



This form must be submitted with a completed application for temporary road closure checklist and all supporting documentation.

1. Applicant details

1a. Organisation name

1b. Postal address (include postcode and rural delivery details)

1c. Organisation details if different from above

1d. Contact person    
First name(s) Surname

1e. Contact details    
Phone Mobile

1f. Email address

2. Road closure details

2a. Event name

2b. Type of event  Parade/street march  Sport (e.g. triathlon)  
Motorsport event Celebration  
Crowd management Concert  
 Other - please specify

2c. Road closure start date and time

2d. Road closure end date and time

2e. Road(s) to be closed. List below and attach a map identifying closed road(s), including all side roads affected by the closure.

2f. Traffic management company

2g. Traffic management contact person (STMS). Please provide details of main contact for traffic management.

Contact person    
First name(s) Surname

Contact details    
Business phone Mobile

Email address

Please turn over

OFFICE USE ONLY

Date received	<input type="text"/>	Applicant	<input type="text"/>	Application #	<input type="text"/>
Time received	<input type="text"/>	Document #	<input type="text"/>	Receipt #	<input type="text"/>
Received by	<input type="text"/>	Property ID	<input type="text"/>	Amount paid	\$ <input type="text"/>
		Legal ID	<input type="text"/>		

### 3. Event details

3a. Description of event. Please provide a brief outline of your event.

  
  

3b. Number of people you expect to attend the event

Less than 100                       100 - 200

More than 200 - please specify

3c. Is your event open to the public?

Yes                       No

3d. If yes, is your event a free community activity or will an entry fee be charged?

3e. Is your event fundraising for a charitable organisation?

Yes                       No

If yes, please specify

3f. Event start date and time

3g. Event end date and time

3h. Is your event also on private property?

Yes                       No

If yes, please provide details

3i. Does your event involve other Council venues/permits?

Yes                       No

If yes, please provide details

### 4. Emergency contacts

4a. 24/7 Event contact persons to be on-site during the event.

(i) Contact person

First name(s)

Surname

Mobile phone contact

Email

(ii) Contact person

First name(s)

Surname

Mobile phone contact

4b. Health and Safety contact person

First name(s)

Surname

Mobile phone contact

Email

4c. Health and safety

Tick to indicate that, as the event organiser you accept responsibility for identifying and managing all risks associated to the event. A copy of health and safety documentation for the event must be provided to the Council, as detailed in the **application for temporary road closure checklist**.

### 5. Privacy statement

The Privacy Act 2020 applies to the personal information provided in this application. For the purposes of this application the Council may disclose that personal information to another party. If you want to have access to, or request correction of, that personal information, please contact the Council.

### 6. Applicant's declaration

I confirm that the information contained in this application is true and correct and that I have read, understood and agree to such terms and conditions applying to this application, including the disclosure of my personal information.

Signature of applicant

Date



How to use this checklist

This checklist must accompany your application for a temporary road closure.

- ✓ We will only proceed with processing your application for a temporary road closure if all documentation listed on this checklist is provided.

Traffic Management plan

A traffic management plan (TMP) details how traffic will be managed and a safe environment created for all road users during the temporary road closure you have requested.

You can contact roading companies or civil engineering firms to prepare a TMP on your behalf (New Plymouth District Council does not prepare TMPs).

- TMP uploaded to Submittica. Please provide number: E [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Health and Safety plan

The event organiser is responsible for ensuring that a health and safety plan is in place and is followed, and that it is compliant with the requirements of the Health and Safety at Work Act 2015 (HSWA).

Organisers should consider the activity planned and identify all risks which may affect participants or other persons in the vicinity during the event and how they will be minimised or controlled.

- Health & Safety plan attached.

Event details

- An event plan and timeline including pack in/out times. This must align with times showing on the TMP and allow time for the road to be reinstated to its pre-event state e.g. removal of all rubbish and event material.

- Also, information on your event to be provided to people attending or participating in the event e.g. links to social media sites, FAQs.

Event site plan

This plan must detail how your event will be managed within the closed sections of road. For example:

- Indicate the placement of any large fixtures that are part of the event (e.g. stage, marquee).
- Show any start/finish lines.
- Identify spectator zones and parking, where applicable.
- The route the event will follow on the closed road.
- Allowance for an emergency clearway on the closed road. Please note that if your event has structures or displays placed on the road you must allow for a 3m clearway for emergency vehicles. This requirement must also be covered in the TMP.

Public Liability insurance

This is an insurance policy held by an organiser of an activity. It provides the organiser with some protection if a third party brings an action against the organiser or when there is a risk of damage. Without such a policy the organiser would be personally liable. The insurance must be for a minimum of \$1 million in respect of any one claim or accident.

Consultation with affected properties/parties

- A draft copy of the letter you will need to provide to all affected properties and stakeholders advising them of your road closure application. Please include a description of the event and your contact details. Once your application is received, NPDC will assist in finalising the letter with details of the road closure, the submission period for any feedback and advise you on the timeframe for delivering the letter to all affected properties.
- A record of all properties and stakeholders affected by the proposed road closures and event. As part of the application for a temporary road closure, you will need to make personal contact with all of the affected parties on this record and provide them, with a copy of the letter noted above. You will then need to provide the Council with proof this consultation has been completed within the required timeframe, and include any feedback.

Other permits

Where applicable, evidence that you have applied for all other Council permits required to run the event e.g. alcohol licence, building consents etc.

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Further information required?  Yes  No

Application accepted?  Yes  No

[Empty box for further information]

Date of acceptance [Empty box]

Officer [Empty box]