

## Traffic Management Request Form

<b>Principal Details (Owner of Job)</b>	Company Name:	Phone Number:
	Contact Person:	Physical Address:
	Email Address:	
<b>Contractor Details (Working the Job)</b>	Company Name:	Phone Number:
	Contact Person:	Physical Address:
	Email Address:	
<b>Bill Payer Details</b>	<i>Bill Paying Company if different from above:</i> Contact Name: Phone: Accounts Email:	
<b>Job Number:</b>		<b>Purchase Order Number:</b>

<b>Work Site Details:</b>	Street Address/Location:	Estimation of actual work days:		
	Detail of Proposed Works:			
	Proposed Start Date:	Estimated End Date:		
	Hours of Work – Start:	Hours of Work – Finish:		
	Work Area: Berm / Footpath / Carriageway <i>(highlight or circle affected areas)</i>	Permanently Posted Speed Limit:		
	(Please tick Yes or No)			YES
				NO
	Unattended TMP Required:			
	Plant: Will Plant be consistently Entering and Exiting Site?			
	How Many Vehicles will be onsite:			
	Excavations: Will there be any excavations left open?			
	If YES, have you arranged compliant fences/barriers?			
	Pedestrians: Will work affect the footpath?			
	Will any pedestrian crossings be affected			
	Buses and Bus Stops: Will works affect any bus stops?			
Schools: Is the work area within the vicinity of any schools?				
Railway Level Crossings: Is the work within 5m of a level crossing (a KiwiRail stand over will be required if YES)				
Does your work require a FULL Road Closure (NB: There is a 15 – 20 day approval period for road closures)				
<b>PLEASE SEND COPIES OF RESOURCE CONSENTS AND/OR CROSSING PERMITS IF THESE ARE APPLICABLE TO YOUR WORKS</b>				

<b>Corridor Access Request Required: (Submission to the Road Controlling Authority)</b>	YES	NO
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<p>Please note the following:</p> <ul style="list-style-type: none"> <li>- Please ensure the above form is completed in full and emailed to <a href="mailto:craig@ontimetrafficmanagement.co.nz">craig@ontimetrafficmanagement.co.nz</a></li> <li>- If the above form is not completed in full, this will delay works proceeding as this information is required for Council/ RCA approval.</li> <li>- <span style="color: red;">Please note, Council have separate charges that get forwarded onto the principal client/ asset owner. By completing this form, you acknowledge these charges.</span></li> </ul>	<p><b>Time Frames:</b></p> <ul style="list-style-type: none"> <li>- Please allow for 5 - 7 working days OTTM to create a TMP application and submission to Council/ RCA after receiving the above form.</li> <li>- Please allow for 10 - 15 working days for Council approvals to come through. (NZTA may take longer than this).</li> </ul>
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