

## 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.

<b>Organisations /TMP reference</b>	<b>TMP reference:</b> ATMS 2022-094	<b>Contractor (Working space):</b> Jackson Holdings	<b>Principal (Client):</b> Jackson Holdings
		<b>Contractor (TTM):</b> ATMS	<b>RCA:</b> Wellington City Council (CBD)

Location details and road characteristics	Road names	Suburb	House no./RPs		Road level	Category	Speed limit
			From	To			
	Waring Taylor Street	Wellington Central	/0.060	/0.142	1	A	30
	Featherston Street	Wellington Central	/0.492	/0.529	1	A	30

\* Additional information added to road level section to accommodate new road category classification system published by Waka Kotahi NZTA. Section reformatted slightly for clarity of information

Traffic details (main route)	AADT (Same order as above)		Peak flows							
	Road Names	AADT (Highest affected section)	Start	End						
	Waring Taylor Street Featherston Street	1820 (est) 29/07/2019 5% heavy 15210 (est) 26/07/2021 8% heavy								
			<table border="1"> <thead> <tr> <th colspan="2">Local Roads</th> </tr> </thead> <tbody> <tr> <td>AM</td> <td>0700 0900</td> </tr> <tr> <td>PM</td> <td>1600 1800</td> </tr> </tbody> </table>		Local Roads		AM	0700 0900	PM	1600 1800
Local Roads										
AM	0700 0900									
PM	1600 1800									

### Description of work activity

This TMP is for Jackson Holdings to install a skip bin and site boardings for works outside and on the property of #26 Waring Taylor Street, Wellington

Lane width reduction to remain in place for entire dates of TMP.

**Work Vehicles onsite:**

Varies – Parked within site

This work will take approx. 365 days to complete.

**APPROVED**

CAR E838807  
Henry Lawton  
ATMS Number 56096

Wellington City Council

03 March 2022

Planned work programme							
Start date	01/03/2022	Time	24Hrs	End date	01/03/2023	Time	24Hrs
<b>Consider significant stages</b> , for example:	<p><b>Lane Width Reduction w/ Pedestrian Diversion</b></p> <p>Install closure: 0900 to 0930 or when set-up is completed.                      Site Active: 0930 to 1530                      Closure removal: 1530 to 1600</p> <p><b>Parking Restrictions</b></p> <p>Parking restrictions are to be installed at least 24 hours in advance of the works occurring. Parking restriction signage is to show actual work times and dates.</p> <p>Letter drop to be completed by the contractor at least 5 days prior to works commencing.</p> <p>Site to remain in place until such time as works are completed approx. March 2023</p>						
<b>Alternative dates if activity delayed</b>	TMP will be resubmitted with revised dates if required.						

Road aspects affected (delete either Yes or No to show which aspects are affected)					
<b>Pedestrians affected?</b>	Yes	<b>Property access affected?</b>	No	<b>Traffic lanes affected?</b>	Yes
<b>Cyclists affected?</b>	No	<b>Restricted parking affected?</b>	Yes	<b>Delays or queuing likely?</b>	No

Proposed traffic management methods	
<p><b>Installation</b> (includes parking of plant and materials storage)</p>	<p>Once on site, the TMP will be implemented as follows:</p> <ul style="list-style-type: none"> <li>Identify public safety and site safety hazards and how they will be addressed and place on the hazard document for 'toolbox' briefing</li> <li>STMS to check the [redacted] is appropriate to the worksite. Where the TMP is not suitable, halt proceedings until the necessary actions have been taken</li> <li>All vehicles are to [redacted] signage and flashing beacons. They also need to have continuous and appropriate communication with the STMS and each other on an agreed channel at all times</li> <li>Work vehicles required on site will be parked within the site or parked legally nearby.</li> </ul> <p><b>Layout Procedure</b></p> <p>Installation of the site will be done under a level 1 mobile closure /with appropriate work vehicles and crew.</p> <ol style="list-style-type: none"> <li>A site drive through will be conducted first to confirm layout, conditions and environment are all appropriate for works to proceed.</li> <li>Vehicle positioning will be as far to the left as practical and the installation vehicle will be stationary at the installation of each sign, with activity occurring only on the non-traffic side of the vehicle.</li> <li>Advanced warning signage will be installed first on the left, followed by progressive signage installation in a 'loop' fashion around the site area.</li> <li>Once ALL signage for the site has been installed delineation and direction signage will be installed in the following order;                             <ol style="list-style-type: none"> <li>Longitudinal Delineation (Along the lane)</li> <li>Tapers (Shifting) &amp; RD6 signage</li> <li>Tapers (Merging) &amp; RD6 signage</li> </ol> </li> </ol> <p>Once all delineation is installed and prior to personnel, vehicle, plant and machinery populating the worksite, a drive through check must be performed by the STMS to ensure the site has been set up as per the selected TMDs; this should include the checking of worksite layout distances.</p>

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<b>Attended (day)</b>	A lane width reduction with a pedestrian diversion will be in place 24/7 to allow for a skip bin and site hoarding to be in place. Level 1 or Cat A STMS to be on site during installation and packdown periods. Project manager or site supervisor to be briefed on traffic management and associated requirements (site checks, etc) and site handed over once site has been installed. It is suggested that the TTM provider checks the site periodically to ensure compliance.
<b>Attended (night)</b>	No night works required.
<b>Unattended (day)</b>	The same site will remain in place during unattended hours.
<b>Unattended (night)</b>	As per Unattended (day)
<b>Detour route</b>	Not Applicable  <del>Does detour route go into another RCA's road network? No</del> <del>If Yes, has confirmation of acceptance been requested from that RCA? No</del> <b>Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.</b>
<b>Removal</b>	Work plant / vehicles to be removed from site before closure is removed  Removal of the site will be done under a level 1 mobile closure with appropriate work vehicles and crew. <ol style="list-style-type: none"> <li>Workspace delineation to be removed first (by either removing to the kerb for later collection or directly onto a stationary working vehicle)</li> <li>Centreline delineation may now be removed using the same method as installation</li> <li>Once all delineation is removed – sign removal may commence in a clockwise 'loop' fashion (leaving advanced warning signage in place till last)</li> <li>A full site check being conducted prior to site departure.</li> </ol> <p>The STMS will carry out the final check before leaving the site.</p>

<b>Proposed TSLs (see TSL decision matrix for guidance)</b>				
	<b>TSL details as required</b> 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)	<b>Times</b> (From and to)	<b>Dates</b> (Start and finish)	<b>Diagram ref. no.s</b> (Layout drawings or traffic management diagrams)
<b>Attended day/night</b>	N/A			-
<b>Unattended day/night</b>	N/A			-
<b>TSL duration</b>	Will the TSL be required for longer than 12 months? <b>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Process to this TMP.</b>			No

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**Positive traffic management measures**

N/A

**Contingency plans**

<p><b>Generic contingencies for:</b></p> <ul style="list-style-type: none"> <li>major incidents</li> <li>incidents</li> <li>pre planned detours.</li> </ul> <p><i>Remove any options which do not apply to your job</i></p>	<p><b>Major Incident</b></p> <p>A major incident is described as:</p> <ul style="list-style-type: none"> <li>Fatality or notifiable injury - real or potential</li> <li>Significant property damage, or</li> <li>Emergency services (police, fire, etc) require access or control of the site.</li> </ul>	<p><b>Actions</b></p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> <li>stop all activity and traffic movement</li> <li>secure the site to prevent (further) injury or damage</li> <li>contact the appropriate emergency authorities</li> <li>render first aid if competent and able to do so</li> <li>notify the RCA representative and / or the engineer</li> <li>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</li> <li>re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so</li> <li>Comply with any obligation to notify WorkSafe.</li> </ul>
	<p><b>Incident</b></p> <p>An incident is described as:</p> <ul style="list-style-type: none"> <li>excessive delays - real or potential</li> <li>minor or non-inquiry accident that has the potential to affect traffic flow</li> <li>structural failure of the road.</li> </ul>	<p><b>Actions</b></p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> <li>stop all activity and traffic movement if required</li> <li>secure the site to prevent the prospect of injury or further damage</li> <li>notify the RCA representative and / or the engineer</li> <li>STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so</li> <li>re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.</li> </ul>
	<p><b>Note also the requirements for no interference at an accident scene:</b></p> <p>if 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"> <li>save a life of, prevent harm to or relieve the suffering of any person, or</li> <li>make the site safe or to minimise the risk of a further accident; or</li> <li>maintain the access of the general public to an essential service or utility, or</li> <li>prevent serious damage to or serious loss of property, or</li> <li>follow the direction of a constable acting in his or her duties or act with the permission of an inspector.</li> </ul>	
<p><b>Other contingencies to be identified by the applicant</b> <i>(i.e. steel plates to quickly cover excavations)</i></p>	<p><b>Weather</b></p> <p>If the weather is bad works will be stopped and the site made safe. Works will continue the next fine day within the approved TMP dates.</p>	

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Authorisations				
Parking restriction(s) alteration authority	Will controlled street parking be affected?	Yes	Has approval been granted?	Pending
	AFA sent to parking team			
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?	N/A
	No signals are affected, however works are in proximity to traffic signals.			
Road closure authorisation(s)	Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?	No	Has approval been granted?	N/A
	N/A			
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	No	Has approval been granted?	N/A
	N/A			
Works in proximity of rail corridor	Are the works within the rail corridor or have potential for impact to the rail corridor?	No	Has approval been granted?	N/A
	N/A			
Authorisation to use portable traffic signals	Make, model and description/number	Portable traffic signals will not be used		
	NZTA compliant?	Portable traffic signals will not be used		
EED				
Is an EED applicable?	EED is not required	EED attached?	EED is not required	
Delay calculations/trial plan to determine potential extent of delays				
No delays are expected as lane capacity has not been reduced.				
Public notification plan				
Comms letter to be completed by the contractor prior to work commencing.				
Public notification plan attached?	No			
STMS Required Qualifications				
The STMS must be qualified in all qualifications listed in either of the below columns				
Level 1	Cat A			
* Additional section included for extra clarity of STMS qualifications required for monitoring/maintaining/installing this TMP				
On-site monitoring plan				
Attended (day and/or night)	[REDACTED] must fulfil the qualification requirements listed in the section above			
	STMS will be on site at all times unless the site has been handed over to the project manager/site supervisor. 2 Hourly Site Checks to be documented on the on-site record. STMS/TC to monitor and assist pedestrians, cyclists and driveways when needed.			
Unattended (day and/or night)	Unattended site to be checked at least once every 24 hours with site check frequency increasing in the case of inclement weather or complaints via council.			
Method for recording daily site TTM activity (eg CoPTTM on-site record)				
<ul style="list-style-type: none"> <li>Hazard ID sheet</li> <li>CoPTTM on-site record</li> </ul>				
Site safety measures				

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- All visitors/contractors to be inducted and hazard ID completed
- PPE gear to be worn by all on site
- Toolbox meeting to be held prior to work commencing.
- Pedestrian ramps to be installed when required

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?	N/A
	Statement from temporary safety barrier installation designer attached			N/A

**Other information**  
Layout distance tables attached at the end of the TMP document.

**Site Management Procedures & Information** **Information for STMS**  
TMD's are designed to be legible printed at A3. STMS to be provided with A3 printouts of TMD's or a digital version of the approved TMP.

**Site specific layout diagrams**

Number	Title
1	Lane Width Reduction - Pedestrian Diversion
2	RUL Information - Parking Restrictions

**Contact details**

	Company / Council	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	Jackson Holdings	[REDACTED]	[REDACTED]	-	-	-
TMC	Wellington City Council	Henry Lawton	04 499 4444	56096	STMS (ABC) NP	22/06/24
Contractor	Jackson Holdings	[REDACTED]	[REDACTED]	-	-	-
TTM Provider	ATMS	[REDACTED]	[REDACTED]	53266	(ABC) -NP R	15/05/24
TTM Contact	ATMS	[REDACTED]	[REDACTED]	39930	(ABC)-NP R	22/09/24
TTM Contact	ATMS	[REDACTED]	[REDACTED]	72781	L 2/3 NP	30/07/23
STMS	To be confirmed prior to works. Contact [REDACTED] in first instance		[REDACTED]	39930	(ABC)-NP R	22/09/24
TC	To be confirmed prior to works. Contact [REDACTED] in first instance		[REDACTED] 5	39930	(ABC)-NP R	22/09/24

**TTMP preparation**

Preparation	Name (STMS qualified)	Date	Signature	ID no.	Qualification	TTMP	Expiry date
	[REDACTED]	18/02/2022		82408	L 2/3 NP	(NP) 23/02/2022	10/06/22

\* additional column added to indicate the attended (or confirmed booking) date of the named designer on the NZTA Temporary Traffic Management Planners (TTMP) workshop as required by the NZTA technical note, issued 9 December 2019

<b>This TMP meets CoPTTM requirements</b>	<b>Number of diagrams attached</b>					1
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	Not required
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<b>TMP Approved</b>						
	Name	Date	Signature	ID no.	Qualification	Expiry date
<b>Acceptance by TMC (only required if TMP approved by engineer)</b>						
	Name	Date	Signature	ID no.	Qualification	Expiry date

**Qualifier for engineer or TMC approval**

Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.

This TMP is approved on the following basis:

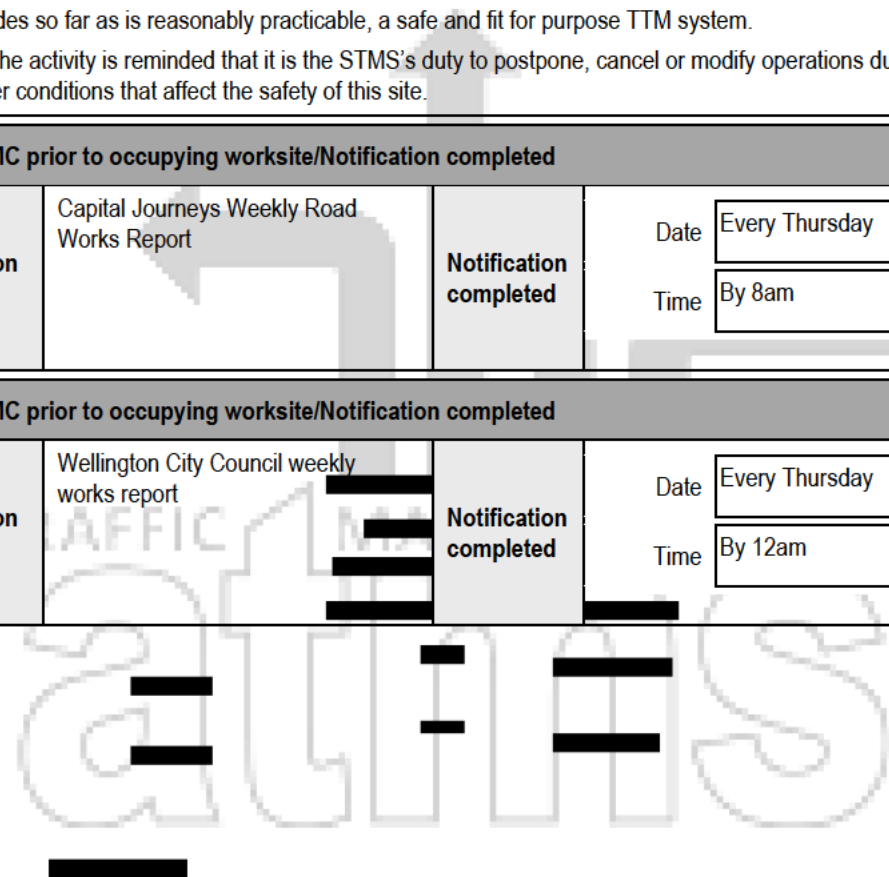
1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.
2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant.
3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.
4. 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**

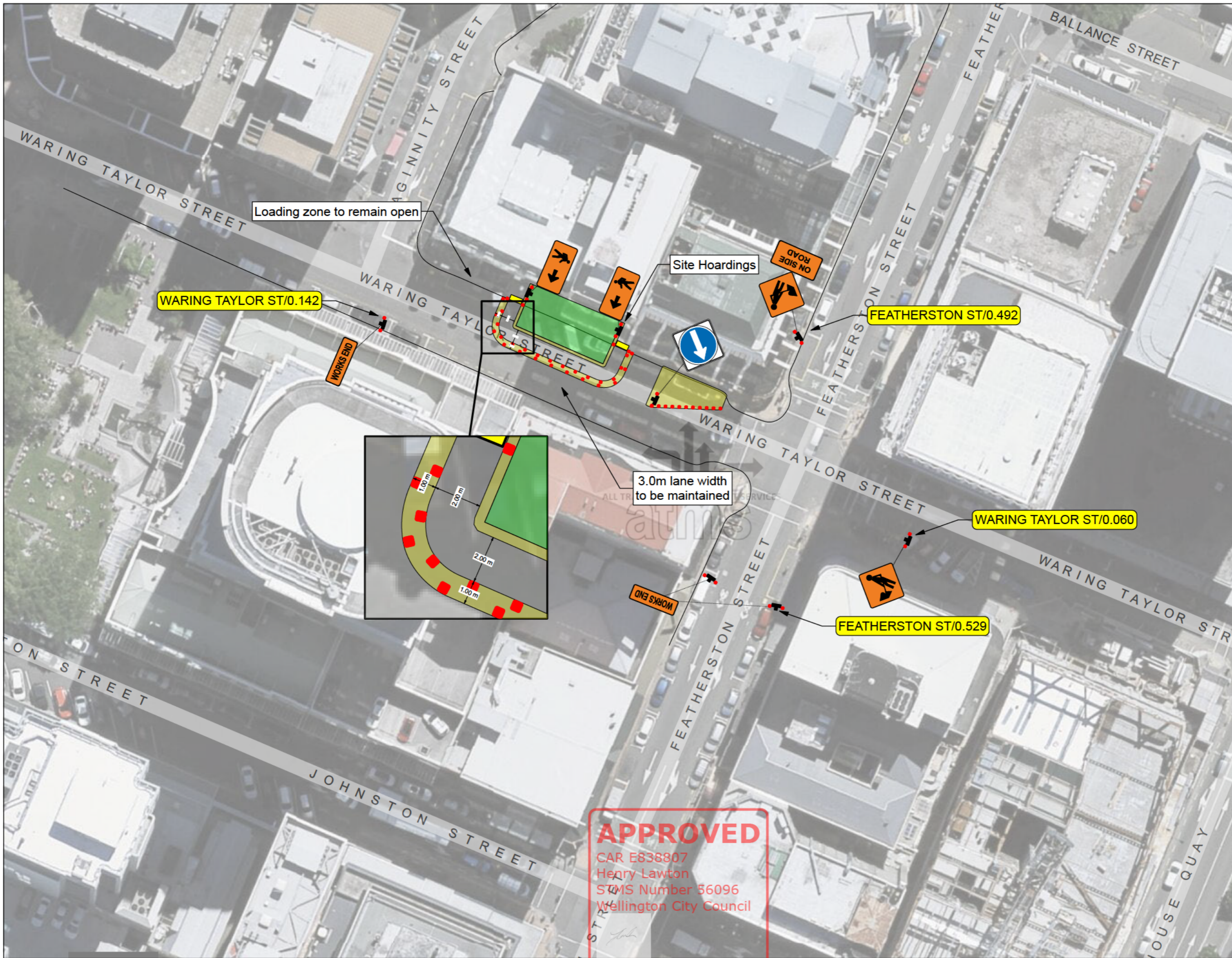
<b>Type of notification to TMC required</b>	Capital Journeys Weekly Road Works Report	<b>Notification completed</b>	Date	Every Thursday
			Time	By 8am

**Notification to TMC prior to occupying worksite/Notification completed**

<b>Type of notification to TMC required</b>	Wellington City Council weekly works report	<b>Notification completed</b>	Date	Every Thursday
			Time	By 12am



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Legend	
	Cone
	Kerb Ramp
	Pedestrian Ramp
	RP Indicator
	Safety Zone
	Sign Stand
	Work Area
JACKSON HOLDINGS Client	
JACKSON HOLDINGS Principal	
Absolutely Positively Wellington City Council Me Heke Ki Pōneke RCA	
N/A RCA	
Created By  ALL TRAFFIC MANAGEMENT SERVICES Plan Scale @ A3	
1 : 500 (1cm = 5m) DO NOT SCALE	
Skip Bin Site Hoarding	
Description of Works Lane Width Reduction Pedestrian Diversion	
Closure Type / Title 26 Waring Taylor Street, Wellington Central, Wellington Location	
TMP ATMS 2022-094	
1 of 2 Plan	

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Parking Spaces Affected:  
 4062  
 3909  
 4081  
 4080  
 4079  
 4078

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<b>Legend</b>	
	Parking Restriction
JACKSON HOLDINGS	
Client	
JACKSON HOLDINGS	
Principal	
Absolutely Positively Wellington City Council Me Heke Ki Pōneke	
RCA	
N/A	
RCA	
Created By	
Plan Scale @ A3	
1 : 500 (1cm = 5m) DO NOT SCALE	
Skip Bin Site Hoarding	
Description of Works	
RUL Information Parking Restrictions	
Closure Type / Title	
26 Waring Taylor Street, Wellington Central, Wellington Location	
ATMS 2022-094	
TMP	
2 of 2	
Plan	

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