be within the area?			
Footpath Details:	Normal width of footpath:		
	Width of footpath during works:		
Complete if requesting Construction Loading Zone (CLZ) For larger projects, Council may require this information on a separate form	Parking bays (include parking bay numbers) or square metres being requested:		
	Vehicle movement (frequency, vehicle numbers, types of deliveries, etc.)		
	Dates using CLZ (charges may apply)	From	To
How will occurrences such as deliveries or removals be managed?			

RUL application checklist (Please indicate what you have included as part of your RUL application)
To be included for all applications
A clear plan of how much area is being requested Yes No
A clear plan as to how the site is to be established Yes No
A clear plan of the proposed pedestrian thoroughfare Yes No
If requesting a Construction Loading Zone (CLZ)
A clear site-specific diagram of the parking area being requested Yes No
Clear measurements of parking spaces or square metres being used Yes No

Please note charges may apply for CLZs. If there are charges applicable, you will be asked to accept the charges prior to the RUL being approved.

If requesting scaffolding
Clear site-specific diagram(s) of the structure placed within its actual surroundings Yes No
Clear measurements (<i>both scaffolding and footpath</i>) of length, width, height Yes No
If requesting a gantry or protection structure
Clear site-specific diagram(s) of the area being requested Yes No
Clear measurements (<i>both of the structure and footpath</i>) of length, width, height Yes No
What is happening within/around the protection structure during the project? Yes No

If requesting a shipping container	
Clear site-specific diagram(s) of the structure placed within its actual surroundings	
Yes	No
Clear measurements of length, width, and height of the container	
Yes	No
Is the container being placed directly outside your own property?	
Yes	No
If not, have you obtained your neighbour's approval to place it in front of their property?	
Yes	No

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Scaffolding/Gantry/Protection Structure

When such structures are installed on the road reserve, there are a number of public-safety requirements that need to be addressed. These requirements help to ensure (among other things):

- a) there is adequate footpath space available for pedestrians;
- b) public car parks remain available;
- c) all street features (e.g., rubbish bins, parking metres, private entranceways, etc.) remain accessible to the public; and
- d) sightlines of regulatory signage are not impeded.

Minimum footpath widths:

- 4 metres for Willis Street and Lambton Quay.
- 3 metres for Cuba Street, Manners Street and Courtenay Place.
- 2 metres footpath for all other streets.

If the original footpath width is narrower than the above-mentioned minimum, then you must try to keep it open at all times. Otherwise, please discuss with the Street Activities Officer (streetactivities@wcc.govt.nz) for alternate solutions.

Head clearance throughout the site:

- A minimum height of 2.4 metres should be maintained throughout any space (e.g., under scaffolding and gantry) through which pedestrians pass.

Accessibility to footpath from road:

- Pedestrians/motorists must be able to reasonably access the footpath from the road.
- Long sites must have breaks for pedestrians to be able to pass through.
- When scaffolding is erected next to car park spaces, adequate clearance must be left for motorists to exit the vehicle from either side.

Pedestrian protection:

- You must take adequate measures to prevent debris or slurry from penetrating the pedestrian area.
- You must make all efforts necessary to ensure that the general public are unable to enter the worksite area.
- Your site must be locked and secured outside of working hours.

The construction of a scaffolding/gantry may require a building consent or resource consent to comply with District Plan requirements. For further information, contact Building Consents and Licensing Service on (04) 499 4444.

If working near overhead utility lines or underground services, please consult the NZ Electrical Code of Safe Practice for Electrical Safe Distances and contact the appropriate Utility Company/s to advise as required. For details, visit our website at:

<http://www.wellington.govt.nz/services/rdtraffic/utilities/utilities.html>

The plan needs to identify the internal and external barriers, footpath diversion, and define the area you wish to use.

Construction Loading Zone (CLZ)

A CLZ is a designated area used for the loading and unloading of materials via delivery vehicles—it is **not** for general parking used by site workers.

There may be charges for sole use of space for a CLZ. These charges apply when the CLZ is occupying paid-parking space and where Council must recuperate this loss of revenue.

If you wish to occupy parking space to use for your CLZ, please indicate such on this application form.

Should you have any questions relating to the RUL, please contact streetactivities@wcc.govt.nz