TMP or generic plan reference and/or CAR Number	Error! Reference source not found.

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.

Organisations & TMP reference	**TMP reference:** PXJ-15652	**Contractor (Working Space):** ADD SURVEYING COMPANY NAME HERE **Contractor (TTM):** ADD SURVEYING COMPANY NAME HERE	**Principal** *(Client)*: ADD CLIENT DETAILS (WHO IS COMMISSIONING THE WORK TO BE DONE – THIS CAN BE THE SAME AS THE CONTRACTOR IN CASES) **RCA:** ADD ALL RCA THAT ARE AFFECTED: LOCAL COUNCILS/RCA WAKA KOTAHI FOR ANY SH WORKS ASM FOR ANY SH WORKS IN AKL

Location details & road characteristics

Road Name	Suburb	AADT	House No./RP	Level/Cat.		Permanent Speed
EITHER: FULL REGIONAL NETWORK (NAME NETWORK HERE – E.G. CENTRAL WAIKATO SH NETWORK				APPLY ALL ROAD LEVEL YOU WANT TO WORK ON WITHIN THIS REGION	APPLY ALL ROAD CATS YOU WANT TO WORK ON WITHIN THIS REGION	APPLY ALL PSLs OF ROAD WANT TO WORK ON WITHIN THIS REGION
OR SPECIFIC ROAD NAMES CAN BE ADDED HERE otherwise delete	SUBURB	XXX	XXX to XXX	LV L1 L2 L2LS L3 APPLY CORRECT ROAD LEVEL	A B C APPLY CORRECT ROAD CAT	(e.g. 50kph)
ADD MORE SPECIFIC ROADS AS NEEDED	AS ABOVE	AS ABOVE	AS ABOVE	AS ABOVE	AS ABOVE	AS ABOVE

Traffic details	**Peak Flows:** Use for specific roads only (Main road) (data can be requested from TMC)

TMP or generic plan reference and/or CAR Number	Error! Reference source not found.

Description of work activity

This TMP is an appendix document to the Survey and Spatial New Zealand Practice Note developed from a risk based approached.

This TMP covers surveying activities within the road reserve throughout ADD LOCATION HERE E.G. CENTRAL WAIKATO

Surveying operations summary

Includes land, location-based spatial information, construction, resource management and housing, cadastral, engineering, hydrographic, geodetic surveying, land development and urban design.

The two main categories of survey process are:

- either measuring to something that already exists, such as an existing survey mark, or a feature, or
- setting out the position of something, such as a boundary mark, or something to be constructed.

Work Activity Period: 30 secs to a maximum of 6 hours.

Working Space Dimensions not including safety zones: 3m²

Plant, equipment, and personnel required:

Plant:

Utility vehicle/s (Light Car, Ute or Van)

Equipment:

Light weight, frangible surveying equipment which is generally either:

- on tripod legs, such as a GPS base station, a total station, or a scanner
- on a pole, such as a GPS rover, or a reflective prism for use with a total station
- handheld, such as a tape measure, a handheld GPS or a mobile scanner

Personnel:

Operation can either be undertaken by 1 person or multiple people depending on the equipment required and number of spotters required.

Planned work programme

Start date	Add up to 12month date range	Time	**0000** hrs	End date	Add up to 12month date range	Time	**0000** hrs
Consider significant stages	*Surveying work typically needs to take place in daylight hours and therefore the TMDs attached are intended to be used within the acceptable working hours for the road level as set out by the RCA.* *A general guideline below:* Level 1 Roads: Typical working hours are 0700 – 1900 <- delete if not relevant Level 2 Roads: Typical working hours are 0900 – 1600 <- delete if not relevant Level 3 Roads: Typical working hours are 1000 – 1500 <- delete if not relevant						
Alternative dates if activity delayed	Each site will be risk assessed before work commences and if the site needs to be abandoned due to poor weather or other circumstances alternate days may be used under this 12month approval.						

Road aspects affected

Pedestrians affected?	No	Property access affected?	No	Traffic lanes affected?	No
Cyclists affected?	No	Restricted parking affected?	No	Delays or queuing likely?	No

TMP or generic plan reference and/or CAR Number	Error! Reference source not found.

Proposed traffic management methods	
Installation	**Before stopping at the inspection site:** 1. the inspector will drive past the site, check the risk assessment prompts on the TMDs and then work through the decision flow chart to either confirm the TMD on the overview is still correct or choose which diagram will be best suited to the environment at the time of the inspection. 2. Assess the need for a spotter for the location and do not proceed if a second person is not on board and a spotter is deemed required. 3. Rear mounted signage may be fitted from a safe location where access to the rear of the vehicle is acceptable (example: a service station) *This process should be recorded and align with company policies and procedure and form part of a site-specific risk assessment.* **Once the layout/TMD has been selected:** 4. Always enter the site location to the left 5. Turn the beacon on when no less than 6 – 10sec travel time from the site or turn off point 6. Indicate intentions for a minimum of 3 seconds, check traffic behavior behind you, slow down and pull into position shown on the TMD 7. Park vehicle in accordance with the parking instructions attached in the TMDs depending on the road environment and road layout and leave your beacon on. 8. An amber flashing beacon, visible from all angles, must be on during installation. ***(ref to diagrams for exceptions)*** 9. When exiting the work vehicle, check mirrors for approaching traffic and ensure it is safe to exit before opening the door – High visibility garment to be worn before exiting the vehicle. Keep an eye on approaching vehicles at all times. 10. When working in the carriageway, surveyor must work in front of their vehicle. Their work vehicle will provide advanced warning and protection. 11. Any Static signage that needs to be install must be installed via the footpath/berm and walked out with the work vehicle parked in advance. 12. Staff must assist members of the public if they are displaced

TMP or generic plan reference and/or CAR Number	Error! Reference source not found.

Attended (day)

General guidelines:

1. Surveyors must move from live lanes to avoid traffic. They must not expect traffic to drive slowly or drive around them.
2. A person completing an inspection or non-invasive works cannot be on a live lane for more than five minutes. Unless otherwise approved by the RCA, all inspections on the live lane of category A and B road environments (or for existing TC, TC-I or STMS warrants on the live lane of level 1 and/or level 2 roads) require a spotter.
    a. A spotter is not required for inspections and non-invasive works on low volume (less than 500vpd) category A and B road environments (or for existing TC, TC-I or STMS warrants, on level LV roads).
    b. Where an unaccompanied inspector is not able to maintain adequate attention to approaching road users when in the lane (eg due to work tasks or reduced clear sight distance), a spotter will be required or another type of traffic management operation used.
    c. There must be CSD to the inspector when on the live lane. If this cannot be achieved, a spotter must be placed in a position where CSD can be attained by the spotter and be able to give verbal instructions to the inspector. If this is not possible, a static or mobile operation is required. Where high speed and high vehicle numbers affect access to the lane these roads must be avoided or higher levels of TTM applied.
    d. An unaccompanied inspector may walk unimpeded across a category A or B road environment (or for existing TC, TC-I or STMS warrants, a level LV, level 1 or level 2 road). Climbing over median barriers is not permitted on any road unless you are protected on both sides (ie by a barrier or closure both sides).
    e. Inspection activities are not permitted on a live lane of category C road environments (or for existing TC-I or L2/3 STMS warrants, a level 3 road). Mobile or static closures must be implemented for these inspection activities.
3. Surveyors must wear a high-visibility garment.
4. Inspection activities can be undertaken by a TC, TC-Inspector, practising TMO or Inspector without the need for the operation to be under the control of an STMS.
5. A copy of the approved TMP for the inspection being carried out must be available on-site.

Vehicle requirements

Please see diagrams attached for vehicle requirements and parking options

Footpath requirements:

If any equipment is installed on the footpath the minimums below must be maintained and trip hazards are to mitigate if present (example. A cone to bring attention to trip hazard or personnel to monitor.

Location	Minimum width	Comments
Residential/Rural /Suburban centre	1.2m	An existing footpath width may be used when it is narrower than the minimums shown. Where the length of the temporary footpath exceeds 20m a pedestrian passing bay may be required.
Central business district (CBD) and commercial zones. Commercial zones include shops, schools, aged persons homes or facilities, hospitals, tourist attractions, bus stops, libraries.	2.0m	

Attended (night)	There are no attended night works planned
Unattended (day& night)	There are no unattended day works planned
Detour route	No detour route required
	Does detour route go into another RCA's roading network? **N/A** *If Yes, has confirmation of acceptance been requested from that RCA?* **N/A**

TMP or generic plan reference and/or CAR Number	Error! Reference source not found.

Removal	**Pre-removal procedures:** 1. Identify any site-specific issues to be addressed regarding the site, document them and make notes on the TMP if required (new road layout in the area), feedback to the TTMD (TTM Planner). 2. Confirm that the working space has been safely cleared of tools and equipment. 3. Storage of equipment from the non-traffic side of the vehicle 4. An amber flashing beacon, visible from all angles, must be on during departure. *(ref to diagrams for exceptions)* 5. Vehicle mounted sign to be displayed on the back of the work vehicle *(ref to diagrams for exceptions)* 6. Enter the driver's side of the vehicle when there is a gap in traffic and when it is safe to do so 7. Indicate your intentions for a minimum of 3 seconds 8. Check your mirrors for a gap in the traffic 9. Accelerate and merge safely into the traffic lane. Keep an eye on traffic behaviour at all times. 10. Turn the beacon off when you have reached normal operating speed. 11. Any Static signage that needs to be removed must be removed via the footpath/berm and walked in. 12. Work vehicle to provide protection when removing static equipment and delineation devices. 13. Rear fitted signage may be removed from a safe location where access to the rear of the vehicle is acceptable (example: a service station)

Proposed TSLs *(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 traffic management diagrams)*
Attended	No TSL required			
Unattended	No unattended TSL required			
TSL duration	Will the TSL be required for longer than twelve months? ***If yes**, attach the completed checklist from section 1-18: Guidance of TMP Monitoring Processes for TSLs to this TMP*			**No**

Positive traffic management measures

As there is no temporary speed limit proposed for this TMP there are no Positive TTM measures incorporated into the design

Contingency plans

Generic contingencies for: • major incidents • incidents • pre planed detours. *Remove any options which do not apply to your job*	**Major Incident** A major incident is described as: • Fatality or notifiable injury - real or potential • Significant property damage, or • Emergency services (police, fire, etc) require access or control of the site.	**Actions** The Inspector must immediately conduct the following: • stop all activity • secure the site to prevent (further) injury or damage • contact the appropriate emergency authorities • render first aid if competent and able to do so • notify the RCA representative and / or the engineer • Comply with any obligation to notify WorkSafe
	Incident An incident is described as: • ~~excessive delays - real or potential~~ • minor or non-inquiry accident that has the potential to affect traffic flow • ~~structural failure of the road.~~	Actions The inspector must immediately conduct the following: • stop all activity ~~and traffic movement~~ if required • ~~secure the site to prevent the prospect of injury or further damage~~ • notify the RCA representative and / or the engineer • ~~STMS to implement a plan to safely remove TTM~~ • re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.

TMP or generic plan reference and/or CAR Number	Error! Reference source not found.

	~~Detour~~ ~~If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for:~~ • ~~excessive delays when using an alternating flow design for TTM~~ • ~~redirecting one direction of flow and / or~~ • ~~total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared.~~ ~~The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered.~~ ~~The detour and route must be designed including:~~ • ~~pre- approval form the RCA's whose roads will be used or affected by the detour route~~ • ~~ensure that TTM equipment for the detour - signs etc. are on site and pre-installed.~~	~~Actions~~ ~~When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following:~~ • ~~Notify the RCA and / or the engineer when the detour is to be established~~ • ~~Drive through the detour in both directions to check that it is stable and safe~~ • ~~Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared~~ • ~~Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.~~
	Note also the requirements for no interference at an accident scene: In the event of 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: save a life of, prevent harm to or relieve the suffering of any person, or make the site safe or to minimise the risk of further accident; or maintain the access of the general public to an essential service or utility, or prevent serious damage to or serious loss of property, or follow the direction of a constable acting in his or her duties or act with the permission of an inspector	
Other contingencies identified by the applicant	**Weather** Sustained bad weather resulting in reduced visibility (less than clear sight distance) will result firstly the Surveyor, implementing one or more of the below options: 1. Return to the work vehicle and wait for weather to pass 2. Leave the site and return at a later time If bad weather, that reduces visibility to less than clear site distance above or creates a hazardous environment, is present at the time the site is due to be accessed, the operation may be delayed or cancelled.	

Authorisations				
Parking restriction(s) alteration authority	Will controlled street parking be affected?	No	Has approval been granted?	No
	No controlled street parking affected			
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?	No
	No work will impact permanent 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?	No
	No road closures required			
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	No	Has approval been granted?	No
	No bus stops to be obstructed			
Authorisation to use portable traffic signals	Make, model and description/number	No portable traffic signals required		
	NZTA compliant?	Not applicable		

EED					
Is an EED applicable?	Yes	**EED attached?**	Yes	**EED Ref. No.**	001

Delay calculations/trial plan to determine potential extent of delays
There are no delays associated with this TMP

TMP or generic plan reference and/or CAR Number	Error! Reference source not found.

Public notification plan

No requirement

Public notification plan attached?	No

On-site monitoring plan

Attended
(day and/or night)

The table below outlines who may monitor/control the site in relation to the road level/category

Inspection activities must be completed as detailed in the approved TMP			
Road Environment	On shoulder or roadside – no time limit	On live lane – up to 5mins	Over 5mins
Low volume (less than 500vpd) Category A or B	Spotter optional – can be a one-person activity Onsite control must be by either a practicing STMS of any category, a practicing TMO or an Inspector (and in the interim until the warrants are phased out, and STMS of any level or TC inspector).		Inspection not permitted. Must use a mobile, semi-static or static closure.
Category A LV, L1, L2LS, L2 PSL 60kph and under	Spotter optional – can be a one-person activity	Spotter required – minimum two-person activity	
	Onsite control must be by either a practicing STMS of any category, a practicing TMO or an Inspector (and in the interim until the warrants are phased out, and STMS of any level or TC inspector).		
Category B LV, L1 PSL 70kph and over	Spotter optional – can be a one-person activity	Spotter required – minimum two-person activity	
	Onsite control must be by either a practicing STMS of any category, a practicing TMO or an Inspector (and in the interim until the warrants are phased out, and STMS of any level or TC inspector).		
Category B L2 PSL 70kph and over	Spotter optional – can be a one-person activity	Spotter required – minimum two-person activity	
	Onsite control must be by either a TMO, CAT (B)-P, Inspector (and in the interim until the warrants are phased out, and STMS 2/3P or NP or TC inspector).		
Category C L1, L2, L3 PSL 70kph and over Multilane	Spotter optional – can be a one-person activity. Onsite control must be by either a CAT (C)-P, Inspector (and in the interim until the warrants are phased out, and STMS 2/3P or NP or TC inspector).	Inspection not permitted. Must use a mobile, semi-static or static closure.	

Unattended
(day and/or night)

No unattended activity associated with this TMP

TMP or generic plan reference and/or CAR Number	Error! Reference source not found.

Method for recording daily site TTM activity (eg CoPTTM on-site record)

While the site is active all TTM and working space activities will be monitored continuously and all inspections recorded in 30min site checks on the CoPTTM mobile onsite record form.

Additional site details may also be recorded on hazard ID documentation or other site/company specific documentation.

Site safety measures

Keeping the road user safe

When working in the carriageway, if CSD is not available to the work vehicle, static signage will be erected in order to provide more advanced warning to the operation. The work vehicle will then take the role of direction & Protection.

When and where appropriate, staff are to be on “look out” for pedestrians, to help them navigate the work area. Special attention will be made to the elderly or vulnerable pedestrians.

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

The National Surveyors practice note should be consulted in addition to this TMP, it is provided as a reference document with all submission of this TMP.

Site specific layout diagrams

Number	Title
PXJ-15652 Sheets 1 - 2	Surveying Road Name, Nation Wide WORK VEHICLE/EQUIPMENT POSITION
PXJ-15652 Sheets 3 - 6	Surveying Road Name, Nation Wide WORK VEHICLE/EQUIPMENT POSITION
PXJ-15652 Sheets 7 - 9	Surveying Road Name, Nation Wide NON-ARTERIAL ACTIVITIES
PXJ-15652 Sheets 10 - 12	Surveying Road Name, Nation Wide ARTERIAL ACTIVITIES
PXJ-15652 Sheets 13 - 15	Surveying Road Name, Nation Wide WORKING BEHIND PERMANENT BARRIERS

Contact details

	Name		24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	SURVEY AND SPATIAL NZ	Ashley Church ashley@surveyspatialnz.org	027 486 1770			
TMC	Add all Local or SH CAR Manager/TMC assigned at time of approval		Contact Number	XXXXX	XXXXX	XXXXXXX
	Add Multiple TMC details as needed					
	Add Multiple TMC details as needed					
Engineers’ representative	Not applicable with this work					

TMP or generic plan reference and/or CAR Number	Error! Reference source not found.

Contractor	Surveying Company	Contractor contact email@contractor.co.nz	(Xxx) xxx xxx	

TTM Provider	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Company logo here	Qualified inspectors or STMS details added here				
	Qualified inspectors or STMS details added here				
	Qualified inspectors or STMS details added here				
	Qualified inspectors or STMS details added here				

You can look up details here: NZTA COPTTM Public Search

TMP preparation

Name	Date	Signature	ID no.	TTMP (A)ttended (B)ooked (P)assed	Qualification	STMS Qualification Expiry date
Elise Freeman	3-Oct-22		60475	**TTMP (Trainer)** 22/12/2020	STMS (ABC) P	18/05/2024

** additional column added to indicate the, passed, 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*
*** (Attended +1) means the designer has attended the TTMP workshop and submitted at least one assessment and is eligible to continue designing TMPs as per NZTA update note from 18 September 2021*

This TMP meets CoPTTM requirements	Number of diagrams attached	15

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	N/A

	Name	Date	Signature	ID no.	Qualification	Expiry date
TMP Approved						
Acceptance by TMC						

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

Type of notification to TMC required	Please consult with your RCA re on the notification type they require when accessing the network under this TMP	Notification completed	Date Time