

## Works Access Permits and Traffic Management Plans

We have received a number of reports of Temporary Traffic Management (TTM) Contractors being asked to provide a Traffic Management Plan (TMP) for works or events that have not yet been lodged or approved in the appropriate corridor management system (i.e. MyWorksites, Submitica or BeforeUDig).

In Christchurch there are two primary Road Controlling Authorities (RCAs) with separate Corridor Mangers:

- Christchurch City Council (CCC) - for local roads and footpaths.
- New Zealand Transport Agency (NZTA) – for State Highways.

Any activity that affects the normal operation of the legal road requires a consent from the Corridor Manager. The consent is called a Works Access Permit\* (WAP) and this is obtained by submitting a Worksite or Corridor Access Request (CAR) to the relevant Corridor Manager.

Once a WAP is issued, you must also use MyWorksites/Submitica to inform the Corridor Manager:

- When the work or activity commences.
- About any issues that arise during the activity (for urgent matters, please also inform the Corridor Manager directly via phone or email)
- When the work or activity ends.
- Provide assurance that all activity was in compliance with the WAP conditions.

If any assets are damaged during the activity, including if any excavation takes place, then you will need to repair the asset to specifications agreed with the Corridor Manager. The site must also be monitored for a period of 2 years, any further damage that occurs as a consequence of the activity in that 2 year period must be repaired by the organisation responsible for the activity.

### **TMPs**

TMPs are submitted via MyWorksites. The system requires that a Worksite or CAR is created before a TMP can be submitted.

Please submit your Worksite/CAR first and then provide the worksite/CAR ID to your TTM contractor to ensure they submit the TMP for the correct Worksite/CAR.

### **Who should apply for the WAP?**

We recommend that the organisation responsible for carrying out the activity applies for the WAP. If you delegate this to another organisation, you must ensure that the organisation has technical information about the activity and can monitor that all WAP conditions are met during and after the activity.

To apply for a WAP on CCC roads you must submit a Worksite/CAR in MyWorksites. To apply for a WAP on State Highways, you submit a CAR in BeforeUDig or Submitica.

The organisation that submits the Worksite/CAR is the only organisation that can edit the Worksite/CAR and provide the Corridor Manager with the required updates and notifications. You should therefore appoint an organisation that is prepared to provide this information and respond to requests from the Corridor Manager.

### **Can my TTM provider apply for the WAP?**

Some TTM providers offer this service, however most prefer to focus on TTM and are not always involved in the technical detail of the activity itself.

If you do instruct a TTM Contractor to apply for a WAP on your behalf, you should ensure that you have provided sufficient information to the TTM contractor so that they can answer technical questions regarding the activity including any reinstatement methodology.

The TTM Contractor should also be aware that they will have responsibilities to the Corridor Manager before, during and for up to 2 years after the activity, as explained above.

### **How do I apply for a WAP?**

To apply for a WAP on CCC roads, you create and submit a Worksite application in MyWorksites. Anyone can apply for an account at [www.myworksites.co.nz](http://www.myworksites.co.nz).

If you need some help along the way, CCC has prepared some training videos which include step by step guides. The videos can be viewed at [www.ccc.govt.nz/myworksites](http://www.ccc.govt.nz/myworksites).

To apply for a WAP on NZTA Roads, you create and submit a CAR in Submitica. Anyone can apply for an account at [www.submitica.com](http://www.submitica.com). There are help guides and videos available on the site. For NZTA roads, you can also start the process at [www.beforeudig.co.nz](http://www.beforeudig.co.nz).

Submitting a Worksite or CAR is an easy process, in most cases, less complicated applications can be done created and submitted in less than 10 minutes. More complex applications could take a little longer depending on the activity.

\*Please note, other consents or permits may be required for some activities, such as resource consent or an events permit, however a WAP and TMP is the minimum requirement for any activity that affects the legal road.

**What if my organisation doesn't exist in MyWorksites, Submitica or BeforeUDig?**

You can add new organisations to Submitica/BeforeUDig when you sign-up.

For MyWorksites, please send an email with the below information to [asset.protection@ccc.govt.nz](mailto:asset.protection@ccc.govt.nz)

Organisation Name:

Physical Address:

Postal Address:

Contact/Admin First Name:

Contact/Admin Last Name:

Contact/Admin Email:

Contact/Admin Phone:

**Who can I contact for more advice?**

For any questions relating to Worksites, CARs or WAPs on CCC roads, please contact Councils Asset Protection team on 03 941 8999 or email [Asset.Protection@ccc.govt.nz](mailto:Asset.Protection@ccc.govt.nz)

For any questions relating to Worksites, CARs or WAPs on NZTA roads, please contact Southern Link Canterbury – either Phillipa Hunt on 0212447573, email [phillipa.hunt@wsp.com](mailto:phillipa.hunt@wsp.com) or Robyn Murphy on 027 211 5983, email [robyn.murphy@wsp.com](mailto:robyn.murphy@wsp.com).

For any questions on TMPs, please contact CTOC Duty line 03 941 8842 or email [TMC@tfc.govt.nz](mailto:TMC@tfc.govt.nz)