

Temporary Closure of Roads for Roading and Service Utilities Purposes

Overview

The Council may approve the temporary closure of roads for maintenance, construction or during unforeseen circumstances to ensure the safety of the public.

Purpose

This policy is to ensure public safety and to minimize damage to the road during periods of road maintenance or unforeseen circumstances.

Legislation

- Local Government Act and the Tenth Schedule to that act (See Clause 11)

Policy

Subject to the conditions of the Local Government Act and the tenth schedule to that Act, the Council allows roads to be closed where necessary in the interests of public safety or to minimise damage to the road.

Roads may be closed for the purpose of (but not limited to):

- construction of the road and for public utilities
- problems associated with traffic operations.

For State Highway routes, the New Zealand Transport Agency is the road controlling authority and therefore all queries and applications shall be directed to that authority or their agent.

Process – Intension to Apply for Road Closure

Applicants, who will generally be contractors or utility providers, must apply to the Council for approval before closing the road, It is imperative that approval is sought as early as possible and ideally at least 60 days prior to the proposed closure.

Each application shall be accompanied by the prescribed fee as set out in the Council's schedule of fees and charges.

Comment

Early applications are necessary so that as much notice as possible can be given to those people likely to be affected by the closure of the road. Under Section 342 Schedule 10 of the Local Government Act, at least 42 days are required from the first advertised date for submissions. If any submissions are received then additional time may be required to sort these out. Generally submissions would not be accepted for road closures where they were for road maintenance or, undertaking maintenance or renewal work for service utilities.

Process – Applicant's Responsibilities

The applicant shall accept responsibility as follows:

- To accept financial liability for any damage that is caused to the road as a result of the work undertaken. This includes damage to bridges, any road furniture or utilities forming part of the road;
- To provide the Council with either a covering letter from its insurer or a copy of its current liability insurance certificate, for insurance cover of not less than \$2,000,000;
- To supply the Council with a monetary bond or similar as may be prescribed in the Application;
- To advise the local Police Station, Emergency Services including the Emergency Call Centre of the closure;

- To contact and confer with property owners adjacent to the road/s to be closed temporarily and advise them of the activity to be undertaken and how provision for their access is to be provided;
- Supply a Temporary Traffic Management Plan for the Council's approval;
- To obtain, at the applicant's expense, sufficient "Road Closed" signs to be erected at all intersections and roads affected. Suitable barricades are to be erected across the road/s concerned, with sufficient lighting to allow the barricades and signs to be clearly visible during the hours of darkness from a distance enabling a driver to react and take the necessary action (Note: All signs and their positioning shall be in accordance with an approved Temporary Traffic Management Plan);
- To obtain, at the applicant's expense, sufficient "Detour" signs to clearly label the available detour/s throughout the route to enable road users to easily follow the detour;
- To notify the Council when work has ceased and the road has been reopened.

Comment

These conditions are to ensure that affected parties are notified, and to ensure the safety of the public.

Process – Public Notification

The Council shall accept responsibility for issuing the necessary public notices for the proposed road closure notifications.

The first advertisement, detailing the intent to temporarily close the road shall be placed in the local newspaper as early as possible. Whilst submissions will not be entertained for keeping the road open any public concerns with the road closure may be able to be dealt with prior to the event.

Comment

When the road is to be closed for essential maintenance, it is not appropriate to allow for submissions.

Process – Second Advertisement

The second advertisement, detailing the hours the road is closed and any detours if available, shall be placed in the newspaper 24 hours prior to the closure.

Comment

This informs the general public of when the road is closed and when it will re-open. To include detour routes in this second notification may be useful however any detour should be well signed on site and checked by both the contractor and Council together before the closure takes effect to ensure that signage is both appropriate and adequate.