





TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM

Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.

Organisations /TMP reference	TMP reference: Arcadia 2022	Contractor (Working space): Hibiscus Coast Motorsport Club Inc.	Principal (Client): Hibiscus Coast Motorsport Club Inc.		
			 <p>© S Lawton Photography</p>		
		Contractor (TTM):	RCA:  KAIPARA DISTRICT NORTHLAND TRANSPORTATION ALLIANCE 		
Location details and road characteristics	Road names and suburb		House no./RPs (from and to)	Road level	Permanent speed
	Arcadia Rd Bull Road Porter Road		Full length of Arcadia RP/0.000 to RP/4.686	LV " "	
Traffic details (main route)	AADT Arcadia – 74 Bull – 31 Porter - 51		Peak flows		
Description of work activity Motorsport Event <ul style="list-style-type: none"> The vast majority of traffic on these roads are residents and they have been well informed of the closures. These roads do not act as a through road for strangers and so it is considered to be more confusing than helpful to install detour signs. Each intersection has been reviewed and individual layouts prepared based on these considerations.					

Planned work programme					
Start date	15/7/2023	Time	7:00 am	End date	15/7/2023
Time	6:00 pm				
Consider significant stages, for example:	Road closed for Motorsport event <ul style="list-style-type: none"> Set up TMP with Road Closed Ahead signs Close off Arcadia Road – allow exiting vehicles only Conduct Event IMMEDIATELY AFTER Event Finish – Official vehicle to check Road OPEN ROAD All TTM removed 				
Alternative dates if activity delayed					
Road aspects affected (delete either Yes or No to show which aspects are affected)					
Pedestrians affected?	No	Property access affected?	Yes	Traffic lanes affected?	Yes
Cyclists affected?	Yes	Restricted parking affected?	No	Delays or queuing likely?	No
Proposed traffic management methods					
Installation (includes parking of plant and materials storage)	<p>On single direction carriageways signs must be deployed on the left side of the road first, and then on the right hand side</p> <p>The first sign erected must be the advance warning sign.</p> <p>Remaining signs are placed in order from the advance warning sign until the works end sign is reached. The vehicle then makes a loop on a singular direction carriageway or simply turns around on a bidirectional carriageway to make the next run. This process is continued until the sign network is complete.</p> <p>Tapers and delineation devices must only be placed once all signs have been installed.</p> <p>Before any EVENT vehicles or materials are brought onto the closure a drive through check of the closure must be made in all directions including all side roads. This check must confirm that the event area is</p> <p>Safe and to the minimum standard shown in the TMP and that</p> <p>The advance warning to other road users is clear and meets the minimal visibility standards as per layout table, CoPTTM.</p> <p>The signs and delineation devices give clear messages to road users and</p> <p>The signs and delineation devices are securely erected and will remain in their correct position under the expected traffic volumes and weather conditions.</p>				
Attended (day)	<p>STMS on Site supported by Volunteer Marshalls</p> <p>The site will be set up and removed at the time road closure times and removed after the last official's car clears each official's Post.</p>				

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Attended (night)	N/A			
Unattended (day)	N/A			
Unattended (night)	N/A			
Detour route	Arcadia Rd does not act as a through road for regular traffic and so it is considered to be more confusing than helpful to install detour signs. For this reason and our ability to provide access if required it is proposed not to install any detours.			
	Does detour route go into another RCA's roading network? No (delete either Yes or No) If Yes, has confirmation of acceptance been requested from that RCA? (delete either Yes or No) Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.			
Removal	Once the RALLY has been completed then TTM site removal can begin. The removal of TTM measures must be in order of delineation devices before signage. The advance warning signage will be lifted last to give advance warning of the disestablishment process <ul style="list-style-type: none"> ○ Remove delineation devices. ○ Then direction and protection signs ○ End of works signs ○ And finally, advanced warning signs can be removed ○ Complete drive through to check all TTM equipment removed ○ Complete the on-site record 			
Proposed TSLs (see TSL decision matrix for guidance)				
	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 6 of Land Transport Rule: Setting of Speed Limits 2017, Rule 54001/2017 (List speed, length and location)	Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or traffic management diagrams)

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Attended day/night	A temporary maximum speed limit of _____ km/h is hereby fixed for motor vehicles travelling over the length of _____ m situated between _____ (House no./RP) and _____ (House no./RP) on _____ (street or road name)			
Unattended day/night	A temporary maximum speed limit of _____ km/h is hereby fixed for motor vehicles travelling over the length of _____ m situated between _____ (House no./RP) and _____ (House no./RP) on _____ (street or road name)			
TSL duration	Will the TSL be required for longer than 12 months? If yes , attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.			
Positive traffic management measures				
Road Closure				
Contingency plans				
Generic contingencies for: <ul style="list-style-type: none"> major incidents incidents pre planned detours. <i>Remove any options which do not apply to your job</i>	Major Incident A major incident is described as: <ul style="list-style-type: none"> Fatality or notifiable injury - real or potential Significant property damage, or Emergency services (police, fire, etc) require access or control of the site. 	Actions The STMS must immediately conduct the following: <ul style="list-style-type: none"> stop all activity and traffic movement secure the site to prevent (further) injury or damage contact the appropriate emergency authorities render first aid if competent and able to do so notify the RCA representative and / or the engineer under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so Comply with any obligation to notify WorkSafe. 		

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	<p>Incident</p> <p>An incident is described as:</p> <ul style="list-style-type: none"> excessive delays - real or potential minor or non-inquiry accident that has the potential to affect traffic flow structural failure of the road. 	<p>Actions</p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> stop all activity and traffic movement if required secure the site to prevent the prospect of injury or further damage notify the RCA representative and / or the engineer STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.
	<p>Detour</p> <p>If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for:</p> <ul style="list-style-type: none"> excessive delays when using an alternating flow design for TTM redirecting one direction of flow and / or total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared. <p>The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered.</p> <p>The detour and route must be designed including:</p> <ul style="list-style-type: none"> pre- approval form the RCA's whose roads will be used or affected by the detour route ensure that TTM equipment for the detour - signs etc are on site and pre-installed. 	<p>Actions</p> <p>When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following:</p> <ul style="list-style-type: none"> Notify the RCA and / or the engineer when the detour is to be established Drive through the detour in both directions to check that it is stable and safe Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.
	<p>Note also the requirements for no interference at an accident scene:</p> <p>In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:</p> <ul style="list-style-type: none"> save a life of, prevent harm to or relieve the suffering of any person, or make the site safe or to minimise the risk of a further accident; or maintain the access of the general public to an essential service or utility, or prevent serious damage to or serious loss of property, or follow the direction of a constable acting in his or her duties or act with the permission of an inspector. 	
<p>Other contingencies to be identified by the applicant (i.e. steel plates to quickly cover excavations)</p>	<p>Emergency vehicles will be provided access to the road from the start line immediately or from the finish line as soon as the road can be made safe. Road closure at finish line will be monitored with marshals in contact with event control to allow safe access to the road if needed. Road access from start line will be in direct control of the start line officials. STMS will be on-site to supervise.</p>	

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Authorisations				
Parking restriction(s) alteration authority	Will controlled street parking be affected?	No	Has approval been granted?	
Authorisation to work at permanent traffic signal sites	Will portable traffic signals be used or permanent traffic signals be changed?	No	Has approval been granted?	
Road closure authorisation(s)	Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?	Yes	Has approval been granted?	
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	No	Has approval been granted?	
Authorisation to use portable traffic signals	Make, model and description/number	N/A		
	NZTA compliant?			
EED				
Is an EED applicable?	No (delete either Yes or No)	EED attached?		
Delay calculations/trial plan to determine potential extent of delays				
The road will be closed				
Public notification plan				
<p>Information signage to be erected and letter drop to all letter boxes on affected road 3 weeks prior to closure</p> <ul style="list-style-type: none"> The vast majority of traffic on these roads are residents and they have been well informed of the closures. 				
Public notification plan attached?	<input checked="" type="checkbox"/> No			
On-site monitoring plan				

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Attended (day and/or night)	All TTM equipment checked every two hours				
	The inspection to be documented				
	Once the closure is in place, the STMS will check the site to ensure the set up matches the TMP prior to the Event starting.				
	If there are any significant changes are required this must be notified to th TMP designer for amendment and resubmission to the RCA. Event to be stopped until a new approved TMP is obtained.				
	STMS Cat A/STMS L1 will always be onsite during the Event				
Unattended (day and/or night)	The STMS must conduct site checks and document the details on to the On-Site Record at a minimum of 2 hour intervals				
	N/A				
Method for recording daily site TTM activity (eg CoPTTM on-site record)					
On site record below					
Site safety measures					
Covered by Motorsport NZ approved safety plan					
Temporary safety barrier system	Will a temporary safety barrier system be used at this worksite?	No	If yes, has the temporary safety barrier system been designed by an installation designer and independently reviewed as being fit for purpose?		
	Statement from temporary safety barrier installation designer attached			Attached	Not attached
Other information					
Site specific layout diagrams					
Number	Title				
1	TMD 01 Road Closure Start				
2	TMD 02 Road Closure Finish				
3	Arcadia Road Mid-Point Bull Road				
Contact details					
	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	Hibiscus Coast Motorsport Club (Jeff Torkington)	021 588 010			
TMC	Gordon Whyte	027 269 2666	8114		15/12/24
Engineers' representative					

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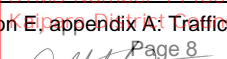
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Contractor						
STMS	Agnes Clark	021 222 6416	53044			26/06/25
TC						
Others as required						
TMP preparation						
Preparation	Wayne Stokes	10/01/23		43564	TMP P	25/05/25
	Name (STMS qualified)	Date	Signature	ID no.	Qualification	Expiry date
This TMP meets CoPTTM requirements				Number of diagrams attached		
TMP returned for correction (if required)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Engineer/TMC to complete following section when approval or acceptance required						
Temporary safety barrier system	The attached temporary road safety barrier design has been independently reviewed as being fit for purpose				Yes No Not required	
TMP Approved						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Acceptance by TMC (only required if TMP approved by engineer)						
	Name	Date	Signature	ID no.	Qualification	Expiry date
Qualifier for engineer or TMC approval						
<p>Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.</p> <p>This TMP is approved on the following basis:</p> <ol style="list-style-type: none"> To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site. 						
Notification to TMC prior to occupying worksite/Notification completed						
Type of notification to TMC required			Notification completed	Date		
				Time		

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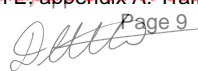


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Kaitiaki Takekōwhiri



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ON-SITE RECORD

On-site record must be retained with TMP for 12 months.

Today's date

Location details	Road names(s):	House number/RPs:	Suburb:
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Working space

Person responsible for working space	Name	Signature
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Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below

TTM

STMS in charge of TTM	Name	TTM ID Number	Warrant expiry date	Signature	Time
Worksite handover accepted by replacement STMS	Name	ID Number	Warrant expiry date	Signature	Time
	Tick to confirm handover briefing completed				

Delegation

Worksite control accepted by TC/STMS-NP	Name	ID Number	Warrant expiry date	Signature	Time
	Tick to confirm briefing completed				

Temporary speed limit

Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: To:	TSL installed				
	TSL remains in place				
	TSL removed				

Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: To:	TSL installed				
	TSL remains in place				
	TSL removed				

Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: To:	TSL installed				
	TSL remains in place				
	TSL removed				

Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: To:	TSL installed				
	TSL remains in place				
	TSL removed				

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Worksite monitoring

TTM to be monitored and 2 hourly inspections documented below.

Items to be inspected	TTM set-up	2 hourly check	2 hourly check	2 hourly check	2 hourly check	2 hourly check	TTM removal
High-visibility garment worn by all?							
Signs positioned as per TMP?							
Conflicting signs covered?							
Correct delineation as per TMP?							
Lane widths appropriate?							
Appropriate positive TTM used?							
Footpath standards met?							
Cycle lane standards met?							
Traffic flows OK?							
Adequate property access?							
Barrier deflection area is clear?							
Add others as required							
Time inspection completed:							
Signature:							
Comments:							
Time	Adjustment made and reason for change						

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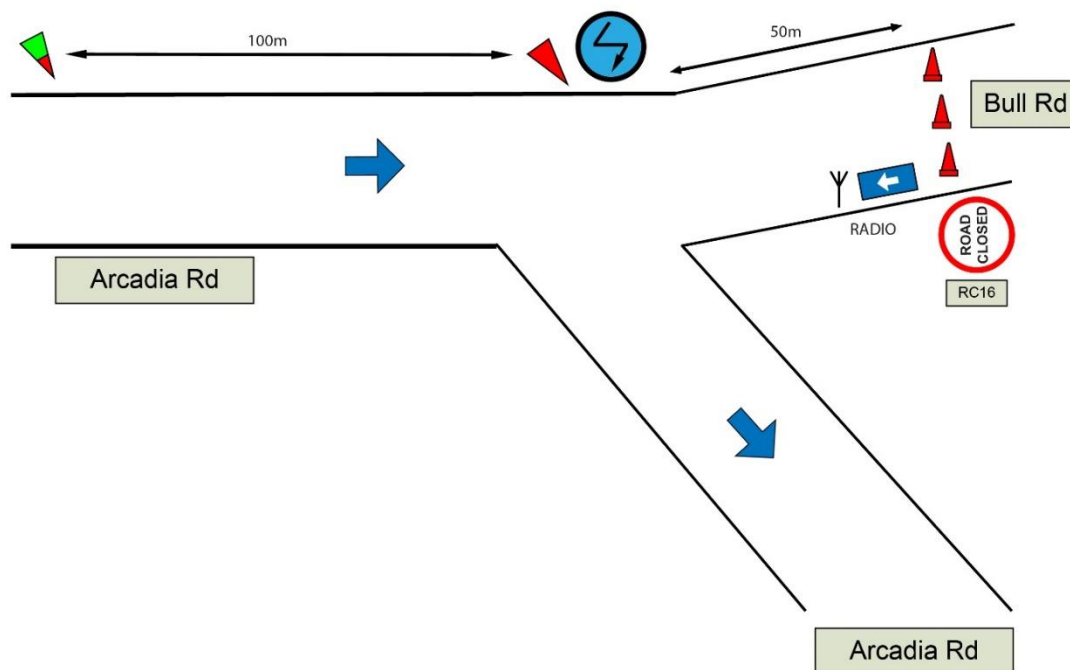
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Arcadia Rd Reversed: Midpoint



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Kerryn Dittell Traffic

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on E, appendix A: Traffic man
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TMD 02 ROAD CLOSURE - FINISH



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