

**ORDINARY MEETING**

**OF**

**REGULATORY PROCESSES COMMITTEE**

**AGENDA**

**Time:** 9:30am  
**Date:** Wednesday, 10 October 2018  
**Venue:** Committee Room 1  
Ground Floor, Council Offices  
101 Wakefield Street  
Wellington

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**MEMBERSHIP**

Mayor Lester  
Councillor Calvert  
Councillor Calvi-Freeman  
Councillor Lee  
Councillor Sparrow (Chair)

**Have your say!**

*You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about.*

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## **AREA OF FOCUS**

The Regulatory Processes Committee has responsibility for overseeing the Council's regulatory functions.

The committee will have responsibility for:

- Resource Management Act (RMA) Commissioners – Approve List and Appointment Guidelines
- Dog Objections and Fencing of Swimming Pools
- Road Stopping
- Temporary Road Closures
- Liquor Ban Bylaw Appeals
- Development Contributions Remissions.
- Approving leases under the “Leases Policy for Community and Recreation Groups”
- Suburb boundary amendments

**Quorum:** 3 members

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## **1 Meeting Conduct**

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### **1.1 Apologies**

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

### **1.2 Conflict of Interest Declarations**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### **1.3 Confirmation of Minutes**

The minutes of the meeting held on 12 September 2018 will be put to the Regulatory Processes Committee for confirmation.

### **1.4 Items not on the Agenda**

The Chairperson will give notice of items not on the agenda as follows.

#### ***Matters Requiring Urgent Attention as Determined by Resolution of the Regulatory Processes Committee.***

The Chairperson shall state to the meeting:

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

The item may be allowed onto the agenda by resolution of the Regulatory Processes Committee.

#### ***Minor Matters relating to the General Business of the Regulatory Processes Committee.***

The Chairperson shall state to the meeting that the item will be discussed, but no resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Regulatory Processes Committee for further discussion.

### **1.5 Public Participation**

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

Requests for public participation can be sent by email to [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz), by post to Democracy Services, Wellington City Council, PO Box 2199, Wellington, or by phone at 04 803 8334, giving the requester's name, phone number and the issue to be raised.



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## 2. General Business

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### ROAD CLOSURES

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#### Purpose

1. This report asks the Regulatory Processes Committee to approve the temporary closure of roads to enable events to take place.

#### Summary

2. Applications have been made to temporarily close roads for the following events:
  - *Polish Christmas Market*: Saturday 17 November 2018, Rain Day Sunday 18 November 2018.
  - *A Very Welly Christmas*: Midnight Saturday 24 November 2018 to Midnight Sunday 25 November 2018.
  - *Thorndon Fair*: Sunday 2 December 2018, 6am to 6pm.
  - *Black Caps V Sri Lanka*: Saturday 15 December 2018 to Wednesday 19 December 2018, 6am to 10.30pm.
  - *Black Caps V Bangladesh*: Friday 8 March 2019 to Wednesday 13 March 2019, 6am to 10.30pm.
3. Under Schedule 10 of the Local Government Act 1974, the Council is required to approve these closures. Authority to grant these approvals is delegated to the Regulatory Processes Committee.

#### Recommendation/s

That the Regulatory Processes Committee:

1. Receives the information.
2. Note that recommendations in this report should not be amended without first carrying out further consultation with affected parties and verification from the Council's Traffic Engineer that the amendment is not likely to cause unreasonable impact on traffic.
3. Agrees to close the following roads and sections of the roads for the following events to Vehicles and cycles only, subject to the conditions listed in the proposed Temporary Road Closures Impact Report:
  - a. **Polish Christmas Market on Saturday 17 November 2018 from 6am to midnight (Rain Day Sunday 18 November 2018) consisting of:**
    - Rhodes Street (between Riddiford Street and Ferguson Street)
    - Arney Street (Riddiford to the end).
  - b. **A Very Welly Christmas from midnight Saturday 24 November 2018 to midnight Sunday 25 November 2018, consisting of:**

- Lambton Quay (Whitmore Street to Willis Street).
  - Ballance Street (Old Bailey side entrance to Lambton Quay).
  - Stout Street (Ballance Street to Lambton Quay).
  - Waring Taylor Street (Intersection Maginnity and Waring Taylor to Lambton Quay).
  - Johnson Street (Wilson Carpark to Lambton Quay).
  - Brandon Street (Half way on Brandon Street to Lambton Quay).
- c. Thorndon Fair Sunday on 2 December 2018, 6am to 6pm**
- Tinakori Road (between Bowen Street and Harriett Street).
  - Hill Street (between Tinakori Road and approximately 100 meters east).
- d. Black Caps V Sri Lanka from Saturday 15 December 2018 to Wednesday 19 December 2018, 6am to 10.30pm:**
- Slip Lane (Buckle Street to Kent Terrace).
- e. Black Caps V Bangladesh from Friday 8 March 2019 to Wednesday 13 March 2019, 6am to 10.30pm:**
- Slip Lane (Buckle Street to Kent Terrace).

## Background

4. The Council receives numerous requests throughout the year for public roads to be closed for public and private events. In order for the closures to have effect, under Schedule 10 of the Local Government Act 1974, Council approval is required.
5. The authority to approve requests for road closures is made under Schedule 10, clause 11(e), of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965. This authority is delegated to the Regulatory Processes Committee.
6. This report has been prepared in accordance with the procedures that were approved by the Committee on 15 December 2010. In summary, these are:
  - An event organiser applies for a road closure where a proposed event requires one.
  - Council officers receive the proposal and assess the merits and need for a road closure.
  - The Council advertises its intention to close the road in the public notice column of the local newspaper and on social media.
  - Together with the event organiser, Council officers ensure consultation with affected stakeholders is carried out and a communication plan is formulated.
  - Any objections are followed up and resolved as far as practical.
  - The event organiser works together with Council officers to modify any plans in response to public submissions and prepares an impact report for the Committee.
  - Council officers recommend any conditions that should apply to the approval.



- The Committee deliberates on the proposed road closure.
- A Council officer notifies the event organiser of the Committee's decision. If the proposed closure is approved, council officers ensure the event organisers follow the agreed communication plan including notifying the public and affected parties. The event is also monitored to ensure the traffic management plan is adhered to and any associated conditions are followed to keep the public safe and to avoid any unreasonable impact on traffic.

## **Discussion**

### **Polish Christmas Market**

7. The Polish Christmas Market organisers have requested the closure of the following roads to vehicle traffic and cyclists to safely facilitate the Polish Christmas Market:
  - Rhodes Street (between Riddiford Street and Fergusson Street).
  - Arney Street (Riddiford Street to the End) from 6:00am to midnight Saturday 17 November 2018. Rain Day Sunday 18 November 2018.

### **Public Notification, Consultation and Engagement**

8. Members of the public have been advised of the road closure and informed of their right to object.
9. A public notice advising that the Council is proposing to consider this closure was published in The Dominion Post newspaper on Saturday 1 September 2018.
10. The same notice was posted on Social Media on 4 September 2018 via:
  - Facebook
  - Twitter
  - Neighbourly
11. Event organisers are working with the Newtown Residents Association, community groups and local retailers and have advised them of their intention to close two local roads.
12. Event Organiser will also consult with the following government agencies and associated organisations:
  - New Zealand Police
  - Fire and Emergency New Zealand
  - Wellington Free Ambulance
  - Public Transport Operators
  - Relevant Council Business Units e.g. Roading, Communications, WREDA.
13. Members of the public will again be advised of the road closures prior to the event through:
  - Advanced road side signage
  - Media releases

- Council website
- Council social media channels.

**Objections**

14. No objections have been received

**Impact Assessment**

15. The proposed closure (when implemented according to the approved temporary traffic management plan) is considered unlikely to unreasonably impede traffic. A detailed impact report, including conditions placed on the event organiser, is supplied in **Attachment 1 and 2.**

**A Very Welly Christmas**

16. A Very Welly Christmas organisers have requested the closure of the following roads from midnight Saturday 24 November 2018 to midnight Sunday 25 November 2018 to vehicles traffic and cyclists to facilitate the Very Welly Christmas.

- Lambton Quay (Whitmore Street to Willis Street).
- Ballance Street (Old Bailey side entrance to Lambton Quay).
- Stout Street (Ballance Street to Lambton Quay).
- Waring Taylor Street (Intersection Maginnity and Waring Taylor to Lambton Quay).
- Johnson Street (Wilson Carpark to Lambton Quay).
- Brandon Street (Half way on Brandon Street to Lambton Quay).

**Public notification, consultation and engagement**

17. Members of the public have been advised of the road closures and informed of their right to object.
18. A public notice advising that the Council is proposing to consider this closure was published in the Dominion Post newspaper on Saturday 1 September 2018
19. The same notice was posted on Social Media on 4 September 2018 via:
- Facebook
  - Twitter
  - Neighbourly.
20. Event organisers will contact resident associations if applicable, community groups and local retailers and advise them of the intention to close these roads.
21. Event organisers will also consult with the following government agencies and associated organisations:
- New Zealand Police
  - Fire and Emergency New Zealand
  - Wellington Free Ambulance

- Public transport operators
  - Relevant Council business units e.g. Roading, Communications, WREDA.
22. Members of the public will again be advised of the road closures prior to the event through:
- Advance road side signage
  - Media releases
  - Council website
  - Council social media channels.

### **Objections**

23. No objections have been received

### **Impact Assessment**

24. A temporary traffic management plan will be prepared by a Council approved traffic management company for approval by Council prior to the event.
25. Any objections as a result of the road closure will be dealt with before the event.
26. The proposed closures (when implemented according to the approved temporary traffic management plan) are considered unlikely to unreasonably impede traffic. A detailed impact report, including conditions placed on the event organiser, is supplied in **Attachment 3 and 4.**

### **Thorndon Fair**

27. Thorndon Fair organisers have requested the closure of the following roads to vehicle traffic and cyclists to facilitate the Thorndon Fair, between 6:00am and 6:00pm on Sunday 2 December 2018.
- Tinakori Road (between Bowen Street and Harriett Street)
  - Hill Street (between Tinakori Road and approximately 100 metre east)

### **Public Notification, Consultation and Engagement**

28. Members of the public have been advised of the road closures and informed of their right to object.
29. A public notice advising that the Council is proposing to consider this closure was published in the Dominion Post newspaper on Saturday 1 September 2018.
30. The same notice was posted on Social Media on 4 September 2018 via:
- Facebook
  - Twitter
  - Neighbourly.
31. Event organisers will contact residents associations if applicable, community groups and local retailers and advise them of the intention to close these roads.
32. Event organisers will also consult with the following government agencies and associated organisations:

- New Zealand Police
  - Fire and Emergency New Zealand
  - Wellington Free Ambulance
  - Public Transport operators
  - Relevant Council Business units e.g. Roding, Communications, WREDA.
33. Members of the public will again be advised of the road closures prior to the event through:
- Advance road side signage
  - Media releases
  - Council website
  - Council Social Media channels.

### **Objections**

34. No objections have been received.

### **Impact Assessment**

35. A temporary traffic management plan will be prepared by a Council approved traffic management company for approval by Council prior to the event.
36. Any objections as a result of the road closure will be dealt with before the event.
37. The proposed closures (when implemented according to the approved temporary traffic management plan) are considered unlikely unreasonably impede traffic. A detailed impact report, including conditions placed on the event organiser, is supplied in **Attachment 5 and 6.**

### **Test Cricket**

38. Basin Reserve Trust has requested the closure of the slip lane between Buckle Street and Kent Terrace to vehicle traffic and cyclists between 6:00am to 10:30pm to facilitate the Cricket Test Matches to be held at the Basin Reserve on:
- Saturday 15 December to Wednesday 19 December 2018 (Black Caps play Sri Lanka).
  - Friday 8 March to Wednesday 13 March 2019 (Black Caps play Bangladesh).

### **Public Notification, consultation and engagement**

39. Members of the public have been advised of the road closures and informed of their right to object.
40. A public notice advising that the Council is proposing to consider this closure was published in the Dominion Post newspaper on Saturday September 1 2018.
41. The same notice was posted on Social Media on 4 September 2018 via:
- Facebook
  - Twitter

- Neighbourly.
42. Event organisers will contact residents' associations if applicable, community groups and local retailers and advise them of the intention to close the road.
43. Event organisers will also consult with the following government agencies and associated organisations:
- New Zealand Police
  - Fire and Emergency New Zealand
  - Wellington Free Ambulance
  - Public Transport Operators
  - Relevant Council business units e.g. Roding, Communications, WREDA.
44. Members of the public will again be advised of the road closures prior to the event through:
- Advance road side signage
  - Media releases
  - Council website
  - Council social media channels.

### **Objections**

45. No objections have been received.

### **Impact Assessment**

46. A temporary traffic management plan will be prepared by a Council approved traffic management company for approval by Council prior to the event.
47. Any objections as a result of the road closure will be dealt with before the event.
48. The proposed closure (when implemented according to the approved temporary traffic management plan) is considered unlikely to unreasonably impede traffic. A detailed impact report, including conditions placed on the event organiser is supplied in **Attachment 7 and 8**.

### **Options**

49. N/A

### **Next Actions**

50. If the proposed road closures are approved, the event organisers will issue further public notices advising of the approved closures, implement the approved traffic management plan, run their event and clean the site. Council officers will monitor the impact of the closures and debrief with the organisers following the conclusion of the event.







### **Attachments**

Attachment 1. Road Closure-Polish Christmas Market Impact Report [↓](#) 

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# REGULATORY PROCESSES COMMITTEE

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Author	Maria Taumaa, Street Activities Coordinator
Authoriser	Stephen Harte, Implementation Manager, Network Improvements David Chick, Chief City Planner

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

Affected stakeholders will be notified by way of letter drop, social media, advertising. Council's intention to consider the proposed temporary road closures was notified through an advertisement in the Dominion Post. This advertisement invited the public to make submissions on the proposed road closures. Affected stakeholders will be notified by way of letter drop, social media, and advertising.

The New Zealand Police and the Ministry of Transport have also been consulted with. Any correspondence received in response to the proposed closures has been included in the attached impact reports.

The City Events Team has assessed the proposed events with regard to their contribution towards Council's strategies and policies. The proposed events support the Council's strategy of being the "Events Capital" and will contribute to the economic success of the city.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi implications

### **Financial implications**

The administration of events is managed under project C481. There are no unforeseen costs associated with these events.

### **Policy and legislative implications**

A Council Traffic engineer has assessed the proposed closures with regard to the expected impact on traffic. This information is part of the impact report.

### **Risks / legal**

Nil

### **Climate Change impact and considerations**

N/A

### **Communications Plan**

Residents and Retailers affected by the Road Closure will be notified by letter drop or contacted by the event organiser.

Event organisers will contact Residents Associations, Community groups and local businesses to advise them of the proposed closure and address any issues raised.

Event organisers will also consult with the following government agencies and associated organisations:

- New Zealand Police
- Fire and Emergency New Zealand
- Wellington Free Ambulance
- Public Transport Operators
- Relevant Council Business units, e.g. Roading, Communications, WREDA.

### **Health and Safety Impact considered**

Health and safety is covered by the event management plan submitted to Council for approval prior to the event. This is assessed together with the traffic management plan for the road closures.



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**REGULATORY PROCESSES COMMITTEE**

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**PROPOSED TEMPORARY ROAD CLOSURE – IMPACT REPORT**

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***POLISH CHRISTMAS MARKET  
SATURDAY 17 NOVEMBER 2018***

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**1. Description of Event**

The Polish Christmas market has been held in the Dom Polski (Polish House) 257 Riddiford Street, Newtown since 1956. Last year there was over whelming support for this market, so to cater for the growing number of participants an application has been made to hold it on street this year. If using Rhodes Street is a success the organisers will look at continuing on the street in the future.

It is expected the market will add to the vibe of destinations around Wellington City and it is supported by the Newtown Residents Association, who have a vast experience in organising events, being the Newtown Festival.

The proposed road closures are for: **Saturday 17 November 2018 6am to Midnight, Rain Day  
Sunday 18 November 2018.**

- **Rhodes Street (between Riddiford Street and Fergusson Street)**
- **Arney Street (Riddiford Street to the End)**

Road closure notification boards will be placed at each end of the closure at least one week prior to the event.

The event will be managed by a qualified temporary traffic management company. Pedestrians access will not be restricted and emergency services will have immediate access to the area if required.

**2. Events Directorate Support**

The Events Directorate has no connection with and no objection to this event.

**3. Proposal Notice and Consultation**

A public notice advertising that the Council is proposing to consider this closure was published in the

Dominion Post on Saturday 1 September 2018

Posted on Social Media via: Facebook

Twitter

Neighbourly 4/9/2018 and 1/10/2018

The New Zealand Police and the Ministry of Transport have also been consulted with.

#### 4. Objections

There have been NO objections to this closure request.

#### 5. Traffic Impact Assessment

##### 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 a year.

##### Traffic Impact

In the opinion of Stephen Harte Implementation Manager, Network Improvements, acting as the Council's Traffic Engineer, the proposed closure, if implemented according to an approved traffic management plan, 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:

- The road closures will start at 6am and finish at Midnight.
- The event organiser is to obtain Council approval on the details of a traffic management plan prior to the event.
- The detour route is to be clearly signed during road closures.
- Only authorised vehicles will be allowed within the road closure area, travelling at no more than Walking speed (3km/h) to ensure public safety is not compromised.
- The event organiser will publicise the event via media releases, letter drops and advanced signage to notify the public of the road closures.
- The event organiser is responsible for the ongoing maintenance of the temporary traffic management plan during the road closures.
- The event organiser is responsible for maintaining public safety within the road closure area.
- The event organiser is to consult with emergency services and ensure the traffic management plan includes all of their special requirements.
- The event organiser is to ensure that the traffic management company adheres to the approved traffic management plan.
- The event organiser must have a Health and Safety plan, which covers how emergency vehicles are to enter the road closure site if required.

Signed .....  
Stephen Harte  
Implementation Manager, Network Improvements

#### 6. Attachments

- Map of proposed closure
- Copy of proposal notice from the newspaper

Prepared By: .....  
Maria Taumaa  
Street Activities Coordinator







## Proposal to Close Roads

The Regulatory Processes Committee will meet on Wednesday 10 October 2018 to consider the following temporary road closures for events.

### Polish Christmas Market

Saturday 17 November 2018, 5am to 12pm

#### Road Closure

Rhodes Street (Riddiford Street to Fergusson Street)  
Arney Street (Riddiford Street to end)

### Thorndon Fair

Sunday 2 December 2018, 6am to 6pm

#### Road Closure

Tinakori Road (between Bowen Street and Harriett Street)  
Hill Street (between Tinakori Road and approximately 100 meters east)

### Black Caps vs Sri Lanka Test Match

Saturday 15 December to Wednesday 19 December 2018,  
6am to 10.30pm

#### Road Closure

Slip Lane Ellice Street entrance (State Highway to State Highway)

Pedestrian Management for Start and Finish of Match

### A Very Welly Christmas

Friday 24 Midnight to Sunday 26 Midnight November 2018

#### Road Closure

Lambton Quay (Willis Street to Whitmore Street)  
Ballance Street (Old Bailey Side to Lambton Quay)  
Stout Street (Ballance Street to Lambton Quay)  
Waring Taylor Street (Maginnity Street to Lambton Quay)  
Johnson Street (Wilson Car Park to Lambton Quay)  
Brandon Street (Half Way on Brandon Street to Lambton Quay)  
Panama Street (40 Panama Street to Lambton Quay)  
Grey Street (Featherston Street to Lambton Quay)

There will be scheduled deliveries for retailers on Lambton Quay. Bus Service will be via Featherston Street and Customhouse Quay.

### Black Caps vs Bangladesh Test Match

Friday 8 March 2019 to Wednesday 13 March 2019,  
6am to 10.30pm

#### Road Closure

Slip Lane Ellice Street entrance (State Highway to State Highway)

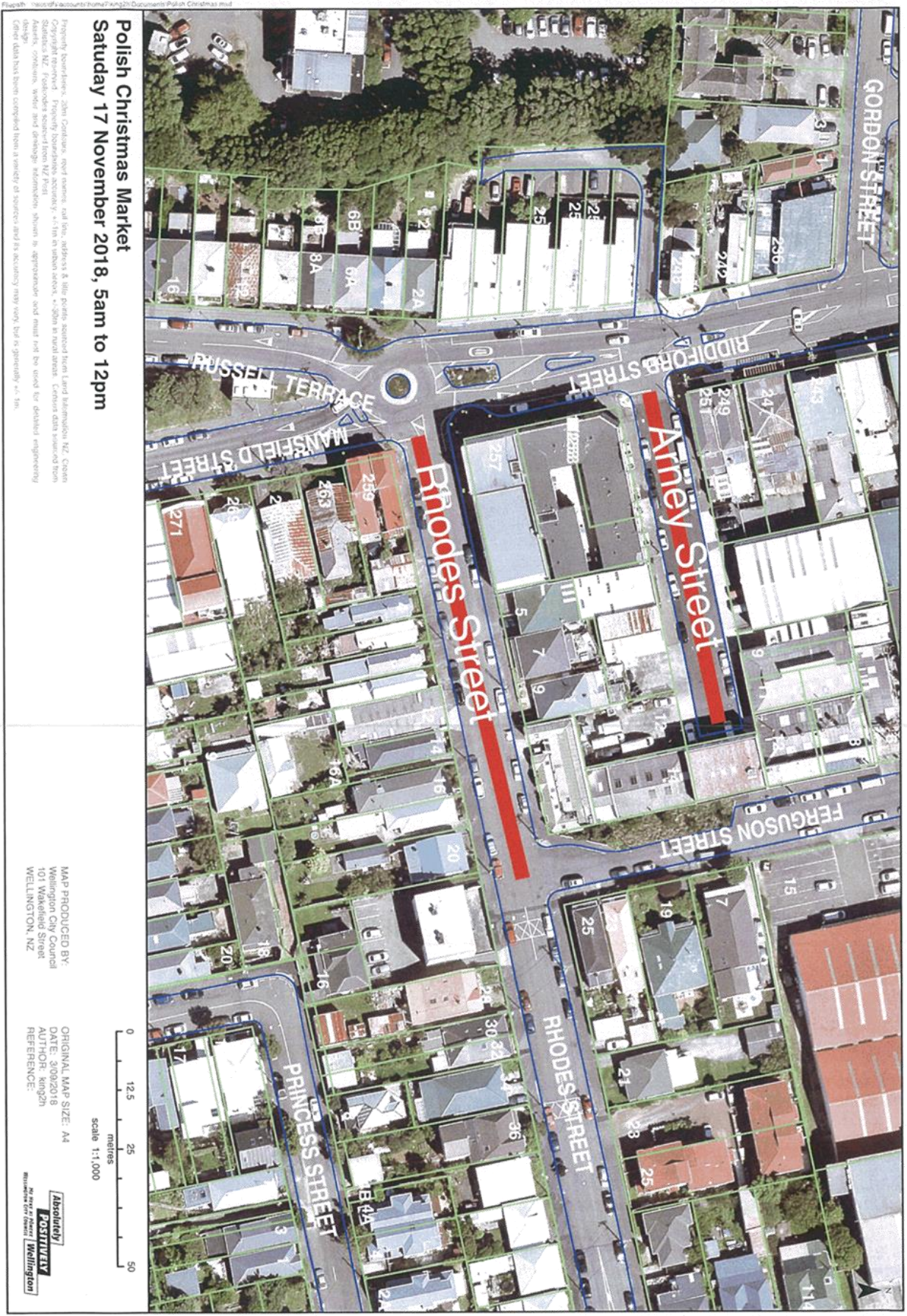
Pedestrian Management for Start and Finish of Match.

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, Friday 14 September 2018. Please send correspondence to Maria Taumaa at mailing address below, or by email [maria.taumaa@wcc.govt.nz](mailto:maria.taumaa@wcc.govt.nz)

Wellington City Council  
101 Wakefield Street  
PO Box 2199, Wellington 6140  
[Wellington.govt.nz](http://Wellington.govt.nz)

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**REGULATORY PROCESSES COMMITTEE**

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**PROPOSED TEMPORARY ROAD CLOSURE – IMPACT REPORT**

***A VERY WELLY CHRISTMAS***

***SATURDAY 24 NOVEMBER 12PM TO 8PM SUNDAY 25 NOVEMBER 12PM TO 6PM***

**1. Description of Event**

The Wellington Christmas Festival is to take place on the weekend of November 24/25 2018. This festival is seen as an effective way to celebrate Christmas in the capital.

Key Stakeholders – Santa Parade participants, local retailers, the Chamber of Commerce, the general public have been involved with the development of the festival concept which has generated considerable excitement and support.

Organisations involved in supporting the festival include Wreda, Museums Wellington, Capital E, Greater Wellington Regional Council. Performers likely to be at the festival are the NZSO, Orchestra Wellington and the Rodger Fox Band.

The Christmas festival will extend the length of Lambton Quay, which will run from 12pm to 8pm on Saturday 24 November and 12pm to 6pm on Sunday 25 November 2018.

Vehicular access to retail outlets for restocking within the road closure times will be managed by creating a Northbound access-way on Lambton Quay between 10pm Saturday and 8am Sunday.

The Bus service will be relocated to run Southbound on Featherston and Northbound on Customhouse Quay.

Elements featured in the festival will include the arrival of Santa and a procession to his grotto, a carols concert, creative and interactive activities for children and families, main stage entertainment, strolling costumed characters and acts, storytelling, face painting and costumed photo opportunities. For these two days of Christmas, the downtown area will become a place of community celebration, creativity and retail engagement.

The proposed road closures are as follows:

**Saturday 24 November 2018, 12pm to Midnight**  
**Sunday 25 November 2018, 12pm to Midnight**

- Lambton Quay (Whitmore Street to Willis Street)
- Ballance Street (Old Bailey side entrance to Lambton Quay)
- Stout Street (Ballance Street to Lambton Quay)
- Waring Taylor Street (Intersection Maginnity and Waring Taylor to Lambton Quay)
- Johnson Street (Wilson Carpark to Lambton Quay)
- Brandon Street (Half way on Brandon Street to Lambton Quay)

Road closure notifications boards will be placed at each end of the road closure 7 working days prior to the event. Resident and local businesses will receive a letter drop advising them of the road closures and the parking restrictions. The closures are also to be advertised in the Wellingtonian in the week preceding the closures. The road closures will be managed by a qualified traffic management company. Emergency services will have immediate access to the area if required.

## **2. Events Directorate Support**

The Events Directorate has no connection with and no objection to this event.

## **3. Proposal Notice and Consultation**

The public notice advising that the Council is proposing to consider this closure was published in the

Dominion Post Saturday on 1 September 2018.

Posted on Social Media, Facebook, Twitter, Neighbourly on 4/9/2018

The New Zealand Police and the Ministry of Transport have also been consulted.

## **4. Objections**

There have been NO objections to this closure request.

## **5. Traffic Impact Assessment**

### **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.

### **Traffic Impact**

In the opinion of Stephen Harte Implement Manager Network Improvements, acting as the Council's Traffic Engineer, the proposed closure, if implemented according to an approved traffic management plan, 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:

- The event organiser is to notify the public via newspaper advertisement, letter drop, advanced signage and media releases.
- The event organiser is to obtain Council approval on the details of traffic management plan prior to the event including details of detour routes.
- The event organiser is responsible for safety (pedestrian and traffic) within the closed area.

- The event organiser is to provide marshalled vehicle access to all properties affected by the closures.
- The event organiser is to work with the Public Transport operators to provide alternative transport routes and bus stops.
- The event organiser is to ensure that the affected property owners and businesses along the road closures are consulted with and access options are arranged for affected parties.
- The event organiser is to consult with emergency services and ensure the traffic management plan includes all of their special requirements.
- The event organiser is to advertise in the Wellingtonian the week before the event (at their own cost)
- The event organiser is to provide Variable Message Signs on major routes to advise drivers of the road closures.
- The event organiser is to provide Council with an event Hazard/Risk management plan 10 working days prior to the event that describes in full how the event organiser will manage all the Health and Safety risks associated with the event.

Signed .....  
Stephen Harte  
Implement Manager Network Improvements

## 6. Attachments

- Map of proposed closure
- Copy of proposal notice from the newspaper

Prepared By: .....  
Maria Taumaa  
Street Activities Coordinator





## Proposal to Close Roads

The Regulatory Processes Committee will meet on Wednesday 10 October 2018 to consider the following temporary road closures for events.

### Polish Christmas Market

Saturday 17 November 2018, 5am to 12pm

#### Road Closure

Rhodes Street (Riddiford Street to Fergusson Street)  
Arney Street (Riddiford Street to end)

### Thorndon Fair

Sunday 2 December 2018, 6am to 6pm

#### Road Closure

Tinakori Road (between Bowen Street and Harriett Street)  
Hill Street (between Tinakori Road and approximately 100 meters east)

### Black Caps vs Sri Lanka Test Match

Saturday 15 December to Wednesday 19 December 2018,  
6am to 10.30pm

#### Road Closure

Slip Lane Ellice Street entrance (State Highway to State Highway)

Pedestrian Management for Start and Finish of Match

### A Very Welly Christmas

Friday 24 Midnight to Sunday 26 Midnight November 2018

#### Road Closure

Lambton Quay (Willis Street to Whitmore Street)  
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Brandon Street (Half Way on Brandon Street to Lambton Quay)  
Panama Street (40 Panama Street to Lambton Quay)  
Grey Street (Featherston Street to Lambton Quay)

There will be scheduled deliveries for retailers on Lambton Quay. Bus Service will be via Featherston Street and Customhouse Quay.

### Black Caps vs Bangladesh Test Match

Friday 8 March 2019 to Wednesday 13 March 2019,  
6am to 10.30pm

#### Road Closure

Slip Lane Ellice Street entrance (State Highway to State Highway)

Pedestrian Management for Start and Finish of Match.

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, Friday 14 September 2018. Please send correspondence to Maria Taumaa at mailing address below, or by email [maria.taumaa@wcc.govt.nz](mailto:maria.taumaa@wcc.govt.nz)

Wellington City Council  
101 Wakefield Street  
PO Box 2199, Wellington 6140  
[Wellington.govt.nz](http://Wellington.govt.nz)

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## Regulatory Committee

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### **PROPOSED TEMPORARY ROAD CLOSURE – IMPACT REPORT**

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#### ***THORNDON FAIR SUNDAY 2 DECEMBER 2018 6AM TO 6PM***

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#### **1. Description of Event**

Thorndon School have organised this popular event with stallholders, shopkeepers, arts and craft enthusiasts and entertainers for over 25 years. The fair is the major fund raising vehicle for the school and is held each year on the first Sunday in December. This year's fair is proposed for Sunday 2 December 2018. As in previous years, the organisers wish to close Tinakori Road (between Bowen Street and Harriet Streets) and Hill Street (between Tinakori Road and British Embassy).

Approved public information signage will be in place well ahead of the event, with the organisers planning to advertise the Fair via media releases on radio and television, community papers, a web site, bridge banners, posters and signs. Residents and local businesses will receive several letter drops (beginning in late October, then middle of November, 1 week out from the event) and a letter drop on cars the last two Saturday's before the fair advising them of the event.

**The proposed road closures are as follows; 6am to 6pm Sunday 2<sup>nd</sup> December 2018**

**Tinakori Road** (between Bowen Street and Harriett Street)

**Hill Street** (between Tinakori Road and approximately 100 meters east)

#### **Events Directorate Support**

The Event directorate has no connection with, and no objection to, this event.

#### **2. Proposal Notice and Consultation**

The public notice notifying that the Council is proposing to consider this closure was published in

- Dominion Post on Saturday 1 September 2018
- Posted on Social Media: Facebook, Twitter, Neighbourly 4/9/2018

The New Zealand Police and the Ministry of Transport have also been consulted with.



### 3. Objections

There have been NO objections to this closure request.

### 4. Traffic Impact Assessment

#### 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.

#### Traffic Impact

In the opinion of Stephen Harte Implement Manager Network Improvements, 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:

- The road closure will be in place from 6.00am to 6.00pm.
- The land owner agrees to alcohol at the Thorndon Fair on 2 December 2018, between 6am and 6pm, subject to any conditions applied to the special licence.
- The event organiser is to provide a detailed Traffic Management Plan for approval by Council prior to the event. (The event organiser is responsible for safety pedestrian and traffic within the closed area.)
- The event organiser is to ensure that the Public Transport Operators, Police, Fire and Ambulance Services have been consulted with and that the Traffic Management Plan includes all of their specific requirements.
- The event organiser is to ensure that the affected property owners along the road closures are consulted with (in particular Retailers and Residents within the road closure area.)
- The event organiser is to provide marshals at all road closures ends to ensure that public safety (interaction of traffic and event goers) is not compromised.
- The detour route is to be provided and clearly signed during the road closures.
- The event organiser is responsible for the maintenance of the temporary traffic management plan during the road closure.
- The event organiser will publicise the event via media releases, letter drops and advanced signage to notify the public of the road closures.
- The event organiser must have a Health and Safety plan, which covers how emergency vehicles are to enter the road closure site if required

Signed .....  .....

Stephen Harte  
Implement Manager Network Improvements

5. Attachments

- Map of proposed closure
- Copy of proposal notice from the newspaper

Prepared By:   
Maria Taumaa  
Street Activities Coordinator

Facebook }  
Twitter } 4/9/18  
Neighbourly }

C16 The Dominion Post Saturday, September 1, 2018  
**Classifieds**

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#### Black Caps vs Bangladesh Test Match

Friday 8 March 2019 to Wednesday 13 March 2019,

6am to 10.30pm

##### Road Closure

Slip Lane Ellice Street entrance (State Highway to State Highway)

Pedestrian Management for Start and Finish of Match.

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, Friday 14 September 2018. Please send correspondence to Maria Taumaa at mailing address below, or by email maria.taumaa@wcc.govt.nz

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## REGULATORY PROCESSES COMMITTEE

## PROPOSED TEMPORARY ROAD CLOSURE - IMPACT REPORT

*TEST CRICKET*  
*BASIN RESERVE 2018/2019***1. Description of Event**

On Saturday 15 December 2018 The Black Caps play Sri Lanka in a Test Match at the Basin Reserve. Crowd size is expected to be 7000. Gates open at 9.30am with the match finishing at 7.00pm. A road closure is required from 6.00am to 10.30pm but can be opened earlier if the area is safe.

On Friday 8 March to Wednesday 13 March 2019 The Black Caps play Bagladesh in a Test Match at the Basin Reserve. Crowd size is expected to be 5000. Gates open at 9.30am and finishes at 6.00pm. A road closure is required from 6.00am to 10.00pm but will be opened earlier as the area is safe.

The Proposed road closure is:

**Saturday 15 December to Wednesday 19 December 2018 Black Caps play Sri Lanka**  
**Friday 8 March 2019 to Wednesday 13 March 2019 Black Caps play Bangladesh.**

**Slip Lane (Buckle Street to Kent Terrace) 6.00am to 10.30pm**

Road closure notification boards will be placed at each end of the closure at least 14 days prior to the event. Residents will receive a letter drop advising them of the event and the road closure.

The event will be traffic managed by a qualified traffic management company according to a Council approved Traffic Management Plan. Emergency services will have immediate access to the area if required.

**2. Events Directorate Support**

The Events Directorate has no connection with, and no objection to, this event.

**3. Proposal Notice and Consultation**

The public notice that the Council is proposing to consider these closures published in

**Dominion Post on Saturday 1 September 2018**  
**Posted on Social Media: Facebook, Twitter Neighbourly 4/9/2018**

The New Zealand Police and the Ministry of Transport have also been consulted with.



#### 4. Objections

There have been NO objections to this closure request.

#### 5. Traffic Impact Assessment

##### 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.

##### Traffic Impact

In the opinion of Stephen Harte Implement Manager Network Improvements, 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 stated 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 Temporary Road Closures Subcommittee may be revoked and the event organiser may be required to re-open the road at the direction of a suitably qualified Council officer in charge of traffic.

Conditions:

- The road closure will start at 6am and end at 10.30pm each day.
- The event organiser is to provide a detailed Traffic Management Plan approved by Council prior to the event.
- A detour route is to be provided for the road closure.
- The Event organiser is to publicly notify the event via letter drop, local
- The event organiser is to ensure that the emergency services (police, Fire and Ambulance Services) have been consulted with and that the Traffic Management Plan includes all of their specific requirements.
- The event organiser is to ensure that the affected residents along the road closure are consulted with.
- The event organiser is responsible for safely (pedestrian and traffic) within the closed road area and at the road closure ends.

Signed   
Stephen Harte  
Implement Manager Network Improvements

#### 6. Attachments

- Map of proposed closure
- Copy of proposal notice from the newspaper

Prepared By:   
Maria Taumaa  
Street Activities Coordinator

Facebook }  
Twitter } 4/9/18  
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Classifieds  
C16 The Dominion Post Saturday, September 1, 2018

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## APPROVAL OF NAME FOR LANEWAY OFF THORNDON QUAY

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### Purpose

1. The purpose of this report is to seek approval of a name for a laneway at 30 Thorndon Quay, Pipitea, known as Capital Gateway, as shown on F Plan 3102 (**Attachment 1**).

### Summary

2. A laneway gives access to retail premises on the upper level at Capital Gateway, located at 30 Thorndon Quay, Pipitea.
3. The owners have asked Council to consider naming this laneway so that the retail outlets can be more easily found by shoppers and delivery people.

### Recommendations

That the Regulatory Processes Committee:

1. Receives the information.
2. Approves the name **Gateway Lane** for the laneway to the upper level retail premises at 30 Thorndon Quay, as shown on F Plan 3102.

### Background

4. The Council's post-Christchurch earthquake activities undertaken to prepare for the eventuality of a major earthquake in Wellington has included a project to ensure inner city and suburban centre properties display correct addresses. This will improve post-disaster recovery response times. It also ensures that members of the public and emergency services can readily identify and locate the site of emergencies in urban and suburban centres.
5. As part of the project, the property manager at Capital Gateway, 30 Thorndon Quay, was approached with regards to the address being used at this site.
6. The owners of Capital Gateway have subsequently asked Council to consider naming the laneway leading to the upper level retail premises to allow these to be more easily located by shoppers and delivery people.
7. This request is in accord with the Council's Road Naming Procedures (August 2002), and the Addressing Standard (AS/NZS 4819:2011) administered by Land Information New Zealand.

### Discussion

8. Following contact by members of the Council's Land, Customer and Property Information Team with regards to the address being used at Capital Gateway on Thorndon Quay in Pipitea, the property manager, on behalf of the owners, have requested the laneway leading to the upper level retail premises be named.
9. The laneway leading to the upper level retail premises at 30 Thorndon Quay, known as Capital Gateway, is privately owned and maintained. Access to the lane is off Thorndon

Quay, but separate from the entrance to the parking for visitors to the lower level tenancies. Naming the upper level laneway will reduce confusion currently reported by the owners on behalf of visitors to the site.

10. The owners initially proposed the names **Capital Lane**, **Thorndon Lane** and **Hermes Lane**. The owners also advised that they would be happy to accept the name **Pipi Lane**, which was suggested by officers. This latter name acknowledges the history of the area as a source of kaimoana, reflected in the name of the suburb in which this retail precinct is located (that is, Pipitea).
11. Of the names proposed, officers feel the name **Capital** has potential as a name for a more significant road. There is also a possibility the retail precinct – Capital Gateway – could be renamed in the future. **Thorndon** is already in use, as Thorndon Quay. Checks with the Greater Wellington Regional Council revealed the names **Hermes** and **Pipi** have been already reserved for use by Porirua City Council.
12. The Council's Parks, Sport and Recreation team has no objection to the use of the name **Gateway Lane** in this area.
13. The Council's Tira Poutama, Iwi Partnerships team has advised they no objection to the proposed name. Tira Poutama have commented that if Capital Gateway as a whole was being renamed then consideration of a te reo name for the retail centre as a whole, as well as the lane to the upper level of the centre, would be appropriate in such a circumstance.
14. Greater Wellington Regional Council has confirmed the name **Gateway Lane** is available, but note that it is similar to the name **Kate Way** in Karori. However, officers feel that the proposed name is sufficiently dissimilar such that there won't be any confusion between the two. Additionally, the two names are located in different suburbs, further reducing the potential for confusion between the two.

### Recommended Names

15. Council officers recommend the name **Gateway Lane** be approved for the laneway to the upper level retail and commercial premises at 30 Thorndon Quay, known as Capital Gateway, as shown on F Plan 3102. Officers feel this name is the most appropriate based on feedback from those consulted, and the relevant provisions of documents guiding road naming, such as the Council's Road Naming Procedures (2002) and Te Tauihu: Te Reo Māori Policy (2018).

### Attachments

Attachment 1. F Plan 3102  

Page 40

Authors	Carline Thomas, Advisor, Land, Customer and Property Information Michael Brownie, Team Leader Land, Customer and Property Information
Authoriser	Toni Thompson, Manager Information Centre David Chick, Chief City Planner

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

Consultation on this proposal has taken place with the owners of the site. The Council's Tira Poutama – Iwi Partnerships and Parks, Sports and Recreation Teams have also been consulted.

The names have been checked for duplication, similarity and suitability by the Greater Wellington Regional Council.

### **Treaty of Waitangi considerations**

The Council's Tira Poutama Iwi Partnerships team has confirmed they are comfortable with the name **Gateway Lane** for this accessway.

### **Financial implications**

Not applicable.

### **Policy and legislative implications**

Allocation of street names is a statutory function under Section 319A of the Local Government Act 1974.

The Council's Road Naming Procedures (August 2002), and the Addressing Standard (AS/NZS 4819:2011) administered by Land Information New Zealand, apply.

The proposed name is in accord with the Council's Te Tauihu – Te Reo Māori Policy, interpretation of which provides for a suitable te reo name to be considered for use where appropriate and available. In this instance, the name proposed by the owners has been considered and confirmed as appropriate by officers in the Council's Tira Poutama – Iwi Partnerships team.

### **Risks / legal**

Nil.

### **Climate Change impact and considerations**

Nil.

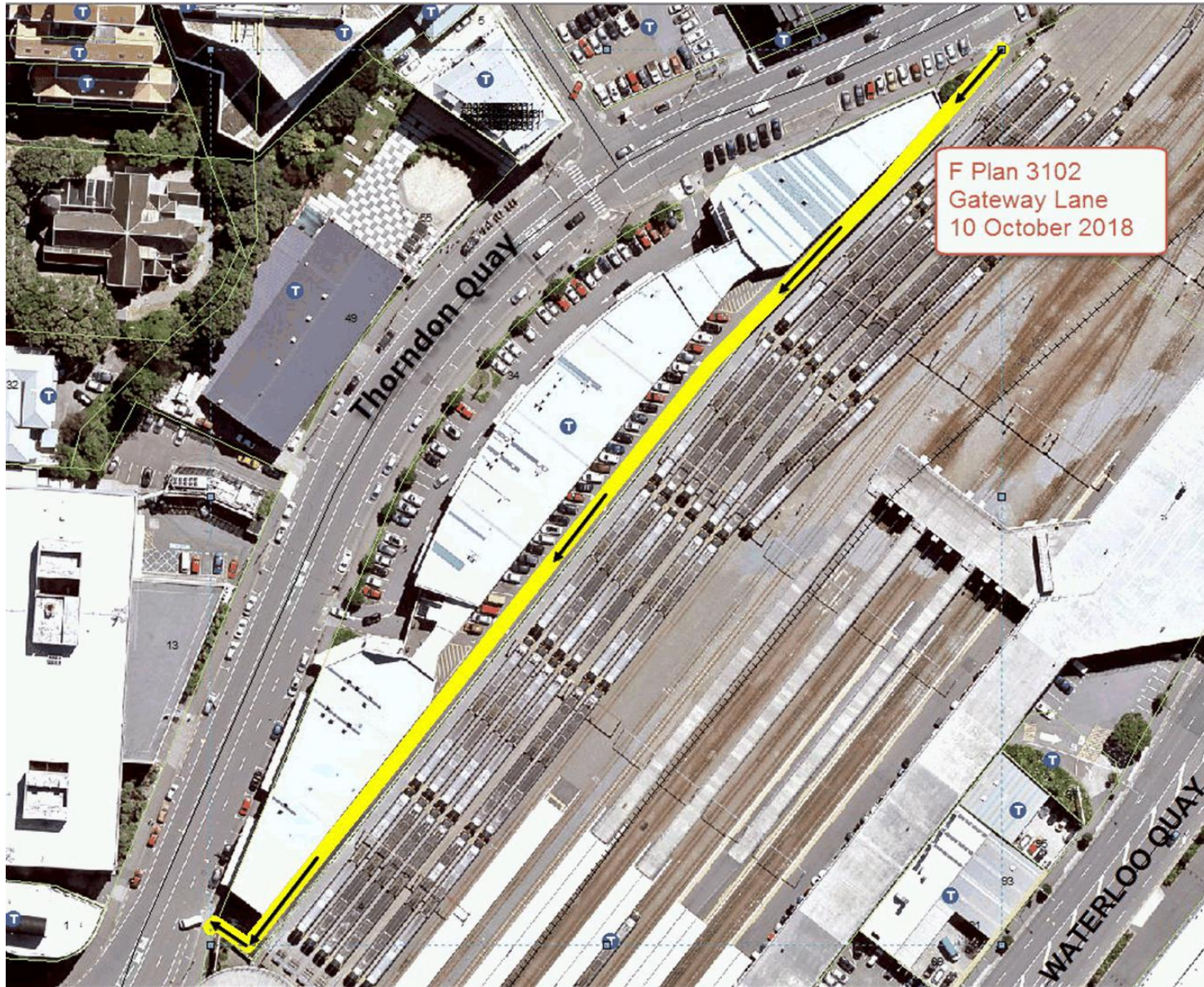
### **Communications Plan**

There is an extensive notification list which includes Land Information New Zealand, emergency services and New Zealand Post.

### **Health and Safety Impact considered**

Health and safety for the general public and local residents will be facilitated by the naming of these roads as emergency services will be able to more readily locate any callouts at this retail centre.







### **3. Public Excluded**

#### **Recommendation**

That the Regulatory Processes Committee:

1. Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
3.1 Appointment of additional list member to the District Licensing Committees	7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.