

RCA consent (eg CAR/WAP) and/or RCA contract reference	
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### TRAFFIC MANAGEMENT PLAN (TMP) – SHORT FORM

Complete **short form** if simple activity and RCA permits. 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.

Organisation/ TMP reference	TMP reference:	Contractor (Working space):	Principal (Client):					
		Contractor (TTM):	RCA:					
Location details and road characteristics	Road names and suburb		House no. / RPs (From and to)	Road level	Permanent speed	AADT/Peak flows		
Description of work activity								
<b>Planned work programme</b>								
Start date		Time		End date		Time		
Consider significant stages, for example: <ul style="list-style-type: none"> <li>road closures</li> <li>detours</li> <li>no activity periods.</li> </ul>								
Alternative dates if activity delayed								
<b>Road aspects affected</b> (delete either Yes or No to show which aspects are affected)								
Pedestrians affected?	Yes	No	Property access affected?	Yes	No	Traffic lanes affected?	Yes	No
Cyclists affected?	Yes	No	Restricted parking affected?	Yes	No	Delays or queuing likely?	Yes	No
TSL/ Diagram (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 TMDs)		
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)							

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<b>TSL duration</b>	Will the TSL be required for longer than 12 months? <i>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</i>				Yes No	
<b>Contingency plan</b>						
If long queues form or delays exceed 5mins (or any other period required by RCA), site to be disestablished or additional lanes made available.		Adjust TMD to suit unforeseen circumstances (eg weather or site overlaps with another work site).		Emergency services will be accommodated and access provided through the site as required.		
<b>Add additional contingencies:</b>						
<b>Contact details</b>						
	<b>Name</b>	<b>24/7 contact number</b>	<b>CoPTTM ID</b>	<b>Qualification</b>	<b>Expiry date</b>	
<b>Principal</b>						
<b>TMC</b>						
<b>Engineers' representative</b>						
<b>Contractor</b>						
<b>STMS</b>						
<b>TC</b>						
<b>Others as required</b>						
<b>TMP preparation (or approval if STMS delegated authority to approve TMPs)</b> <i>Delete the option that does not apply (either prepared or approved)</i>						
Prepared / Approved						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
<b>This TMP meets CoPTTM requirements</b>			<b>Number of diagrams attached</b>			
<b>TMP returned for correction</b>						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
<b>Engineer/TMC to complete following section when approval or acceptance required</b>						
<b>Approved by TMC or engineer (delete one)</b>						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
<b>Acceptance by TMC (only required if TMP approved by engineer)</b>						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
<b>Qualifier for engineer or TMC approval</b>						
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.						

TMP or generic plan reference	
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<b>ON-SITE RECORD</b> On-site record must be retained with TMP for 12 months.	Today's date	
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Location details	Road names(s):	House number/RPs:	Suburb:
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### Working space

Person responsible for working space		
	Name	Signature

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				
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
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?							
<i>Add others as required</i>							
<b>Time inspection completed:</b>							
<b>Signature:</b>							
<b>Comments:</b>							
<b>Time</b>	<b>Adjustment made and reason for change</b>						