

Our Ref: NR 11481 - COM183203
 Your Ref:
 Enquiries to: Leanne Keenan

Matamata-Piako District Council
 Attn:
 POBox266,
 Te Aroha 3342

Dear,

Temporary Road Closure – Procedure

Matamata Piako District Council (MPDC) requires the following information to process your Temporary Road Closure Application:

Letter of Application	<p>The letter must include a minimum of:</p> <ul style="list-style-type: none"> • the request for road closure • the location • date(s) • time(s) • a map highlighting the location • the nature of the activity; and • the applicant’s contact details. <p>Include any other information you think will help your application.</p>
Agreement for Use of Public Road	<p>The 3 page form attached must be completed and returned to Council. Please note that we must receive the original signed copy of the 3 page form to enable us to process the application. You must submit one 3 page form per road closure site (note that the ‘Conditions for Road use Within the Matamata-Piako District’ is one page of this form)</p>
Public Liability Insurance	<p>Submit a copy of the Public Liability Insurance Policy Certificate for your event. This must have a minimum value of \$2,000,000 (2 million dollars).</p>
Individual Notifications of Closure	<p>You must submit a completed “Notification of Closure” form (attached) and a copy of the Locality Map for the activity to each of the following organisations:</p> <ul style="list-style-type: none"> • Police • Fire Services • Ambulance Services • Dairy Companies – Tatua, Fonterra, OCC • NZ Post (not required if the event is held on a Sunday) • Local Schools (only required if the activity is held on a school day)

	<p>You must advise these organisations no later than 1 month before the activity takes place.</p> <p>You may fax or post your notifications to all of the above organisations with the exception of the Police who must receive your notification by post. Contact details are attached for all the above organisations except for local schools. It is your responsibility to identify the local schools that service the area that will be affected by your activity.</p> <p>By signing and returning the attached “Road Closure Application Checklist”, you are confirming that you have notified the above organisations of the proposed closure.</p>
<p>Traffic Management Plan</p>	<p>This must be prepared by an appropriately qualified person and carried out in accordance with Transit New Zealand’s “Code of Practice for Temporary Traffic Management” for Level 1 Roads.</p>
<p>Advertising</p>	<p>MPDC will arrange for the advertising, in the local paper(s), required for road closure of council roads. You must pay for the cost of the advertising. This process will include:</p> <ul style="list-style-type: none"> • A “Proposed Temporary Road Closure” advertisement, at least 42 days before the proposed period of closure of any road. Any person affected by the closure of any road may lodge an objection thereto not later than 28 clear days before the proposed period of closure of the road. • A “Temporary Road Closure” advertisement, which will be published between 1 and 2 weeks before the event to notify the public of the temporary road closure. This will be on the proviso that issues arising (if any) from the “Proposed Temporary Road Closure” advertisement are addressed.
<p>Letter Drop</p>	<p>You must complete a letter drop to all residents who reside within the section of road(s) to be closed. The forms to be used for the letter drop are attached (Form 7(a) and 7(b) - you only need to use one or the other). You may use your own format for the letter drop, as long as the information provided is equivalent to that on the MPDC forms.</p>



	<p>Letter drops must be made no later than the date that the first advertisement (for proposed road closure) is published in the local paper for submissions.</p> <p>A plan showing all properties on the roads(s) proposed for closure is attached to assist with the letter drop. You must keep a record on the attached form (Form C4) of all properties that you delivered a letter to.</p>
Checklist Form	<p>You must complete and return the 'Checklist Form'. Please note that Council must receive the original signed copy of the form, and that the person who signs this form must be the same person who signs the Agreement Forms.</p>

Once we have received all the above information, your application will be reviewed and considered for approval. If the information provided is inaccurate or incomplete the application will not be processed and the road closure may be delayed.

Note that MPDC requires that :

- All written correspondence to the Council must be signed,
- Council's "Conditions for Road use Within the Matamata-Piako District" are adhered to at all times. This is attached as part of the three page application.
- You notify the Council of any objections or complaints received from the public or residents, regarding the event.

If you have any queries, please do not hesitate to contact me.

Regards,

Leanne Keenan
Traffic Management Coordinator

