



Includes Temporary Road Closures and Non Road Closures

General File: 55-35-020\66

CAR No: _____

IF AN EVENT REQUIRES A ROAD CLOSURE, APPLICATION MUST BE MADE 3 MONTHS PRIOR TO THE EVENT – ALL OTHER EVENTS REQUIRE 6 WEEKS NOTICE

1. Name of Business/Organisation: _____
 2. Name of Person responsible for the event (please print): _____
 3. Contact Address: _____
 4. Phone Number: (Day/Mobile) _____
 5. Email address: _____
 6. Dates of Event: _____ Alternative Date: _____
- Signature: _____ Date: _____

NB: A PLAN SHOWING THE ROUTE TO BE TAKEN, THE ROADS TO BE USED, & THE PLACEMENT OF BARRIERS & MARSHALLS MUST BE INCLUDED WITH THE APPLICATION & TMP.

ROAD CLOSURE

NON ROAD CLOSURE

7. Name of Event: _____
8. Description of Event: _____
9. Number of Anticipated Contestants: _____
10. Name of roads required for event (please identify start and finish points of closure by landmark, e.g. intersection with another road, particular buildings and Street Numbers):

11. Start time: _____ Finish time: _____
12. Evidence **of Public Liability Insurance**(minimum value \$2,000,000.00) _____
13. Traffic control, all measures, such as signs, cones, barriers, etc., to be shown on TMP.
Traffic Management Supplier: _____
 Attach full version of TMP including Marshall Points and Marshalls Instruction Page.
14. Drone Filming. (YES/NO). _____ If yes please supply operators NAME. _____
License Type _____ Evidence of their Public Liability Insurance _____

CONDITIONS: All Applications are subject to the following conditions; further conditions may be added when processing of the application

1. All applications are administered by the Infrastructure section of the Rotorua Lakes Council, Phone (07) 348-4199, Private Bag 3029, Rotorua Mail Centre, Rotorua 3046
Email –road.corridor@rotorualc.nz
2. Applications of **road closures** are considered under the Local Government Act 1974 (Sch 10, Cl 11) and submissions may be called for from those property/business owners affected by the closure/s.
3. The organisers of events involving **road closures** are responsible for contacting in writing all owners or occupiers of property adjacent to the road and explaining details of the closures and rights of presenting a written submission during the same period that Council is advertising the proposed closure/s.
4. The period for submissions are 14 days and if any are received these will need to be considered by Council.
5. The period for objections to **road closures** closes 28 days prior to the date of the proposed event; if objections to a closure are received these will be considered by Council after the close of the objection period (LGA Sch10, Cl12).
6. The organisers of events **using roads** are responsible for contacting in writing all owners or occupiers of property adjacent to the road and explaining details of the event as a letter drop to all mail boxes.
7. All motor sport events are required to pay a processing fee of \$250.00.
8. All motor sport events are required to pay a damage deposit, the amount of which will be determined by the Transport Section of Council during processing of the application and having regard to the likely impact of the event.
9. Evidence of Public Liability Insurance is required prior to the event – minimum value of \$2,000,000.00
10. Other events may also be required to pay a damage deposit; this will be determined during processing having regard to the likely impact of the event.
11. The organisers of all events are responsible for meeting the full costs of advertising the notices. These will be placed by Council in appropriate public newspaper.
12. Where an event requires the use of a reserve, the organiser is responsible for the booking of the reserve and of any equipment required (eg: litter bins, port-a-loos). If you wish to book a function on a Reserve please contact Community Engagement & Events on 07 348 4199.
13. The use of loud hailing equipment is prohibited in the Central Business District.
14. The organisers are responsible for ensuring that the area used is left clean and tidy following the event.
15. Advertising, signage or markings associated with the event should not be attached to or marked upon any road signage or road furniture.
16. Any directives of the Traffic Safety Branch of the NZ Police must be adhered to.
17. All emergency services have unrestricted right-of-way at all times. (Fire, Ambulance, Police, Water and sewerage maintenance).

Office Use Only:

Completed Temporary Road Closure Cover Sheet

Date / /