**TEMPORARY TRAFFIC MANAGEMENT PLANNING FORM**

*This form is to accompany Request for Permissions made under section 33 and 35 of the Infrastructure Act where work within the road corridor will affect the use of or access to a road.*

Read the Notes for Applicants on page 4 before filling out this form.

1. **Applicant Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name: |  | Ph No: |  |
| Organisation: |  | | |
| Email Address: |  | | |
| Project Owner Name: |  | Ph No: |  |
| Email Address: |  | | |

1. **Project Overview**

|  |  |
| --- | --- |
| Project Name: |  |
| Location: | [GPS Coordinates, Google Map location] |
| Start Date: |  |
| End Date: |  |
| Purpose: | [Provide a brief description of the purpose of the temporary traffic management, e.g., roadworks, special event, etc.] |

1. **Scope of Work**

|  |  |
| --- | --- |
| Activities Involved: |  |
| Duration: |  |
| Operational Hours: |  |
| Contingency: |  |

1. **Stakeholders**

|  |  |  |  |
| --- | --- | --- | --- |
| Primary Contact: (if different from applicant) |  | Ph No: |  |
| Email Address: |  | | |
| Authorities Involved: |  | | |

1. **Traffic Impacts**

*Detail what impacts your project will have on traffic, cyclists and pedestrians.*

|  |  |
| --- | --- |
| Expected Disruptions: |  |
| Lane Closures: | [Specify affected lanes and times]. |
| Reduced Speed Limits: | [Indicate the new temporary speed]. |
| Detours: | [Provide details of alternative routes]. |
| Affected Road Users: | [E.g., pedestrians, cyclists, public transport users, etc.] |
| Peak Traffic Hours Impact: | [E.g., 7:00 AM - 8:30 AM; 3:30 PM - 5:00 PM] |

1. **Traffic Control Measures**

*Detail what traffic control measures you plan to install.*

|  |  |
| --- | --- |
| Signage: | [Indicate what temporary road signs will be displayed e.g. for advance warnings, detours etc]. |
| Traffic Control Devices: | [E.g. Cones, barriers, and delineators to guide traffic]. |
| Traffic Controllers: | [Certified personnel for manual traffic control during high-impact hours]. |
| Pedestrian and Cyclist Provisions: | [E.g. Safe, clearly marked temporary pathways, dedicated crossing points, if applicable]. |
| Public Transport Adjustments: | [E.g. Temporary relocation of bus stops]. |

1. **Communications Plan[[1]](#footnote-1)**

*What communications will you undertake to inform the public of the temporary measures?*

|  |  |
| --- | --- |
| Public Notifications: |  |
| Advance Signage: |  |
| Press Releases: |  |
| Feedback Collection: | [Mechanism for gathering feedback from road users and stakeholders] |

1. **Other Contacts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Traffic Management Plan Designer: |  | | Ph No: |  |
| Qualification: |  | | | |
| Traffic Management Contractor: |  | | Ph No: |  |
| Qualification: |  | | | |
| Onsite Incident Supervisor |  | | Ph No: |  |
| Service Contractors for all other works: | Business Name | Ph No | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |

1. **Checklist:**

|  |  |
| --- | --- |
| 🞎 | All sections of the form are filled out |
| 🞎 | The notes for applicants have been read |
| 🞎 | This application form accompanies a request for permission under s33 or s35 of the Infrastructure Act |
| 🞎 | I attach diagrams to provide the visual layout of the temporary traffic management plan |

1. **Sign off**

Name:……………………………………………

Signature:……………………………………….. Date: ……………………………

**Guidelines for Applicants**

1. If long queues form or delays exceed 5 minutes (or any other period stipulated by ICI), the site is to be disestablished or additional measures made available to avoid the delays.
2. Emergency Management:
   1. You must ensure that your plan does not obstruct emergency vehicle access along the road or into accessways at any time.
3. Monitoring and Evaluation:
   1. There will be onsite inspections by ICI inspectors to ensure you are complying with the approved plan.
   2. The operation of the temporary traffic management will be assessed for its effectiveness and if there are any areas for improvement. This information will be communicated to you.
4. Approval of a Traffic Management Plan authorises the use of any regulatory signs included in the plan or attached traffic management diagrams.
5. Communications:

The public must be informed of the temporary changes to traffic management via print, radio, social media and posted signs. The level of communications is to be consistent with the size of the project. See the table below to see what is required for public communications.

|  |  |
| --- | --- |
| **Project Tier Level** | **Requirements** |
| Tier 1 – 1 to 3 weeks | 1 week prior to project start:  Social media post informing the public of upcoming temporary traffic management arrangements |
| 1 day prior to project start:  Social media post informing the public of upcoming temporary traffic management arrangements |
| 1 hour prior to project start:  Temporary road signs are placed at project start and end sites  Barriers in place  Traffic controllers on site |
| 1 week post project:  Release survey on social media to gain feedback from the public on performance. |
| Tier 2 – 4 to 7 weeks | 2 weeks prior to project start:  Social media post informing the public of upcoming temporary traffic management arrangements |
| 1 week prior to project start:  Social media reminder post informing the public of upcoming temporary traffic management arrangements  Radio ad informing the public of upcoming temporary traffic management arrangements  TV ad informing the public of upcoming temporary traffic management arrangements |
| 1 day prior to project start:  Social media post informing the public of upcoming temporary traffic management arrangements |
| 1 hour prior to project start:  Temporary road signs are placed at project start and end sites  Barriers in place  Traffic controllers on site |
| 1 week post project:  Release survey on social media to gain feedback from the public on performance. |
| Tier 3 – 8+ weeks | 3 weeks prior to project start with a 2 week repeat. |
| 1 week prior to project start:  Social media post reminding the public of upcoming temporary traffic management arrangements  Radio ad informing the public of upcoming temporary traffic management arrangements  TV ad informing the public of upcoming temporary traffic management arrangements |
| 1 day prior to project start:  Social media post informing the public of upcoming temporary traffic management arrangements |
| 1 hour prior to project start:  Temporary road signs are placed at project start and end sites  Barriers in place  Traffic controllers on site |
| 1 week post project:  Release survey on social media to gain feedback from the public on performance. |

1. See the guidelines to determine what communications are required for your project. [↑](#footnote-ref-1)