



# Resolution & Approval Reports Guidebook

**Transport Controls Team**



**June 2015**

# **Auckland Transport – Network Management and Safety**

## **Resolution and Approval Report Guidebook**

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**Transport Controls Team**

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**Reports capturing parking restrictions and traffic controls which are to be approved by the Traffic Control Committee and / or an officer under delegated authority and to be enforced by Parking Services and Compliance and / or Police should meet the guidelines outlined in this document.**

**Navigating this document.** This document is set up with multiple hyperlinks, including each table of contents. Using the control key while clicking on the link in any item in the table of contents will send you to the appropriate section. To return to the page from which you started, Alt+left arrow will return you to the page you were on previously.

## Purpose

A [resolution](#) or [approval](#) report is necessary in order to document that a formal (and legally enforceable) decision was made to implement the parking restrictions and traffic controls installed on the Auckland transport system.

This document provides the guidelines to follow when preparing reports for Permanent and Temporary Traffic and Parking changes on the Auckland transport system and other roads delegated to Auckland Transport's care, management or control. The document includes the process, common terminology and standardised formatting required to ensure consistency in producing reports for resolutions and traffic control approvals.

## Introduction

Auckland Transport is created by statute and that law states that the purpose of Auckland Transport is to contribute to an effective, efficient, and safe Auckland land transport system in the public interest. To help achieve that purpose Auckland Transport seeks to put in place the most appropriate traffic and parking controls that it can. Because its decisions on these parking controls will result in the expenditure of public funds and have a direct impact on the public's safe and efficient use of the transport system the formal decision-making process set out in this Guidebook is used. This ensures that the right decision-makers consider the relevant information before making their decisions and that good records are made of this. The formal approach is also used to ensure that the restrictions and controls can be legally enforced by Auckland Transport and Police.

Auckland Transport has the power to make [bylaws](#) relating to the Auckland transport system under the Land Transport Act 1998 and the Local Government Act 2002. These bylaw-making powers under both of these Acts allow for bylaws to leave matters of detail to be determined later by resolution. Auckland Transport has relied on this power to leave the majority of decisions about the location, nature and scope of the specific decisions about traffic, speed and parking restrictions and controls to be decided on a case by case basis by way of resolutions under the Auckland Transport bylaws.

A resolution is a decision of a group, not by an individual, so the power cannot be delegated to a single officer. Auckland Transport has delegated the power to pass resolutions under bylaws to the [Traffic Control Committee](#) (TCC).

Other decisions in relation to traffic controls which are not covered by bylaws have traditionally been delegated to individual officers for approval. Where those decisions form part of a wider project that includes decisions that must be made by resolution it is more appropriate for the TCC to be satisfied with the proposals in their entirety. In such cases the report to the TCC must cover all aspects of the proposal. In cases where no decisions need to be made by resolution, the approval report can be sent solely to an officer with the relevant delegated authority.

## Navigating this document

This document is set up with multiple hyperlinks, including each table of contents. Using the control key while clicking on the link in any item in the table of contents will send you to the appropriate section. To return to the page from which you started, Alt+left arrow will return you to the page you were on previously.

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## Section 1 – General Information

### 1.1 What is a report document?

The report is the document containing recommendations to be tabled and passed by the [Traffic Control Committee](#) (TCC) or approved by an officer under delegated authority in order to resolve or approve restrictions, physical devices and controls made under the bylaws and other national legislations to be installed on the Auckland Transport roading system.

The report document outlines the strategic context, background, and issues and options, for a given section of road, transport station, building or other piece of land under the control of Auckland Transport that requires changes.

### 1.2 What are the types of reports?

There are several different types of reports. They can be prepared for permanent or temporary restrictions and controls.

- **Resolution reports** are prepared for the restrictions and controls for which the Traffic Control Committee has authority to resolve. These resolution reports are discussed in more detail in [Section 1.4](#).
- **Approval reports** are prepared for the traffic controls that do not need to be resolved, but can be approved by an officer who has been delegated the authority to approve the control. These approval reports are discussed in more detail in [Section 1.12](#).
- Sometimes the matter will include restrictions and controls that require both resolving by the TCC and approval by an officer. These are the **combined reports** and are discussed in more detail in [Section 1.16](#).
- Sometimes a report needs to be amended to correct an error in the report or plan or because the resolution was not installed as resolved in the report or plan. The **amendment reports** are used to correct minor errors in a previously approved resolution where those corrections do not require additional consultation. More details on amended reports can be found [here](#).

### 1.3 Why do we need these reports?

The reports set out the information needed by the TCC or delegated officer in order to make a valid decision on whether or not to go ahead with a proposal for changes to traffic or parking controls. This is needed to demonstrate that decisions that will result in the expenditure of public funds are being made with due process. The report also makes it clear exactly what the details of the controls or restrictions are. This supports effective enforcement.

Many traffic and parking controls have a regulatory impact on road users and can be enforced by Auckland Transport's Parking Wardens or the NZ Police.

Effective enforcement may be jeopardised where:

- (a) controls are not appropriately resolved or approved;
- (b) signs and markings do not meet the requirements of the Land Transport Rule 54002: Traffic Control Devices (TCD) 2004;
- (c) signs and markings do not correspond with the report documents.

This means that not only does the report need to justify the decision being made, but also that the traffic control devices installed to inform road users of the control must be compliant with the [TCD Rule](#) and match the control described in the report.

## 1.4 What is a resolution?

The [Local Government \(Auckland Council\) Act 2009](#) establishes Auckland Transport as the Road Controlling Authority for the Auckland transport system and provides it with authority to use the Roads sections of the [Local Government Act 1974](#) and also the power to create bylaws. Auckland Transport's [bylaws](#) establish AT's authority to create resolutions to implement specific parking restrictions and transport controls in designated locations. AT has delegated the power to make such resolutions to the Traffic Control Committee.

Once the report is tabled at the TCC meeting and passed by the Committee, it becomes a 'resolution'. Together with the minutes of the TCC meeting, the resolution becomes the legal record of authority to install and place restrictions on the roading network. There are various Auckland Transport departments that use resolutions to support infringement notice issues and prosecutions, should infringements be challenged.

## 1.5 Who has delegated authority to pass resolutions?

The Traffic Control Committee consists of:

Group Manager Network Management and Safety – Chairperson by default  
Group Manager Parking Services and Compliance  
Group Manager Services and Performance  
Group Manager Metro Services  
Chief Engineer and Asset Management

Authority for making resolutions and other traffic control decisions was delegated to the Traffic Control Committee at the meeting of the AT Board of Directors in March 2016 and April 2016 and the current members were appointed to the Committee in February 2019. It is expected that a new Instrument of Delegation will grant the Committee additional powers to enable it to make decisions currently only delegated to officers – thus removing the need for combined reports.

## 1.6 The Role of Traffic Control Committee

The TCC acts as a formal decision-making body in a local government setting. It is mostly concerned with the process being followed correctly – particularly consultation and overall justification for proposals. The Committee expects to be able to rely on the technical expertise of the reporting officers to come to an accurate and honest decision. Hence, the reporting officers should provide every aspect of related details, analysis, survey results and data in their reports to ensure the Committee has all of the information it needs to make legally robust decisions. The Committee is primarily concerned with matters of process and does not intend to be seen as providing a final design review function. However, the Committee members do understand technical matters and will question the technical aspects and accuracy of a report if they have any concerns.

## 1.7 Traffic Control Committee meeting schedule

The Committee meet fortnightly, usually on Friday mornings. Currently, a quorum of two members is required in order to have a TCC meeting. This will change when the new Instrument of Delegation is approved and new members are added to the Committee. The majority of the TCC's powers relate to passing resolutions under the Auckland



Transport bylaws, but may under delegated authority from Council also make decisions under relevant Auckland Council bylaws.

The Committee generally follow an informal meeting procedure for standard meetings. Should the Committee be required to conduct a public hearing, the procedure will be more formal. The TCC standing orders outline the procedures for the Committee meetings.

The current deadline for agenda items for a Committee meeting is the end of the day, ten days (or eight business days) in advance of the meeting. This is subject to change. It is recommended to check the TCC calendar for the agenda deadlines and meeting times. The calendar is [found here](#).

## 1.8 Extraordinary items

Reports that miss the regular agenda, but can't wait until the next regular meeting may at the Committee's discretion be accepted as extraordinary items. Approval is required from the [Transport Controls Team Leader](#). The report writer may request an item be submitted after the deadline for the regular agenda has closed, but will need to provide sufficient explanation of the reason the item missed the regular agenda deadline and why it cannot wait until the next regular meeting. The Transport Control Team Leader will decide whether to allow the item to be submitted to the Committee as an extraordinary item and the Committee will decide whether or not to accept the item onto the agenda for that meeting.

## 1.9 Written urgent decisions

If there is a safety (or similarly urgent) reason, the Committee can be asked to review a resolution outside the normal process. These are known as written urgent decisions. The written decision becomes valid once the appropriate Committee signatures are acquired. The decision to use this process is made by the Chairperson on the advice of the [Transport Controls Team Leader](#) and the process is completed by the [Transport Controls team](#).

## 1.10 The list of restrictions and controls resolved by the TCC

### 1.10.1 Resolutions for vehicle and road use

- [One-way road](#)
- [Prohibited left or right turn](#)
- [Bus left or right turn](#)
- [Prohibited U-turn](#)
- [Lanes with arrow markings](#)
- [Special vehicle lane – bus lane](#)
- [Special vehicle lane – bus only lane](#)
- [Special vehicle lane – cycle lane](#)
- [Contra-flow cycle lane](#)
- [Special vehicle lane – transit lane](#)
- [Special vehicle lane – other lane \(specified vehicle\)](#)
- [Traffic control by size, nature of goods \(including heavy vehicles\)](#)
- [Shared path / Cycle path](#)
- [Shared zone \(bylaw\)](#)
- [No cruising area](#)
- [Light motor vehicle restriction](#)
- [Engine braking prohibition](#)
- [Unformed legal road restriction](#)
- [Variable speed limit \(School speed zone\)](#)

[General speed limit](#)

## **1.10.2 Resolutions for parking**

[Prohibition: No Stopping At All Times \(NSAAT\)](#)

[Restriction on stopping, standing and parking by time/day](#)

[Clearway](#)

[Limitation on stopping, standing and parking by class/time/day](#)

[No parking off the roadway \(prohibition on parking on the berm\)](#)

[Parking place \(building or transport station\)](#)

[Angle parking](#)

[Loading zone](#)

[Paid parking](#)

[Time restricted parking of any vehicles](#)

[Pick-up/Drop-off parking](#)

[Car share parking](#)

[Parking for specified class of motor vehicles displaying approved permits or liveries](#)

[Bus parking](#)

[Motorcycle only parking](#)

[Parking for specified vehicles \(trailers, heavy vehicles / over dimension\)](#)

[Bus stop](#)

[Bus stop – five minutes maximum](#)

[Bus stop – scheduled buses only](#)

[Transport shelter \(bus shelter\)](#)

[Small passenger service vehicle \(PSV\) stand](#) (replaces taxi stand)

[Mobility parking](#)

[Residents' exemption parking and other vehicle parking](#)

[Residents only parking](#)

Also some powers from national legislation which are similar in nature to the above or require a hearing.

## **1.10.3 Resolutions endorsed by the Local Government Act**

[Pedestrian mall](#)

Bus shelter objections

Fixing street levels

Removing cattle stops

Limited access roads / Paper roads

Stopping roads

Weight limits

The items without hyperlinks do not currently have a set template for the wording of that recommendation. Should you need to resolve any of these items, talk to the [Transport Controls Team](#).

## **1.11 Templates used for TCC decisions**

- [Permanent Traffic and Parking Changes Report Version 2.18 – Feb 2019](#)

These reports will include road or parking control components solely from those listed in [1.10.1](#), [1.10.2](#), and [1.10.3](#).

- [Permanent Traffic and Parking Changes Report \(Combined\) Version 2.22 – February 2019](#)

These reports are used for projects which include traffic control and parking control components listed in [1.10.1](#), [1.10.2](#), [1.10.3](#) and [1.14.1](#).

- Written Urgent Decision of the TCC Rev(H) 22.06.2016
- [Amended Resolution Report Version 2.10 – June 2016](#)
- [Temporary Traffic and Parking Changes Report Version 2.10 – Feb 2019](#)
- Temporary Traffic and Parking Changes report (Combined) Version 2.1 – February 2019
- Variable Speed School Zone Changes Report Version 2.7 – Sept 2016
- General Speed Limit Changes Report Version 2.8 – September 2016

## 1.12 What is an approval?

Where the national legislation allows for the use of traffic controls by the road controlling authority but does not specify that the decisions for them should be made by way of bylaws the decision-making power can be delegated to an individual officer for approval. Auckland Transport has delegated most of these powers to individual officers. The list of delegated officers will be found in [Appendix B](#). Be aware that the list will change once the new Instrument of Delegation for staff is approved. Please check back periodically to find out if the new Instrument of Delegation is active.

Please note that these approvals are **formal and legal decisions** and so should be approached with same rigour as resolutions.

Officers should only make these decisions where there are no other linked matters that require a decision by the Traffic Control Committee. In those cases, the report writer will need to use the [combined template](#) for approval by the TCC.

## 1.13 Who has the delegated authority for Approval Reports?

Many of the original Tier 3 (department) and Tier 4 (unit) managers were delegated the authority to approve these traffic controls. As position titles and tier levels have been changed since the delegations were given it may be necessary to identify an officer who previously held a position title. This situation should be improved by the creation of a new Instrument of Delegation. The officers most commonly used for approving these reports currently are shown in [Appendix B](#).

## 1.14 The list of traffic controls approved by a delegated officer

### 1.14.1 List of traffic controls

[Traffic island \(raised or flush\)](#)  
[Road hump](#)  
[Traffic calming device](#)  
[Pedestrian crossing \(zebra crossing\)](#)  
[School crossing point / Kea crossing](#)  
[School patrol](#)  
[Footpath](#)  
[Pedestrian signal \(mid-block\)](#)  
[Traffic signal \(intersection\)](#)  
[Stop control / Give-Way control](#)  
[Roundabout controlled by \(Give Way, Traffic Signals, Metering Signals\)](#)  
[Flush median](#)

[Edge line](#)  
[Shoulder marking](#)  
[Keep Clear zone](#)  
[No Passing restriction](#)  
[Traffic lanes \(without arrows\)](#)  
[Variable lane control](#)  
[Slow vehicle bay](#)  
[Passing bay or lane](#)  
[Delineators](#)  
[Home zone](#) (non-bylaw shared zone)  
[Advisory road markings](#) (sharrow, “slow”, friction treatment)  
[Non-standard road markings](#)

Please find the list of officers in [Appendix B](#) who are mostly used for the approvals.

## 1.15 The template used for approval reports

- [Permanent Traffic Control Changes Version 2.17 – February 2019](#)

These reports are used for projects which include traffic control components solely from those listed in [1.14.1](#).

## 1.16 What is a combined report?

There will be situations where a matter includes elements of both resolutions and approvals. Rather than preparing separate resolution and approval reports, these matters are combined in a single report. The report is tabled at the TCC meeting along with resolutions and the approvals in the report will typically be approved during the same meeting. As the Committee is the higher level decision-maker the decisions on the resolution elements should be made before the decision on the approval elements.

## 1.17 The template used for combined reports

- [Permanent Traffic and Parking Changes Report \(Combined\) Version 2.22 – February 2019](#)

These reports are used for projects which include traffic control and parking control components listed in [1.10.1](#), [1.10.2](#), [1.10.3](#) and [1.14.1](#).

## 1.18 What is a temporary report?

Not all restrictions and controls are placed permanently on the road. Road works and special events may require restrictions to be placed on the road temporarily during the time of the works or event. The Traffic Management Plan (TMP) that is required for these works and events closes the road to public use and allows temporary restrictions and controls to be installed. However, a resolution is required if AT will be asked to enforce the temporary restrictions and controls.

Please note that if a temporary resolution proposes removing parking in a paid parking area, the contractor will be expected to reimburse Auckland Transport for the lost parking revenue during the period of their works.

It is possible to create temporary no stopping restrictions, loading zones, authorised vehicle parking spaces, resident parking areas, etc. that can be enforced by AT Parking Wardens. More information on this is in [Appendix C](#).

For further information on temporary resolutions for special events, talk to the [Special Events team](#).

## 1.19 The template used for temporary reports

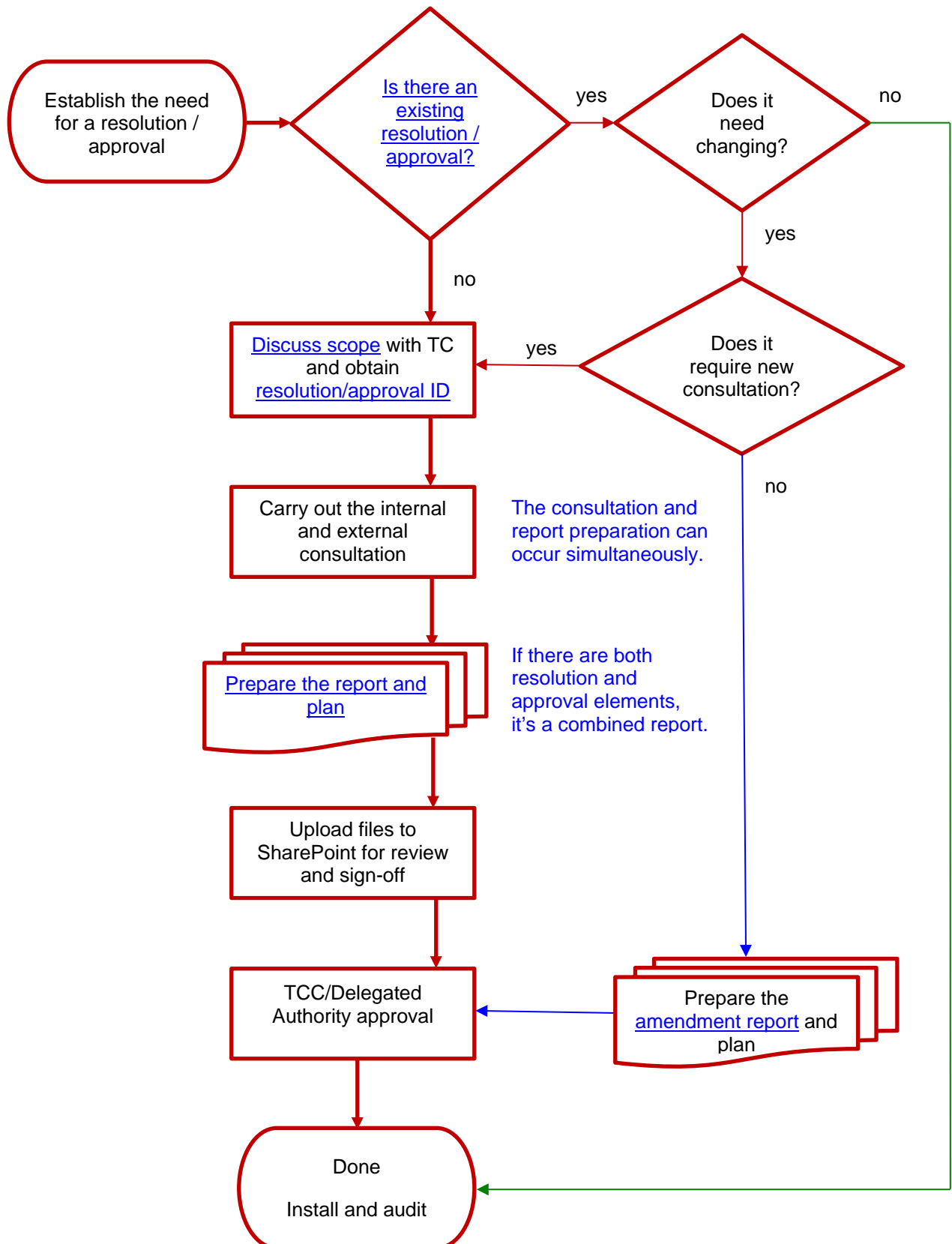
- [Temporary Traffic and Parking Changes Report Version 2.10 – Feb 2019](#)
- Temporary Traffic and Parking Changes report (Combined) Version 2.1 – February 2019

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## 2 Section 2 – The Report

### 2.1 The process flow chart



## 2.2 Where to start

Before you begin any part of the resolution process, you need to check if there are any existing resolutions or approvals in place. Contact a member of the [Transport Controls team](#) to find any existing resolutions in your area.

Once you have established that you need to resolve an area, you will need to complete a site visit. Sections [2.6](#), [2.7](#), [2.10.5.1](#) and [2.10.5.2](#) of this guidebook outline the established method for field measurements and suggest several questions you should be evaluating, so look for these issues (or others) while you are in the field.

## 2.3 Resolution ID

Have your AT reporting officer contact the TCC Secretary to request a resolution ID.

If the report will go solely to the TCC, it's a [Resolution Report](#). If it will be approved by an officer with delegated authority, it's considered an [Approval Report](#). If it combines elements of both it's a [Combined Report](#) and it will go first to the TCC and then to the delegated officer.

In the box for AT Authoriser record the name of the AT staff member responsible for the report. If the request for an ID number is being made by a consultancy in relation to a report being prepared for a developer as a resource consent condition the Consultancy is responsible for the report. In such cases the AT Authoriser will be a member of Development Consents Team. If the report will be prepared entirely in-house, use "In-house" for the consultancy.

Resolution / Approval Report	Road Name	From (Road Name)	To (Road Name)	Suburb	Local Board	AT Authoriser	Consultancy	Resolution ID/Approval ID number
Combined	Mahurangi East Road	Muncaster Road	Tamatea Drive	Warkworth	Rodney	John Smith	Traffic Plans	
Resolution	Mayfield Road	Entire length		Glenfield	Kaipatiki	Joe Bloggs	In-house	

## 2.4 Extent of the resolution/approval

Many areas have multiple restrictions and/or controls and in order to enforce those, we must have legally valid resolutions for each of them. Regardless of your project, the strong preference is for the extent of your resolution to be to the nearest street intersections or at the least, from your reference/datum point to your controls. Your drawing should also capture everything on both sides of the road within those boundaries. For example, if your project is the bus stops on Blockhouse Bay Road near Powell Street, it is preferable to capture the traffic islands and NSAAT markings on the road between Henry Street and Himikera Avenue. Creating block resolutions in a manageable size will provide us an updated document that is easily uploaded into a GIS system and can also be used as an accurate legal document in court hearings. The impact of other controls in the area that you are resolving may also be relevant information for the decision makers and so this is another reason why they need to be shown in the drawing.



However, historically not all traffic and parking controls have been subject to a formal decision in the form of a resolution or approval report; or in other cases a formal decision making process was used by the legacy council but we have been unable to locate the relevant information about this. In both of these types of cases the existing controls should be covered off by your report in addition to your current project in order to improve the enforceability of the existing traffic and parking controls.

It is a better use of time and budget to capture existing controls in the vicinity of your proposal, particularly if there is an existing enforcement issue in the area. However, if time or budget constraints do not allow for increasing the scope of work, you may capture the existing controls as is. If any controls require changing, it will be the responsibility of the team that would normally resolve that control to make the change. If the relevant team is unable to upgrade the control within your resolution, you may show the control in grey and not capture it within your report (although it is still generally preferable to show the control in black and capture it as is). Note that any controls you are changing as part of your proposal must be captured in their entirety. It is not possible to resolve, for example, half a bus stop.

Capturing the existing controls will likely require the input of multiple teams in order to identify the appropriateness and reasonableness of any existing restrictions. Please work with any relevant teams to the extent needed to achieve this. You are also encouraged to pool resources with those teams to capture everything in one report so that we don't have to complete multiple site visits or consultations for the same section of street. The Traffic Control Committee prefer that the residents only be consulted once because this provides better customer service than having multiple proposals for the same section of street consulted on separately.

When there are significant projects or long sections of street that could make this process difficult, please talk to one of the resolution technicians during your initial investigations as they can help you determine reasonable extents for your projects. Keep in mind that many restrictions can't be done in smaller sections, so you may have to increase the scope of your report to get it all done in one resolution or approval. You will need to capture the entirety of any control that you are changing as part of your proposal.

Bus stops should be made ATCOP-compliant where it is convenient to do so.

For example if there is a bus stop or an area of angle parking located near to the area you are investigating you would need to consider it too when you check the previous resolutions. If you are unable to identify a resolution for that control or it appears that the control is not compliant with ATCOP standards then at the earliest possible time in your investigation make contact with PT or Parking Design respectively to see if those teams want to get involved so that the issue can be sorted along with your project. However if your proposal only required an approval report and the other items would require a resolution report it may be acceptable to not capture those other controls. In any case, all controls must be shown in your plan, whether or not you are resolving them.

## **2.5 ATCOP standards**

Both existing and proposed restrictions and controls will eventually need to be brought up to ATCOP standards. If existing restrictions or controls can't be made ATCOP-compliant at the time of your project, inform the relevant team(s).

The ATCOP standards may be found on the [AT website](#).

## 2.6 Finding the reference points

In order to accurately determine the restriction, you need to start at a “zero” point and use this to measure along the length of the restriction. This is usually referred to as a datum point or a reference point. Both terms are used interchangeably here.

Kerb lines and property boundaries are equally acceptable to use as datum points as they seldom change over time (and if they do AT or Council will keep a record of the old locations). Trees, buildings, and driveways are not acceptable to use as these may change over time and without notification or records.

First, establish that the kerb line or property boundary in GIS matches what is on the ground. You may need to check the historical GIS records to determine this.

**Kerb lines** – Extended kerb lines are best to measure from when the kerbs are straight lines. Attempting to reproduce someone else’s tangent measurement out in the field is difficult at best so measurements should not be taken using a curved kerb line. Sometimes, there is a curve in the kerb line near the intersection, but the remainder of the kerb is straight or there is a short section of straight kerb line in the middle of the curve. If a straight section of kerb exists, use that straight section for your prolongation line. Taking the extended kerb lines from both kerbs at a street intersection will establish the Point of Intersection and this should be used as your “zero” point for your measurements. In your plan, show what section of kerb you used to identify your reference point, i.e., show your prolongation lines from the section of kerb you used.

**Private roads** – It is acceptable now to use certain private access roads as part of your datum point. If the access road has an acceptably straight kerb line and the access is for a school, hospital or shopping centre, the prolongation of the access road with the street may be used in place of a street intersection.

**Property boundaries** – If there are no appropriate extended kerb lines to use, property boundaries may be used instead. Property boundaries can be a tricky case. While the boundary itself is acceptable to use, establishing that boundary can be difficult in the field. If there is a fence line that matches both in the field and in GIS, you may use the fence line. It is assumed that fences have been constructed on the boundary line, but you must confirm this by matching the field conditions with GIS. Buildings may not be used to determine property boundaries.

If you are resolving a restriction on the opposite side of the street, continue the extended kerb line or boundary line to the other side of the street and use that as your reference point. Do not use a line that runs perpendicular from the Point of Intersection to the opposite side of the street as again, it’s too difficult to eyeball a perpendicular measurement out in the field.

There are cases, especially at roundabouts, where speeds or volumes are too high to take measurements safely starting from a datum point in the street. At roundabouts or other areas where speeds and/or volumes are too high to use extended kerb lines, you should use a property boundary as your datum point. *These property boundaries must meet the criteria set out above.* Talk to the [Transport Controls team](#) about acceptable property boundaries in your project area.

## 2.7 Taking the measurements

In order to balance accuracy with safety, measurements should be taken by running the measuring wheel along the kerb face. This can be done either in the kerb channel as close to the kerb face as practicable or along the top of the kerb or both (moving perpendicularly between the kerb channel and top of the kerb as needed to avoid obstacles). Measurements can be taken along the footpath in cases where starting at the extended kerb line would put the person into a dangerous position. The measurements still need to be based on the length of kerb, though, so once you've gone past the dangerous section, transfer the wheel to the kerb channel or top of kerb and continue the measurements along the kerb face.

For internal staff, you must follow AT Health and Safety guidelines while measuring in the field, including using a spotter when necessary. External parties should follow the guidelines of their organisation or whatever AT guidelines are applicable.

Measurements from the Point of Intersection to the start of the restriction/control or between restrictions should be done in a straight line if there are indentations or build outs along the kerb line. Kerb build outs and indentations are generally ignored when measuring the distance to a point.

Measurements for the restriction or control itself usually follows the kerb line, particularly if the restriction is NSAAT markings, which are naturally installed along the kerb line.

The dimension line in your drawing should reflect whatever method you use. If you measure a straight-line distance, the dimension line in your drawing should be straight. If you followed the kerb line, your dimension line should follow the kerb line. Measurements in the field must be accurate to 0.1m, although the numbers reported in the plan will be rounded to the nearest 0.5m.

## 2.8 General hints, tips, and assorted advice

- a. **Important** – *You will capture all restrictions and controls on both sides of the road within the nearest street intersections surrounding your proposal (capture both sides of the intersection). If this is beyond the scope of work for your proposal, you can talk to one of the [Senior Resolution Technicians](#) to adjust the extent of your resolution.*
- b. **Important** – *Measurements may **not** be taken using a building or driveway as a reference point.*
- c. **Important** – *You must show the NSAAT markings within a cycle lane, and you now resolve them. New markings will be shown in blue, existing markings will be shown in black. The new recommendations for the [cycle lane and NSAAT markings](#) are given in the list of recommendations.*
- d. **Important** – *If a design element in your proposal does not meet ATCOP standards and you are unable to bring it to ATCOP standards, whether because of project deadlines or budget, the relevant team needs to be informed so that they may upgrade the control, if needed.*
- e. **Important** – *If there were any objections to your proposal, include in your report how your response to the objections was communicated back to the objectors and whether the objectors had any further comments on your response.*

- f. **Important** – *For the resolution plan, do not measure from an aerial, GIS or AutoCAD. Measurements must be taken in the field.*
- g. **Important** – *Do not use ‘P’ for a restriction label.*
- h. **Important** – *Close out your internal and external consultations. The TCC will no longer accept reports that don’t demonstrate the consultations have been properly closed out.*
- i. **Important** – *Always start with a new template. The templates are updated on a frequent basis and older versions may not be submitted to the agenda.*
- j. Discuss your proposals with a [Resolutions Technician](#) very early in your investigations to seek advice on the scope of the report.
- k. The review process has been designed to take two weeks to complete. It is still your responsibility to track that process.
- l. The reporting officer must be an Auckland Transport staff member.
- m. Reports will not be accepted or reviewed without a cost code (with the exception of Development Consents resolutions). It is the responsibility of the AT officer to provide this code or enter the information in the report.
- n. If it is mentioned in the report, it should probably be shown in the drawing. Conversely, if it’s not mentioned in the report, ask yourself if you really need to show it in the drawing. For example, if the bus shelter needed to be located to a specific spot because of a tree, then discuss the tree in the report and show the tree in the plan. Otherwise, trees only clutter and confuse the drawings. More detail on what is needed in a resolution plan can be found in [Section 3](#).
- o. Send your Word document of the report and a pdf of the drawings to your AT reporting officer to start the review process. Send all sheets of the plan if there is more than one sheet. To avoid issues with having too many files for the reviewers, it’s best to combine all the plan sheets into one pdf document.
- p. Because the court system holds AT to a higher standard than the general public, the TCC Secretary might not accept resolution reports that have noticeable errors in spelling, grammar or formatting. Proofread your reports before submitting.
- q. Use the [Report Review checklist](#) to identify any potential errors that will get your report or plan rejected.
- r. In the templates, text in blue is to be replaced with appropriate wording. Text in red is to be noted, then deleted. Text boxes are to be deleted when the instructions have been followed. Where there is a choice of words or phrases to use, choose the appropriate one and delete the remainder. If no choice is appropriate to use, contact the [Transport Controls team](#).
- s. Clarity is the key point in writing the report. Remember your audience are the prosecutors and judges who need to find the information quickly and understand it easily. Avoid using engineering terminology where you can and if you must use engineering terms, define them.

- t. Don't use names in your report. People should be referred to by their title or position, not their name. Departments are referred to by department name. People who respond to the external consultation should not be named. And unless it is necessary for the context of their comment they should not be identified by address (they should be identified by street name instead). For the external consultation respondents, you should use generic terms where possible, such as "business owner" or "resident", to refer to the members of the public.
- u. Don't repeat information within the report and especially don't copy and paste from one section to another. The information you are presenting properly belongs in one section and should therefore not need to be repeated anywhere else. The executive summary and the consultation summary should summarise their respective areas and not be copied and pasted from any other sections of the report.
- v. The Decision section of the report is taken to court and it must include all relevant legal information, anything that a judge or adjudicator is likely to need to make a decision on the infringement. The appendix of the report may or may not be included, so write that section with both the TCC and a judge in mind.
- w. Check the Recommendations section again to ensure that all information is exact and correct. Street names, resolution labels, and information relevant to the restriction should be in bold type for clarity.
- x. Was the consultation properly closed out? Make sure it's clear in the report if it was. Also, the Committee will want to know if there were any comments after you had contacted the objectors. Include that information in the report as well.
- y. Engage with other teams to the extent possible. Other teams may have valuable insights for your project. Don't just let them know you have a resolution, sit down and talk to them when you can. Follow this up with an email for your records.
- z. The Traffic Control Committee meets fortnightly but final reports can be sent to your AT reporting officer to start the review process at any time. They will be processed for inclusion in the next available agenda when the internal review is completed.
- aa. It is important to capture other relevant projects and legacy controls nearby the proposal you are working on. The Traffic Control Committee prefers that residents are only consulted once because this provides better customer service than having multiple consultations for the same area in a short time period.
- bb. All paragraphs must be right/left justified.
- cc. The date should be written out, not given in numbers. For example, it's 13 June 2016, not 13/6/2016.
- dd. When referring to a street address, use "No." It's No. 13 Great North Road, not 13 Great North Road, although #13 Great North Road is acceptable.
- ee. Road markings are referred to as "road markings", not "markings".
- ff. Bus stops are referred to as "bus stops", not "stops".

- gg. The concrete areas in bus stop designs are referred to as “concrete hardstand areas”.

## 2.9 Frequently Asked Questions

### Q. Which template should I use?

A. First, you need to know what you are resolving. Once that's been determined, choose the [Traffic and Parking Changes document](#) for any resolutions involving solely parking restrictions show in the lists in Sections [1.10.1](#), [1.10.2](#), and [1.10.3](#). These are approved by the Traffic Control Committee. Choose the [Traffic Control Changes document](#) for any resolution involving solely traffic control elements as shown in the list in Section [1.14.1](#). These are approved by an officer with the appropriate delegated authority. If the resolution includes both parking restrictions and traffic control changes, then the [Traffic and Parking Changes \(Combined\)](#) is the appropriate document.

An easy method is to look through Sections [1.10](#) and [1.14](#). If your report uses only recommendations from Section 1.10, it's a [resolution report](#). If your report uses only recommendations from Section 1.14, it's an [approval report](#). If it uses both, it's a [combined report](#). If you have any questions, please [contact](#) one of the resolution technicians. You are also welcome to ask one of the [resolution technicians](#) to prepare the recommendations section of your report for you and you will then receive the correct template with the recommendations filled in.

### Q. How will I know what I'm resolving?

A. This is determined by the scope which should have been done before you began your project. If you have any questions about your scope, ask one of the [resolutions technicians](#). It will probably take a meeting with one of the technicians to determine the correct recommendations. One method to determine what should be in your resolution is to go through the lists in sections [1.10](#) and [1.14](#) and see what is relevant to your project. The Resolutions Technician can help internal AT staff with the draughting of the recommendations and the drawing.

### Q. There are already markings/structures on the ground (NSAAT, bus stop, pedestrian crossing, traffic islands, etc.). What do I do about those?

A. Firstly, it is TCC policy to capture all controls on both sides of the road to the nearest street extents. So, anything existing should be included within your report.

If the nearest street extents are too far apart, ask your AT reporting officer to check if there is an existing resolution for the existing controls. If there is a resolution for your area and it still matches the controls on the ground, unless you are changing the markings/structures in your report or there is a discrepancy between the report and the controls on the ground, you don't need to do anything.

If there is no existing resolution, then we will ask you to resolve what's currently on the ground. Obviously, we need to have the resolution in order to be able to enforce a restriction, but if resolving everything results in a large, complicated report, then it's acceptable to talk to one of the [resolution technicians](#) to determine appropriate extents for your resolution.

If you do resolve anything that is existing, the Committee will expect you to analyse it at a high level for reasonableness and appropriateness. This is our chance to correct any errors from previous construction or maintenance, so we need you to examine it or have

the relevant team examine it. The report must also state the results of the evaluation. It is appropriate for the controls to be in place but this aspect of the report does not need as much investigation and justification as your new proposals. Consultation would seldom need to focus on a control that has been in place since before AT was established.

**Q. There are markings/structures on the ground (NSAAT, bus stop, pedestrian crossing, traffic islands, etc.) and I want to remove them. How do I do that?**

**A.** Any control that is proposed to be removed must be formally revoked, whether there is an existing resolution for that control or not. If the control is being entirely replaced by a new control, its revocation will come under the standard revocation clause included in all resolution and approval reports.

The process for removing a control is the same as installing a control with the same level of consultation and engineering analysis required. Talk to the [Transport Controls team](#) about the correct recommendations to use in the Recommendations section when you are removing a control.

Any revocation or changes that are made to an existing restriction or control require consultation as you would do if you were proposing a new installation. Be rigorous in your analysis and judgement. Once removed, a control is not easily reinstalled.

**Q. I can't fit the signatures onto the same page as the recommendations. What should I do?**

**A.** Firstly, can you format the document to fit the signatures and recommendations onto the same page? It's okay to make minor formatting changes (like adjusting the spacing between lines) to the document provided they are consistent changes throughout the report. Don't just change the line spacing, etc. on one page; change it in the entire document.

If that won't be sufficient to make everything fit onto a single page, then split the consultation summary section so that there is some unique text on the same page as the signatory table. By unique text, we mean text that mentions something that will not be found in all other reports that is unique to that resolution, e.g., add the page break before the second to last paragraph of the consultation summary at the last paragraph is boiler plate language common to all reports. That way, should the signature page ever become separated from the rest of the document, it can still be determined which document it belongs to. In addition, it can be justified in court that the signatures were not used from a previous report. It is not sufficient to have the resolution ID at the bottom of the page to identify the document as there have been cases where the ID is inaccurate or unreadable.

White space on a page isn't ideal, but if that is what is required to make the recommendations and signatures fit onto the page, then it will be acceptable (provided there are no other issues in the document that need to be addressed). See if you can make consistent minor formatting changes to the document to limit the amount of white space.

**Q. I have several roads I'm resolving. Should I write a report for each road or can I have them all in a single report?**

**A.** The answer to this one depends more on how clear the report would be than any single criterion. If you are resolving something simple like NSAAT markings at an

intersection, then putting both streets into a single report is preferable. Resolving multiple bus stops along a single route could also be done as a single report, although if there are different issues for each bus stop, you should consider resolving the bus stops with complications in separate reports. You may also separate your streets into groups that each have similar issues and prepare a single report for each group of streets, provided the reports will still be clear and understandable.

If there are so many issues with each street that putting them all into a single report could confuse your audience (the public, lawyers and adjudicators), then it would probably be best to provide separate reports. Remember the judges and prosecutors need to be able to find the relevant information quickly and easily and write your reports accordingly.

**Q. More than six months have passed between my consultation and submitting the report to the Committee. What do I do now?**

**A.** Firstly, for larger projects, this is six months from the end of the consultation to the submittal without any notification going to the public regarding the delay. If you do send any notification to the public in your consultation area that discusses the project delay and gives a new time frame, this begins the six-month clock again. If more than six months have lapsed between the time you last communicated with the public and when you submit your resolution to Committee, you must get approval from the [Transport Controls Team Leader](#) before submitting your report.

**Q. I've finished my report. How do I submit this to Committee?**

**A.** After you have finished your report and plan, you will need to send your Word document and pdf of the drawings to your AT reporting officer to start the review process.

**Q. What if I miss the deadline for the TCC agenda?**

**A.** If there is a reason the resolution cannot wait until the next regular TCC meeting, you may request that your fully signed-off report be submitted to the next TCC meeting along with the reason the resolution missed the regular agenda and the reason it cannot wait until the next regular meeting. You must obtain approval from the [Transport Controls Team Leader](#) before submitting a report as an [extraordinary item](#). The secretary will ask the Committee to accept it onto the agenda for that meeting. It is still the Committee's decision on whether to accept an extraordinary item to the agenda.

Safety issues are generally a valid reason to not wait until the next regular meeting, but wanting to get the construction done as soon as possible is not generally considered sufficient justification (unless construction needs to occur during a specific time frame, such as school holidays or before the Christmas shutdown). One question that will be asked is, if the issue has continued for a significant length of time already, why can it not wait another fortnight to resolve? Be prepared to respond to this question.

If you have a safety or other urgent issue, and have obtained the approval of the Transport Controls Team Leader or the Traffic Control Committee chairperson, you may ask the TCC secretary to process your fully signed-off report as a [written decision](#). The documents to be sent to the secretary are: the SharePoint link to the signed report and plan once they are finished with the review process as well as the justification for needing the report submitted immediately. The secretary will then submit the resolution to the Committee members outside the regular meeting schedule.



**Q. My report was declined and now I want to resubmit it. What is the process for that?**

**A.** Firstly, you will need to rewrite the report to address whatever issues the Committee discussed that resulted in the denial. Treat the report as a new one (although you continue to use your resolution ID), but add a sentence or paragraph that answers whatever question(s) the Committee asked. You may need to undertake the review process again if your edits make substantive changes to the report.

**Q. My resolution site was audited and some errors were found. Or, oops, I accidentally left a mistake in the resolution and now it's been signed by the Committee. How do I correct this?**

**A.** There are two options for correcting errors found in a resolution report or plan—you can either prepare an amended resolution report and plan, or correct the markings/structures on the ground. Which option you choose is based on judgement.

Generally if the markings/structures are correctly shown in the plan, but were incorrectly installed in the field, it is better to have the contractor or Maintenance correct what's on the ground. A report is not needed for this.

If, however, the plan shows the proposal as it was intended (for example, the NSAAT markings were placed between two driveways, but the plan showed the length of 'A1' as 32.5m and it was measured to be 29.0m in the field), then you would prepare an [amended resolution report](#) and plan. The amended resolution report would state that the original plan had 'A1' as 32.5m and it is to be amended to 29.0m. A very brief justification why the change(s) needed to be made is all that is necessary in the amended report.

Include all the recommendations from the original report—both resolutions and approvals—corrected if they needed correction, whether they are being amended or not. Also include a plan, corrected if it needed to have corrections made.

Send your amended report and plan to your AT reporting officer to start the review process. The amended report will only require the first stage review. Once the Senior Resolutions Technicians are comfortable that the amendment was done correctly, the report will pass to the TCC Secretary for inclusion in the next TCC agenda.

Please note that the amended resolution template is not to be used if any external consultation or significant internal consultation will be required as a result of the change. In that case, you would need to prepare a new resolution report and plan.

**Q. I'm preparing a temporary resolution report for some short-term road works. How do I do that?**

**A.** If the works contractor is asked to or chooses to submit a resolution for the works, the process for a temporary resolution will generally follow the same format as the permanent resolution. If you are preparing a temporary resolution report for short-term road works, use the [temporary report template](#) and ensure that all consultations are done to same level of quality as a permanent resolution. A letter drop is no longer sufficient to meet the Traffic Control Committee's requirements for consultation. In addition, you must ensure that the requesting party will advertise the road closures and signage for parking restrictions that is carried out by the works contractor. Markings and signage must still follow the [TCD Rule 2004](#) requirements in order to be enforceable.

You will need to send your AT reporting officer a pdf of the Traffic Management Plan (TMP) along with the Word file of the report to start the review process. Once the report has completed the review process, it will be processed for inclusion in the next TCC meeting agenda.

**Q. My project is temporary, so when do I use the temporary report template and when do I use the permanent report template?**

**A.** This is something of a judgement call, but generally if your project will be longer than two years, it becomes a permanent control and you will follow the process for a permanent traffic or parking control. If you have any questions, contact the [Transport Controls team](#).

## 2.10 Writing the report

The same requirements for report writing here apply to any of the permanent parking or traffic control changes templates.

The end users of the resolution report are the judges, lawyers and the public, not engineers. The reports should be written with them in mind. Be brief, but clear. The engineering in the report is shown for the benefit of the Traffic Control Committee, so it needs to satisfy their requirement that it has been done properly and well, but ultimately, it is the lawyer who may need to defend your resolution in court.

These are legal documents so the legal details must be exact and accurate. Incorrect street names, resolution IDs, drawing numbers, poor spelling, bad grammar, or even sloppy formatting could result in an infringement that is dismissed in court. Should any report—even a fully signed report—be deemed not legally defensible in court, it will not be accepted into the Traffic Control Committee agenda.

### 2.10.1 Recommendations

[Section 1.10](#) sets out resolutions that only the TCC can pass. [Section 1.14](#) sets out the approvals that could be passed as officer-delegated decisions but which the TCC will pass if combined with an item from Section 1.10. The [Transport Controls Team](#) can assist with the wording of the recommendations or prepare your recommendations for you.

If you need a recommendation created for your proposal or you are unsure whether a recommendation is related to your proposal, talk to the [Transport Controls Team](#).

**Double arrows** – If there is a control that starts within or is adjacent to your extents, and extends for more than 50m beyond your drawing then you may use double arrows at the edge of the drawing rather than showing the entire control.

In the Recommendation for the control(s) that are being shown in the plan with double arrows, include the following text in brackets after the label for that control: “(for the avoidance of doubt; on the [northern][southern][eastern][western] side of **Road Name** extending **distance** to a point **distance** [north][south][east][west] of the [northern][southern][eastern][western] [boundary of **address**] [kerb line prolongation of **street**)]”. Replace the blue text with the appropriate road name, distance (e.g., 22.5m), and address (e.g., No. 32 Manukau Road) or street name (Manukau Road). Choose the appropriate direction from the options given or describe the direction.

it is definitely preferable to use accurate measurements obtained on site, but for certain traffic controls, if the control extends beyond the drawing for hundreds of metres and is impractical to obtain physical measurements, then it may be acceptable to measure it as a desktop exercise and use the word “approximately”. Alternately, describe the end point (i.e. “at the intersection of ...”). Discuss this with the [Senior Resolutions Technicians](#) before using either of these methods. Enforceable parking controls must always be measured on site.

Additional information is required in the plan. See [3.16 Double arrows](#) for details.

## 2.10.2 Executive Summary

This is a summary of the entire appendix, so it will typically be written last. Give a concise overview of essential information the committee needs to make a decision and include any relevant information a judge or adjudicator might need to know. Briefly set out the elements of the proposal and why it is required. The information supplied here is all-inclusive, so that it would assist the Committee members to reach a decision even without necessarily going through the rest of the report. Try to keep this section to less than half a page. Do not copy and paste from any other sections of the report; summarise the relevant points.

## 2.10.3 Strategic Context

As the road controlling authority and body responsible for public transport management for the Auckland Transport system, the establishment of traffic controls for the safe and efficient use of the road network is both a statutory obligation and in line with Auckland Transport’s purpose and statement of intent. The Terms of Reference demonstrate how Auckland Transport have the authority to resolve the restrictions on roads where AT is the road-controlling authority.

*The Traffic Control Committee has been established to make decisions on these matters on behalf of Auckland Transport.*

- *Authority for making resolutions under bylaws was delegated to the Traffic Control Committee by the Auckland Transport Board at its meeting on 21 March 2016.*
- *Authority for making a number of other traffic control decisions was delegated to the Traffic Control Committee by the Chief Executive on 4 April 2016.*

There are instances where another road-controlling authority – Auckland Council, NZTA, private developer, or another — has delegated to Auckland Transport the authority to make resolutions for a non-AT road. In those cases, the Terms of Reference must include the process by which AT was delegated that authority, as well as a reference to the appropriate Instrument of Delegation.

For example, where NZTA has delegated to AT the authority to resolve certain sections of the state highway system, this paragraph would be included in the report.

*Authority over this NZTA road was delegated to Auckland Transport by an Instrument of Delegation signed by the Chief Executive of NZTA on 24 December 2012. Once delegated to Auckland Transport, this power automatically became covered by the ATDI 2010/02 delegation to the Traffic Control Committee.*

For other authorities, revise the above paragraph with the necessary details. It is important to show the proper Instrument of Delegation details (with the name/title of the

approver and date approved) which will be different in other cases. The [Transport Controls Team](#) can help you with writing this section.

For Auckland Council lands that AT now have the authority to manage for Council, the following paragraph should be included in the Strategic Context section:

Authority over this Auckland Council-controlled area was delegated to Auckland Transport's Traffic Control Committee by the Auckland Council Governing Body at its meeting of 25 June 2015 (Resolution number GB/2015/64) as part of the off-street policies in the Auckland Transport Parking Strategy.

If the proposal is within an off-street Council car park that AT has the delegated authority to manage, the following paragraph should also be included:

This parking restrictions proposal is in line with the conditions as set out in the terms of the delegation.

#### **2.10.4 Consultation Summary**

Describe here a summary of any main themes or issues that arose from the consultation and how these were responded to. The description of who was consulted, the methodology and a more detailed review of the feedback and how it was responded to is set out in the consultation section of the appendix so does not need to be copied here. Do not copy and paste from the report; summarise the relevant points. Again, remember that you are writing for a judge or adjudicator as much as for the Traffic Control Committee here.

#### **2.10.5 Appendix**

The body of the report is contained in an appendix following the signatory table. The appendix covers the background to the report and provides information around what has led to the report; the location; the options considered and details of the proposed solution. It also describes the consultation undertaken in more depth than the summary does and provides an analysis of the proposal in light of these factors. This section of the report is more for the benefit of the Traffic Control Committee; they will be your primary audience.

##### **2.10.5.1 How the matter arose**

What brought the matter to Auckland Transport's attention is described here.

Who brought the matter to AT — Local Board, resource consent, customer, internal, etc.? What was their reasoning for bringing their concerns to AT? Were there any significant issues that require attention, for instance, crashes, complaints, queries, etc.? What goals do we hope to achieve from the project?

##### **2.10.5.2 Location**

This is where you show the data and information you used in your design decision. What physical characteristics influenced your design? What operational characteristics influenced your design?

Describe the general area around the proposal. What classification is the road? Is the road an overdimension or overweight route? Is there anything else about the road (or intersection) configuration or operation that should be noted, such as horizontal curves, high volumes of heavy vehicle traffic or anything else that affects the proposal or wouldn't

show up in an aerial photo? Describe the general boundaries of the resolution (the road is situated between A Street and B Street). Also, note the Local Board area in which the parking restriction/traffic control will be resolved. If the resolution covers more than one Local Board area, state them all.

Describe the characteristics of the area surrounding the proposed restriction/control. Is it predominantly residential, commercial, industrial, or a mix of several? If it's residential, is the residential high-density, medium-density, or low-density? If the road is a narrow road and/or a cul-de-sac, this must be stated in the report. State the width of the road and the AADT on the road in the general area of the proposal. The data should reflect the conditions in the area of the proposal, so don't use AADT from a section of road that is too far away or a different classification, etc. It is acceptable to use engineering judgement to provide an estimate of the AADT if no accurate data is available.

In addition, please explain what assessment was done as result of the background information, if any assessment was done. Was there any data collected, and if so, what data was collected? Was a site visit done and was anything relevant or important noted during the visit? What other information was used to make an engineering assessment of the issue? Is there a significant existing parking demand?

For clarity, it's suggested that the information regarding the hierarchy, width, AADT and any special characteristics of the road be entered into the report in a table format.

## **2.10.6 Issues and Options**

### **2.10.6.1 Proposal**

The final option that is chosen as the solution to the issue is described in detail here. Be brief and do not include details of the length of the restriction or control.

Include any existing controls that you are capturing in your resolution.

Occasionally, you will need to reference a previously approved resolution in your report. In order to provide sufficient legal information for an adjudicator to determine the validity of the subject resolution, the following information is needed: the Committee (or other legal body) that approved the resolution, the authority they were delegated to be able to approve the resolution, when it was approved and how to identify it. The format for this information is generally as follows:

The existing car share parking on the north-eastern side of Anzac Avenue was resolved by the Traffic Control Committee with delegated authority from Auckland Transport on 23 April 2018 under resolution ID #14931.

### **2.10.6.2 Alternatives**

Explain what options were considered before deciding on the proposal as the ideal solution to the issue. In addition, explain why the rest of the options were not selected.

Option 1 – Do Nothing. Show the consequences of doing nothing. It is best to avoid using language such as “wasn't considered”, “isn't appropriate”, etc. as these suggest the Traffic Control Committee must approve the resolution. Language such as “isn't desirable” or “not preferred” is acceptable as these don't carry any suggestion that a certain action must be taken yet still can give an evaluation of the results of doing nothing. A good example of a discussion of the do-nothing option is shown below.

*Four options were considered.*

- 1) *Do nothing, this would not take account of the residential development that has occurred at the northern end of Candia Road and would result in undesirable speeds continuing to be allowed through the urban residential section of the road.*

Option 2 – This will typically be the proposal as first analysed. Describe what is being proposed and give an evaluation of the option.

Option 3 – There isn't always one method of solving a problem. Sometimes, several ideas are evaluated. All other design options evaluated are mentioned here. This tells the Committee the various ways you dealt with the issue. Include an option for every method you evaluated. If several options were evaluated, choose the most significant three or four.

*Note – If the Local Board suggest any revision of the proposal, it becomes an option that must be described and evaluated here.*

None of the options need to be discussed in great detail. A sentence summarising each is generally sufficient.

Discuss the consequences of each option, if there are any. For example, stripping on-street parking could increase traffic speeds.

When looking at the options, remember to look at the wider picture. Will the issue be moved elsewhere? Removing parking in one area is not likely to reduce the parking demand; it may instead transfer that demand to an adjacent neighbourhood. If that will be the case for your proposal, the impact of your proposal needs to be shown in the report.

If you are resolving a restriction that was implemented after November 2010, treat it as if it were a new restriction being proposed. While you are investigating an area and capturing the existing restrictions, please examine them for reasonableness and appropriateness. You can change any part of existing controls not suitable to the current layout and function of the area. External consultation is not required for any restrictions or controls that have been in place since before AT came into existence unless you are making changes to the restriction or control. Any changes to the existing conditions may require consultation.

### **2.10.6.3 Local Board response**

The Local Board is contacted via the Elected Member Relationship Team. The report writer should email the consultation materials that will go to the public, along with the Local Board Traffic Control Consultation Response Form to the relevant Elected Member Relationship Manager for that area. Also include any relevant drawings or other information which will help the LB members to understand the proposal. Check with the EMRM regarding Local Board consultation procedure.

Where time frames permit Local Boards should be given the consultation documents at least three working days before the public consultation commences so that they are not surprised by any feedback that they start to receive from members of the public. The Local Boards will be given five extra working days to respond after the closing date of the public consultation. This allows for situations where a member of the public sends us a last minute comment, which they also copy to their Local Board member. The Board member(s) may need some time to decide whether to add their voice to that concern. If

the report writer doesn't get any comments within the five working days after the close of the public consultation, Auckland Transport will treat that as indicating that the Local Board has no objection to make. However, it is preferable to obtain some response from the Board in writing, so if there is no response from the Board within the time frame, it is suggested that you contact your EMRM on the closing date to see if he or she can approach the Board again and ask for comments.

In the report you need to state whether the Local Board was consulted, who responded to the consultation—Board member(s) or the transport spokesperson? Did the Local Board support, object to, or make no comment on the proposal?

If the Local Board makes no comment on the proposal this should be described in the report as being that “the Local Board raised no objection to the proposal.”

Any options the Local Board suggest are evaluated in section 7.2 Alternatives in your report.

If the Local Board has any specific comments (particularly where they have concerns) on the proposal, you will need to work with the EMRM to see if the issues can be resolved. This must be described in the report. If you are unable to satisfactorily resolve the concerns of the Local Board you will need to be very clear in your report why you are advising that AT continues with the proposal.

#### **2.10.6.4 Consultation**

Internal consultation should be done before external consultation in case any AT staff have comments which will modify the design.

If you are revoking an existing restriction, use the same consultation area as if you were installing it. You should be focussing on the area of impact of the revocation.

AT Metro is consulted via the email address provided in the template document. Both Infrastructure & Facilities Development and PT Planning must be consulted on all projects where the road is a bus route, even if the proposal does not include any bus stops. The email address is expected to cover both relevant teams.

If any road in the proposal has been identified as an overdimension or overweight route, is a Collector or Arterial, or is more than three lanes wide in a single direction, you must include Road Corridor Access as an internal stakeholder. This is especially important if on-street parking is to be allowed on the road.

Describe the nature of the internal consultation – emails, face to face meetings, workshops, etc.

For the external consultation, you should consult all residents, property owners, and associated agencies that are directly affected by your proposal.

Describe the nature of the external consultation – letters, phone calls, public meetings, site meetings, website, face to face meetings, workshops, etc.

State how many consultation letters were sent out and how many were received back. Of those, state how many were in favour of the proposal, how many objected to the proposal, and how many were neutral or had no comment.

Because conditions are constantly changing, a consultation that is more than six months old may not reflect the opinions of the current stakeholders/customers. Therefore, the Traffic Control Committee might not accept resolutions in which the consultation was completed more than six months previous (i.e., more than six months have passed between the time of the close out of the consultation and the TCC meeting), so do not seek to put these items on the TCC agenda without the approval of the [Transport Controls Team Leader](#).

Occasionally, there are delays in a project. If you become aware of any significant delays that would mean your project exceeds the six-month time frame, it is acceptable to update the public on the progress of the project. This will also start the six-month clock again because you are still in contact with the public and the consultation is therefore unfinished.

The Traffic Control Committee want to see the report writer engage with the stakeholders to the extent possible. It is necessary to keep a written record of your consultation. Internal stakeholders should be consulted directly rather than notified of the proposal giving them the opportunity to evaluate the proposal in light of their individual expertise.

If you are resolving a restriction that has been in place longer than AT has been in existence, you may not need to do the full external consultation. It is assumed that the residents would have brought any concerns to their Local Board's attention already. Consult the Local Board in order to capture any of these previous comments. Internal consultation is still conducted in order to identify any changes that need to be made.

If there are any objections to the proposal and the proposal is substantively changed as a result, you should go back to the internal stakeholder(s) and external customer(s) who objected and explain the changes that were made based on their feedback and give both groups (stakeholders and customers) a further chance to comment on the revised proposal.

There are projects which will affect a wider area than the immediate neighbourhood around the proposal. For internal staff, the Online Content team can set up a web page to capture additional comments beyond your normal consultation. Talk to the Online Content team if you wish to open the external consultation to the wider public.

**Close out** – Make it clear in the report that the consultation was closed out, both internally and externally. The two questions the Committee will often ask are: 1) how was AT's response communicated back to the objector(s), and 2) did they have any further comments. Provide the answers to these questions in your report. Please be brief.

**Resource Consents** – If your resolution is being sought because of a condition of a resource consent, you do not need to consult internally if you have Engineering Plan Approval (EPA) and your AT reporting officer agrees that no internal consultation is needed. Additionally, you may not need to consult externally if your consent was publically notified and the traffic controls were adequately covered by that process.

**Bus Shelters** – The owner of a property outside of which a bus shelter is proposed has a legislative right under [section 339](#) of the Local Government Act 1974 to object to the shelter. If they choose, they may have their objection be heard by the Traffic Control Committee before a decision is made on the shelter. Therefore, when consulting for a proposal which will include a new bus shelter or a change to an existing bus shelter location, the consultation must inform the property owner of these rights. The consultation section of the report must also include a discussion of how the property owner was informed of their right to object and the results of the consultation regarding the bus shelter.



Please note that the right to object is applied only to the property owner who will have the proposed shelter adjacent to their property.

**NSAAT road markings on narrow roads and cul-de-sac heads** – If No Stopping At All Times road markings are being proposed on narrow roads (defined as less than 6.8m in width) or around cul-de-sac heads, internal consultation for these markings is done by notification. Additionally, to reduce the time frame surrounding this type of proposal, internal consultation may also be done simultaneously with external consultation. It must be remembered that external parties, including the Local Board, are still consulted for these types of resolutions; this change allows for the external consultation to run in parallel with the internal consultation.

#### **2.10.6.5 Analysis**

Identify any trends or patterns in the feedback, particularly in the negative feedback. This is not a numbers game, though. If there is any feedback that needs to be evaluated, then it must be evaluated, even if no one else has brought it to AT's attention and the majority of respondents hold a different opinion. Summarise your response to the objections as briefly as possible.

Identify any important or substantive comments. By important or substantive, we mean anything safety-related (this type of comment is considered the most substantive), anything that changed or could change your proposal or where a number of respondents had a similar comment. Summarise your response to the comments as briefly as possible.

To reiterate a point, *be brief*. There is generally no need to go into the details of the conversations with your respondents; briefly summarise the overall consultation. If there are important points within the consultation conversations, these should be written as a separate document to be appended to the resolution as needed. Do not disclose a particular response by name or house number as the reports are a matter of public record. Private information or any information that could identify a specific person should not be included in the report.

If you have not previously analysed your proposal in the Alternatives section, then analyse your proposal in this section. It should be obvious by this point what your engineering judgement is, so it is the supporting arguments and technical evidence that is shown here.

If the Local Board was not in support of your proposal or there was significant negative feedback, explain why your proposal is being progressed over the concerns.

Many times a safety audit is appropriate for your proposal. Show the results of the safety audit or state why a safety audit was not necessary.

## **2.11 Guidelines for writing the reports**

The purpose of this section is to ensure consistency in the writing of reports for TCC and direct approval. This document is to be used to standardise restriction terminology and document format of reports.

- a. **Important** – Always start with a new template. The templates are updated on a frequent basis and older versions may not be submitted to the agenda.

- b. Do not delete any sections of the report template. If the section is not relevant, explain why it is not relevant rather than removing it.
- c. Where a proposal extends over several roads and the issues are similar for each road, you can incorporate all the roads into one report if it does not make the resulting report too difficult to read.
- d. Use the appropriate templates for the type of parking restrictions or traffic controls needed for resolution or approval. If you have any doubt, please contact one of the [Resolution Technicians](#) to obtain the right template for your report.
- e. Urgent issues are covered by the '*Written Decision of the Traffic Control Committee*' report which is prepared by the [Transport Controls team](#). Refer to [Section 1.9](#) for more detail.
- f. To start the review process, send your final Word report along with your plan(s) to your AT reporting officer.
- g. The Traffic Control Committee meets fortnightly but reports can be uploaded to the SharePoint library at any time – they will be processed for inclusion in the next available agenda.
- h. Consultation is usually to be undertaken using drawings with an aerial photograph background.
- i. Drawings submitted with resolution or approval reports are not to have an aerial photograph background and are to comply with AT guidelines regarding colours and linetypes. See [Section 3](#) for more details on preparing the resolution plan.
- j. Measurements of traffic and parking resolutions reports noted on drawings are to be based on site measurements rather than measured from aerial photos. Aerial photos do not represent the on-ground distance uphill and downhill. Resolutions are audited once installed; any measurement discrepancy will require [correction](#), which could be either preparing an [amended report](#) and submitting to the TCC for re-approval, or correcting the signs and markings on the ground to conform to the resolution or approval plan.
- k. If the report is being prepared in-house, remove the row for “author” in the signature table, using the “recommended by” row for the AT reporting officer information.
- l. The reporting officer must be an Auckland Transport staff member.
- m. Reports will not be accepted or reviewed without a cost code with the sole exception of the Development Consents resolutions. It is the responsibility of the AT officer to provide this code or enter the information in the report.

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## 3 Section 3 – The Plan

### 3.1 Introduction

With the move to a GIS-based system for recording resolutions for public view as the ultimate goal, staff members and consultants will be able to contribute by using a GIS base map with appropriate coordinate and legal information for their resolution drawings. For this reason, a coordinated approach needs to be developed so that files from different sources can be merged into a single base map. This move has not been developed yet, so this guide covers general requirements for resolution plans. It will be updated when a policy has been developed that will provide for GIS-conversion.

Ultimately, the goal of a resolution plan is simplicity as these drawings will be interpreted by an adjudicator should a restriction ever be challenged in court. In addition, the information the Traffic Control Committee requires from a resolution plan is not complex, particularly when compared to typical construction plans. Generally, what is necessary in a resolution plan is kerb location, existing road markings and any relevant features that may be affected by a parking restriction or traffic control change in some manner, like driveways and/or existing controls. In addition, enough information needs to be supplied in the resolution plan to locate the resolution area within a map. This last is done by adding section boundaries and relevant section information such as property addresses. Information beyond this tends to clutter the resolution plans and provide more opportunity for confusion and misinterpretation.

### 3.2 FAQ

#### Q. What should I show in my drawing?

**A.** Do show: kerb lines (including those of any traffic islands); property boundaries; property addresses; pram locations (if the proposal includes any pedestrian facilities); and the restriction/controls (existing and being removed/proposed). You should also show certain traffic control signs, like Give-Way or Stop signs.

Do not show: parking restriction signs, repeater signs or markings; trees (unless they directly affect the restriction/control); building footprints; impervious surfaces; pylons, cesspits, or other similar infrastructure; footpath; concrete footings; or any other information not directly affecting the restriction/control or not mentioned in the report.

#### Q. What should I dimension?

**A.** You show the length of the restriction/control.

Generally, you would not show the widths of the bus/cycle lane markings, measurements of traffic islands or signs, etc. although these do still need to be drawn to scale in the plans and shown in their appropriate locations.

As a general rule, it is assumed that the construction will follow appropriate [ATCOP](#) (Auckland Transport Code of Practice) standards so any details that would be found in ATCOP do not necessarily need to be dimensioned in the resolution plan. The reason for this is on-site conditions and safety audits could change the dimensions or location details and could result in a resolution or approval that is no longer legally valid. So, if ATCOP states how the restriction/control must be installed, it need not be specifically dimensioned in the plan.

Also, because the [TCD Rule](#) can allow more than one type of legally-valid design for a given restriction (e.g., a bus stop can have signs, or signs and markings, and different types of markings as well), the resolution plan should not be showing a specific design. *A resolution plan is not a construction drawing and should not include construction-specific information.* Don't inadvertently dictate a design by showing too much information in the plan.

**Q. What size plan should I prepare?**

**A.** For ease of handling and to reduce time and costs, we prefer plans to be plotted to A4 paper. Therefore, any plan must be readable when printed at A4. All plans must also be readable after repeated scans and printings.

**Q. What scale should I use?**

**A.** Scale is left to the draughtsperson preparing the plan. We want the drawings to be as readable as possible, so include enough surrounding information that the restriction or control can be easily identified on a map and so that the Committee can evaluate your proposal within the context of the larger area, but you don't need to show much of the area surrounding the restriction(s)/control(s). Typically, showing about 50m to 100m or so beyond your restriction/control is acceptable. If ever you have any questions, don't hesitate to contact one of the [Resolution Technicians](#).

Try to use a scale that can be read at A4 size. All plans will show NTS in the title block, though since a two-dimensional drawing can't accurately represent a three-dimensional road. Plans will also not include a scale bar for the same reason.

**Q. Should I show the resolution extents?**

**A.** Generally, no. It should be obvious in the recommendations and plan what the extent of the restriction(s) are, and repeating that information only clutters the drawing. However, there is one case in which you should show your extents. When there are two adjacent resolutions that are being done relatively simultaneously, both plans should show the boundary between projects, so that the Committee knows where one project ends and the other begins. In addition, you would include a note in your plan stating there is another adjacent resolution and giving its resolution ID number.

Large projects can be separated into multiple pages. Use join lines to show where the pages overlap. Place the join lines where they would show enough of the previous/next page to be easy to read and understand.

### **3.3 AutoCAD basics**

The AutoCAD drawing units should be set to metres or millimetres (the UNITS command will allow you to change units as well as precision). Drawings should be done to scale to the extent practicable. However, because of the occasional inaccuracy in GIS and the inability to show vertical curves in a two-dimensional plan, drawings are stated to be "not to scale".

### **3.4 Layers**

Until the formal move to GIS, layers can be named according to the needs of the draughtsperson preparing the plan. Layer colours can be what you choose, but your pen settings need to plot to the colour in the table below.

Layer Type	Plot Colour	Linetype	NOTES
DIMENSION	<b>black</b> - 7	ByLayer	For noting resolution areas as well as dimensions.
		ISO DASHED	The prolongation of the kerb line, for setting the zero point (e.g. the point of intersection).
DRIVEWAY	<b>green</b> - 104		
KERBLINES	<b>black</b> - 7		
FOOTPATH	<b>orange</b> - 30		Most plans don't require this layer.
NOTES			Notes can be done in any suitable colour.
PROPERTY	<b>grey</b> - 252		Property boundaries and addresses.
RAISED MEDIAN / TRAFFIC ISLANDS	<b>magenta</b>		Anything in the roadway that is a raised feature (e.g., traffic islands). Flush medians are considered to be road markings.
EXISTING ROAD MARKINGS	<b>grey</b> - 252		Anything striped on the roadway, like the central reservation or existing lane markings.
ROADNAME	<b>black</b> - 7		

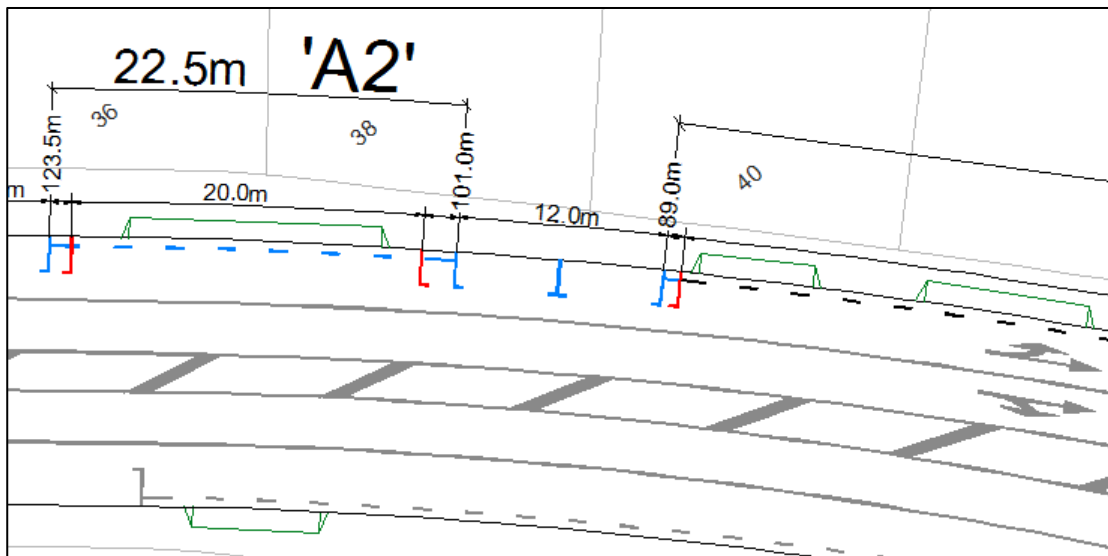
For any controls/restrictions that are existing and will *not* be resolved, use **grey** (colour 253).

For any controls/restrictions that are existing, but *will* be resolved, use **black**.

For any controls/restrictions that are proposed, use **blue** (colour 150).

For any controls/restrictions that are existing, but are to be removed, use **red**.

An example is below:



It is recommended to name layers to conform to a recommendation. Signs may have their own layer and name, although the colour specified for the sign follows the same rules as for the restrictions (**grey** for existing and not resolved, **black** for existing and will be resolved, **blue** for proposed, and **red** for any signs to be removed). Signs will not usually be shown on the resolution drawing as including them at specific locations on the

drawing can cause problems for enforcement if they are not installed in the specified location. The exception to this rule is show the Stop or Give Way signs and any bus stop signs or parking signs that are being removed and are not being replaced by another control as part of the proposal.

If the resolution includes parking restrictions, show the location of the driveways nearby. If the resolution is for pedestrian facilities, show the footpath(s) and/or pram crossings if there are any. It is not necessary to always show the footpath in a resolution plan; they are shown when the proposal impacts pedestrians in some manner.

### 3.5 Road marking linetypes

The resolution plan should be drawn “to scale”, including existing road markings. If the [Traffic Control Devices Rule 2004](#) or MOTSAM specifies a width, that is the width that should be used in the drawing. For example, NSAAT markings will have a width of 100mm with a line length of 1m and a gap of either 1m or 2m.

Most lineweights are set to AutoCAD defaults, although kerb lines are typically set to a larger lineweight to give it greater visual weight (typically, it’s a 2mm line width). Linetypes for the road markings should follow the most recently approved Traffic Control Devices Rule 2004 or Traffic Control Devices Manual specifications for lengths and gaps.

Linetype Name	Stripe	Gap	Notes
CONTINUITY	1m	3m	
LANE	3m	7m	
NO OVERTAKING	13m	7m	
NSAAT 11	1m	1m	For less than 30m of NSAAT markings.
NSAAT 12	1m	2m	For more than 30m of NSAAT markings.

### 3.6 Font and Text height

Text height is dependent upon the scale of the resolution plan. However, the length and labelling of the sections to be resolved are the critical pieces of information within the resolution plan and as such, are given greater visual weight than any other textual part of the drawing.

Text height that shows the length of the resolved area is larger than dimensions that note its distance from features. Text height that cross references the reference label (‘A1’, ‘A2’, ‘B1’, etc) should be even greater.

Text	Approximate scale – A3	Approximate scale – A4
Distance from features	2	1
Length of resolution	3	1.5
Reference label	4	2

We are running into problems with Acrobat not converting some AutoCAD fonts which means that plans that are printed from these pdf files will not print some critical information. CnBT and LtCnBT styles (which are occasionally used as default MTEXT fonts) are known to cause pdf print issues; they may not be used in plans. We prefer that only certain AutoCAD fonts be used in the plans. We have used Swiss, Arial, and Roman without issues, but any other of the AutoCAD default fonts other than the two previously

specified should work in the pdf conversion. Please avoid using any proprietary font styles.

### 3.7 GIS Information

Auckland Council no longer support their Council GIS software and have moved to GeoMaps. GeoMaps can be used to insert property information into your plans (boundaries and addresses), although it does not include kerb data.

Any GIS or LINZ data can be used to create your base map, so long as it uses (or can be converted to) an NTZM coordinate system. The coordinate system must be embedded in your AutoCAD file for use in our GIS system.

### 3.8 Data points

The datum point should be chosen at the Point of Intersection of the extended kerb lines as in the Fig A example shown below.



Fig A

Occasionally, the datum point is used for restrictions on both sides of a road. A straight section of kerb line or property boundary can be extended to the other side of the road to create a datum point. In this case, show the distance from the extended datum point to the edge of the restriction as shown in Fig B below.

If a control or restriction starts ahead of the extended kerb/property line, then the dimension starts at zero and the distance between the datum point and the start of the dimension is shown as is Fig. B below. If the control or restriction starts after the datum point, it's treated like any other dimension line. The prolongation of the kerb line to the far kerb is the zero point and the distance is given to the start of the restriction or control.



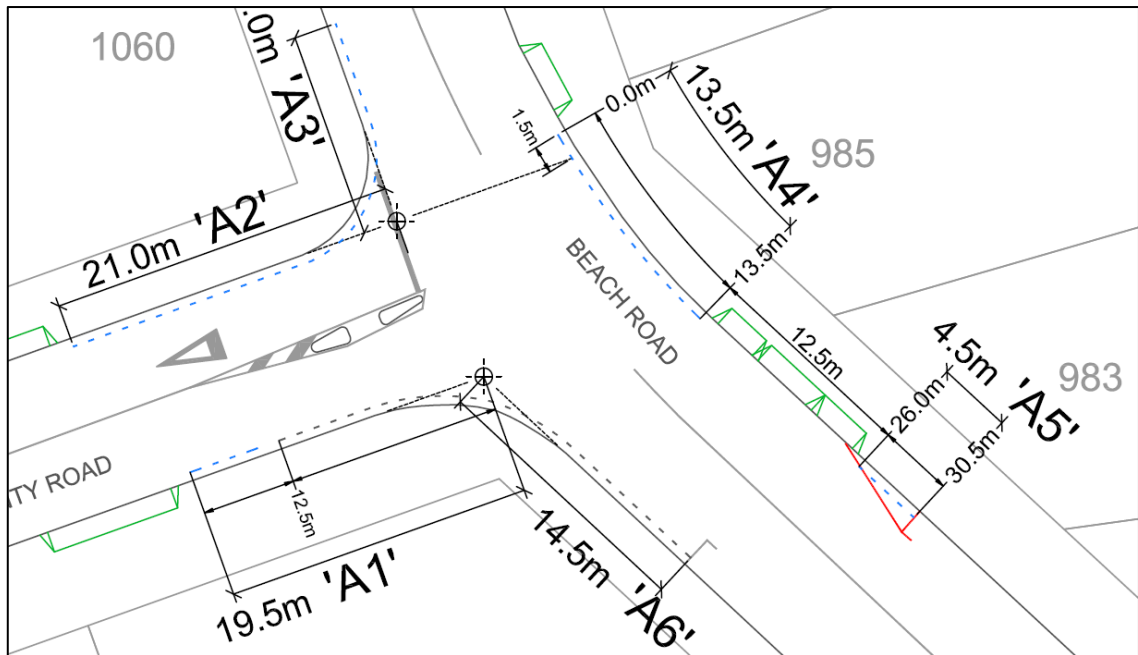


Fig B

We have seen plans that use a right angle from the point of intersection to the opposite kerb (in the example above, this would be a line from the point of intersection to perpendicular to the kerb along A4). This is not acceptable as it's not possible to estimate a right angle in the field with any accuracy, especially when the point of intersection isn't marked on the ground. If you have a restriction on the opposite kerb, you can continue an extended kerb line to the opposite kerb as shown by the dashed line in the example above (Fig B).

### 3.9 Measurements

There are cases where there are no appropriate extended kerb lines (frequently this is found at roundabouts) or the datum point is so far from the proposed restriction as to make it unsuitable for use. In these cases, if there is a fence line or other visible property boundary *that matches the property boundary line as shown in GIS*, then the property boundary line may be used as an [alternative to the extended kerb lines](#).

**Important note:** Buildings, driveways and trees are not acceptable to use as data points as these are subject to change over time and without notice or prior records.

If a property boundary is used, emphasise the boundary line and the property addresses on either side of the line as shown in Fig C below.

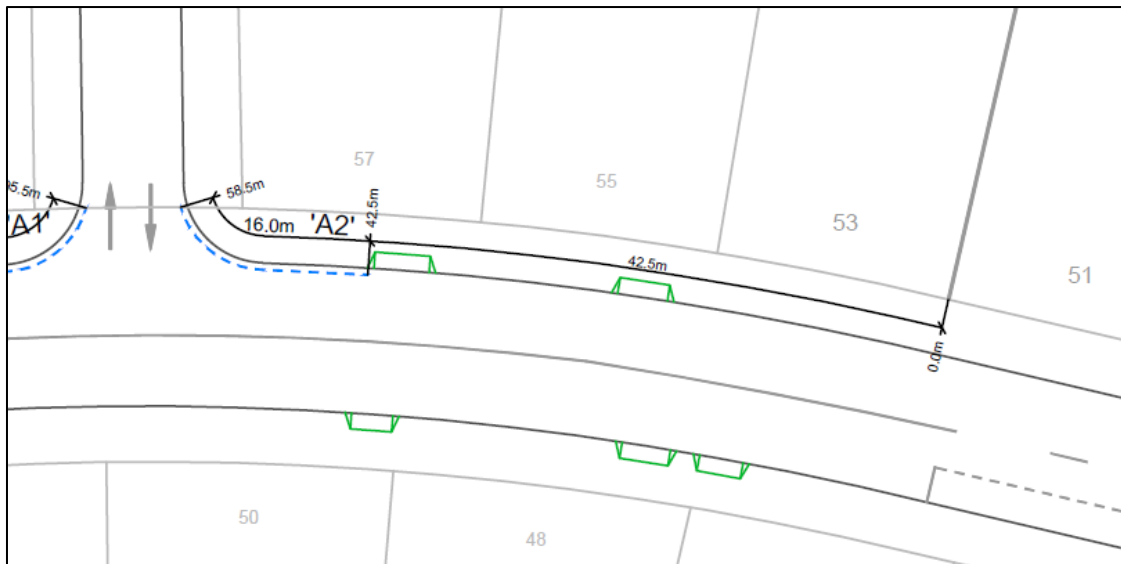


Fig C

Measurements from the Point of Intersection to the start of the restriction/control or between restrictions should be done in a straight line. Kerb build outs and indentations are generally ignored when just measuring the distance to a point.

Measurements for the restriction or control itself usually follow the kerb line, particularly if the restriction is NSAAT markings which are naturally installed along the kerb line. The dimension line in your drawing should reflect whatever method you use. If you measure a straight-line distance, the dimension line in your drawing should be straight. If you followed the kerb line, your dimension line should follow the kerb line.

Figure C above demonstrates the kerb line measurements. Figure D below shows an example of a straight-line distance to the restriction.

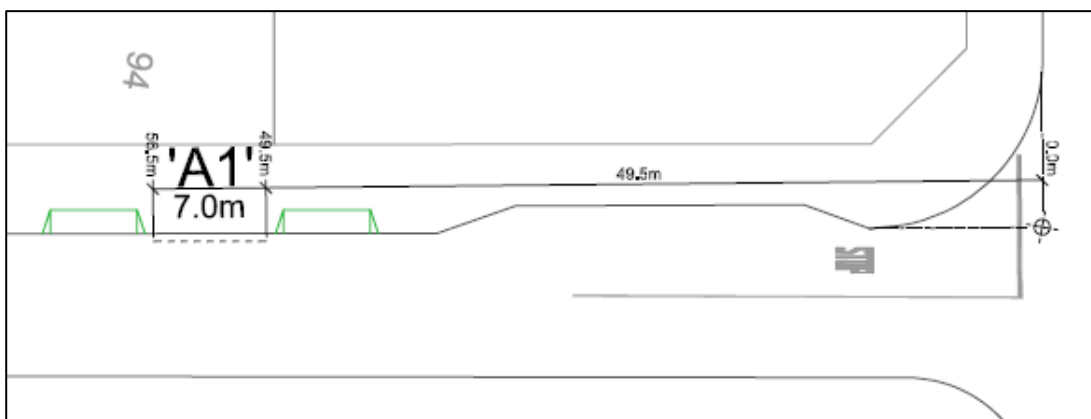


Fig D

When resolving an isolated traffic island, it is not necessary to specify a datum point. See Fig E below.

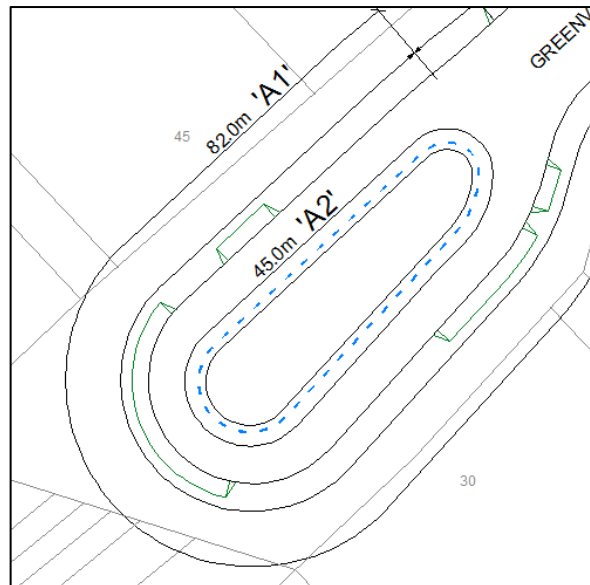
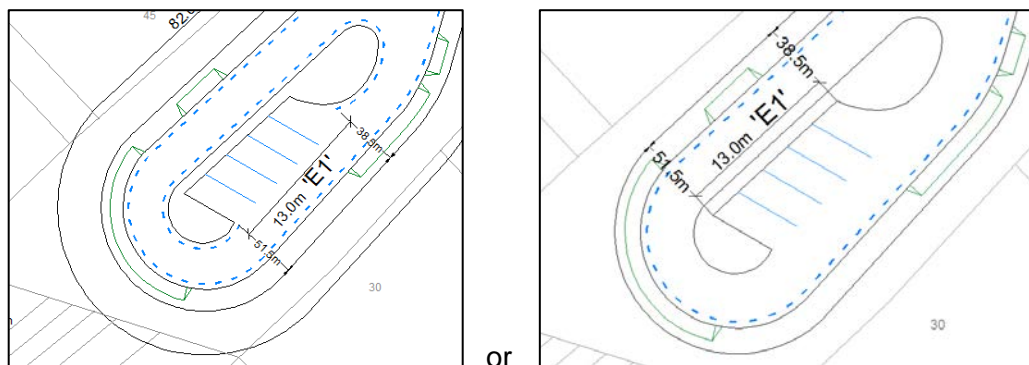


Fig E

For angle parking, the length of the restriction needs to be shown as well as the line markings for the parking spaces. The line markings need to conform to the number of spaces being resolved. The length of the angle parking restriction can be taken from either side of the parking restriction. See below.



### 3.10 Running and restriction measurements

To keep repeating a point, it is the restriction that is the critical information in a plan. It should therefore stand out from all the rest of the information that is used to identify it, such as its relative location.

In many plans, it's best to have a running measurement line that shows the distances from your point of reference when the restriction doesn't begin at the reference point or there are gaps between restrictions.

If there are both running measurements and resolution labels, the smallest text height will be used for the running measurements, a medium text height for the length of the restriction, and the largest text height for the resolution label. An example is shown below (Fig F).

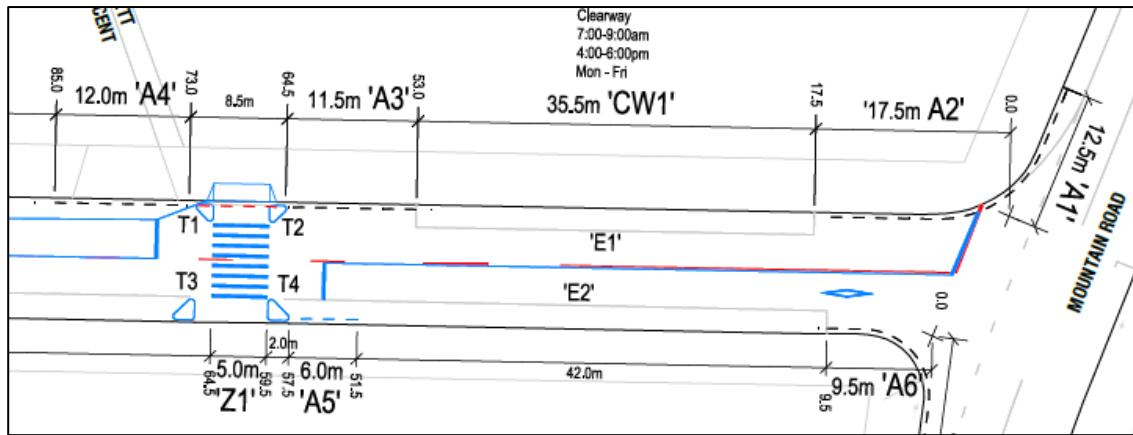


Fig F

### 3.11 Reference labels

It is recommended that reference labels are as follows in the table below. All labels are done sequentially on each street. For example, if NSAAT markings will be proposed on two streets, the labels would show 'A1', 'A2', and 'A3', on one street and 'A4', and 'A5', etc. on the other street. *Resolution plans must not show 'A1', 'A3', on one street and 'A2', 'A4', on another street.*

If there is a number/hash (#) symbol after the label in the table below, the reference label will include a number for each control, e.g., 'A1', 'A2', 'A3' etc. If there is no number symbol after the label, all controls of that type will only have the reference label. For example, all edge lines are labelled 'EL' in the plan with a leader from each 'EL' label to the edge line it references.

**Note that there is no label 'P' in the table below.** This is because there could be confusion as to whether P2, P5, etc. refers to a resolution label or the actual parking restriction. Therefore, the label 'P' is *not* used in a plan.

Restriction Type	Label	Restriction Type	Label
Advance Warning Signal	AS#	<a href="#">Other Special Vehicle Lane</a>	OL#
<a href="#">Advisory Road Marking</a>	AS	<a href="#">Paid Parking</a>	PP#
<a href="#">Angle Parking</a>	AP#	<a href="#">Parking Place</a>	PA#
<a href="#">Authorised Vehicle Parking</a>	AV#	<a href="#">Parking Zone</a>	PZ#
Bicycle Parking	BI#	<a href="#">Passing Lane</a>	PL
<a href="#">Bus Lane</a>	BL#	<a href="#">Pedestrian Crossing</a>	Z#
<a href="#">Bus Only Lane</a>	BO#	<a href="#">Pedestrian Signal</a>	PS#
<a href="#">Bus Parking</a>	BP#	<a href="#">Pick-up/Drop-off</a>	PD#
<a href="#">Bus Shelter</a>	BS#	<a href="#">Police Vehicle Parking</a>	PV#
<a href="#">Bus Stop</a>	B#	<a href="#">Reserved Parking</a>	PR#
<a href="#">Car Share Parking</a>	CS#	<a href="#">Resident Parking</a>	YV#
<a href="#">Carriageway</a>	CY	<a href="#">Road Hump</a>	H#
Centre-line	C	<a href="#">Roundabout (give way)</a>	GR#
<a href="#">Clearway</a>	CW#	<a href="#">Roundabout (signalised)</a>	SR#

<a href="#">Cycle Lane</a>	CL#	<a href="#">School Crossing Po</a>	
<a href="#">Cycle Path</a>	CP#	<a href="#">School Patrol</a>	K#
<a href="#">Delineators</a>	D#	<a href="#">Shared Path</a>	SP#
<a href="#">Edge Line</a>	EL	Shared Zone <a href="#">bylaw/non-bylaw</a>	SZ#
<a href="#">Electric Vehicle Parking</a>	EV#	<a href="#">Shoulder Markings</a>	SM#
<a href="#">Flush Median</a>	FM#	<a href="#">Slow Vehicle Bay</a>	SL#
<a href="#">Footpath</a>	F	<a href="#">Small PSV Stand</a>	TS#
<a href="#">Give Way Control</a>	GW#	<a href="#">Stop Control</a>	S#
<a href="#">Keep Clear Zone</a>	KC#	<a href="#">Time-Restricted Parking</a>	TR#
<a href="#">Loading Zone</a>	LZ#	<a href="#">Traffic Calming Device</a>	TC#
<a href="#">Mobility Parking</a>	MP#	<a href="#">Traffic Island</a>	T#
<a href="#">Motorcycle Parking</a>	M#	<a href="#">Traffic Signal (intersection)</a>	SI#
<a href="#">No Parking: time/day/class</a>	AL#	Traffic Signal (level crossing)	LC#
<a href="#">No Passing</a>	NP#	Traffic Signal (midblock)	MS#
<a href="#">No Stopping off roadway</a>	AO#	<a href="#">Transit Lane</a>	TL#
<a href="#">No Stopping: time/day</a>	AT#	<a href="#">Variable Lane Control</a>	V#
<a href="#">Non-Standard Road Marking</a>	AS	Wide Centre-line	WC
<a href="#">NSAAT</a>	A#		

If you are removing a control, add an 'R' in front of the normal label. For example, revoked NSAAT markings are labelled RA1', 'RA2', etc. A revoked bus stop will be labelled 'RB1', etc.

If you are completely replacing a control with another control, it's not necessary to label the removed control. If, however, you are replacing part of a control, then the portion that isn't being replaced must be resolved or revoked as appropriate and have the proper labels.

### 3.12 Conditions

The conditions of a restriction or control, if any, are also shown in the plan. A restriction could have conditions for time limit, class of vehicle/user/activity, operating hours/days, or more. Generally, each condition is given its own line in the plan under the restriction type. This information is placed as close to the label as practicable without degrading clarity. All conditions must match exactly what is resolved in the recommendation section of the report. An example is shown below in Fig G.

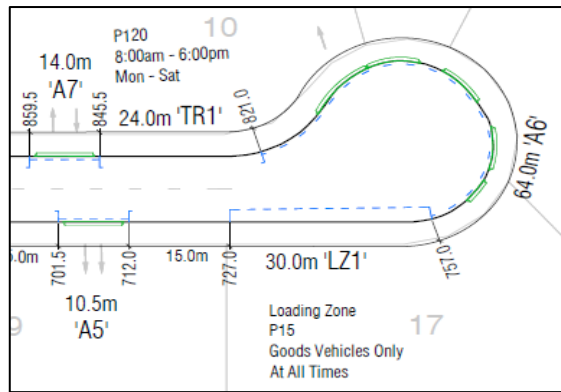


Fig G

### 3.13 Signs

The legal aspect of most parking restrictions is the part of road that the restriction is applied to. This means that generally parking restrictions are resolved solely by length. Show the start point and end point of the parking restriction along your dimension line, but don't show the parking signs. If you are removing a sign—especially a bus stop sign—show the sign being removed (in red and it should be labelled as 'removed'). You don't show the existing or new parking signs.

You do show Stop and Give-Way signs. Don't reference MOTSAM, TCD or NZTA (or any other) designations in the sign text. This information is meaningless to a judge. The text that accompanies these signs will be EXISTING 'STOP' SIGN or EXISTING 'GIVE-WAY' SIGN. If the sign is being proposed, replace the "existing" with "new" (NEW 'STOP' SIGN). If the sign is being removed, replace "existing" with "removed" (REMOVED 'GIVE-WAY' SIGN). Show the sign in the appropriate colour—grey for existing and not being resolved, black for existing and being resolved, blue for new, and red for removed.

### 3.14 Line markings

Line markings should be done to scale. If the line should be 100mm in width, then the drawing should reflect that. Any gaps should also be to scale. The 1m line, 1m gap NSAAT marking needs to be clearly differentiated from the 1m line, 2m gap road marking.

### 3.15 Road markings

The plans need to be drawn at a scale such that any edge line is clearly distinguishable from the kerb line in the plan even when printed at A4 and after multiple scans and printings. Edge lines are not numbered; in other words, there is no need to label them 'EL1', 'EL2', etc. All edge lines in the plan are labelled with 'EL'. Edge lines are also not dimensioned. There will need to be a leader from the 'EL' label to each specified edge line as shown in Fig H below.

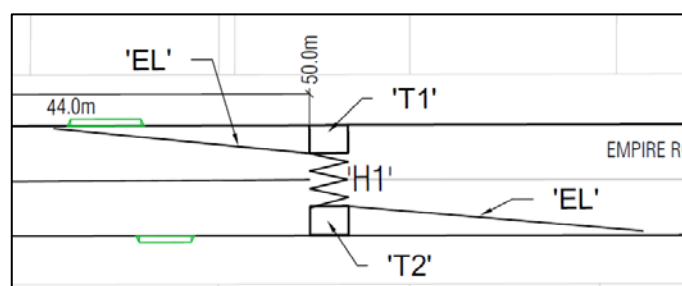


Fig H

No passing lines now need a leader to the specific no passing lines it references. This is in addition to the usual length and label/number information shown in the dimension line as shown below in Fig I.

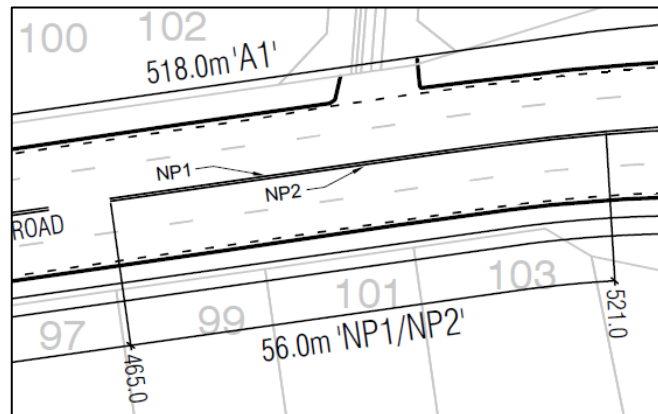


Fig I

Flush medians are not dimensioned. If the median doesn't meet [ATCOP](#) standards, show the width of the median in the section where it doesn't meet the standards. Otherwise, flush medians are only labelled ('FM1', 'FM2', etc).

If there are several roundabouts, Stop or Give Way controls being resolved, each intersection should be numbered in the plan, e.g., 'GW1' and 'GW2', etc for clarity.

### 3.16 Double arrows

If there is a control that starts within or is adjacent to your extents, and extends for more than 50m beyond your drawing then you may use double arrows at the edge of the drawing rather than showing the entire control. Please note that for the prosecutors' benefit, it is always best to show the entirety of a control.

In order to maintain the legal robustness of a resolution using double arrows, the format must be as follows:

Include the double arrows in the legend along with the description, "Control extends beyond the drawing".

Near the double arrows on the dimension line, add the following text: "[Label](#) extends to a point [XX.Xm](#) [north][south][east][west] of the [northern][southern][eastern][western] boundary of [address](#)". More than one label can be included in the text, so long as they all have the exact same end point. In this case, the text would read: "[Labels](#) extend to point [XX.Xm](#) [north][south][east][west] of the [northern][southern][eastern][western] [boundary of [address](#)] [kerb line prolongation of [street](#)]"

The blue text is to be replaced with the appropriate resolution label (e.g., 'A1', 'CW1', etc), distance (e.g., 22.5m), and address (e.g., No. 32 Great South Road) or street (e.g., Great South Road). Either choose the appropriate direction from the options given or describe the direction. Some examples are shown in Figs J, K and L below.

'CW2' EXTENDS TO A POINT 0.5m  
SOUTH OF THE SOUTHERN  
BOUNDARY OF No. 9 MANUKAU ROAD

Fig J

or

NOTE: A1 EXTENDS TO A POINT 2.5m EAST OF THE  
PROLONGATION OF THE EASTERN KERB LINE OF  
PETERSON ROAD (A1 STARTS AT THE LIMIT LINE).

Fig K

or

NOTES: A2 AND THE DISTANCES TO  
NP1 AND NP2 EXTEND TO THE  
PROLONGATION OF THE EASTERN  
KERB LINE OF CARBINE ROAD.

Fig L

For certain traffic controls, it is definitely preferable to use accurate measurements obtained on site, but if the control extends beyond the drawing for hundreds of metres and is impractical to obtain physical measurements, then it may be acceptable to measure it as a desktop exercise and use the word “approximately”. Alternately, describe the end point (i.e. “at the intersection of ...”). Discuss this with the [Senior Resolutions Technicians](#) before using either of these methods. Parking controls must be measured on site.

There is also text added to the recommendation in the report as well. See [2.10.1 Recommendations](#) for details.

### 3.17 Bus stop design

Resolution plans are not construction plans and should not include construction details. It is possible to design a bus stop several different ways, all of which are legally enforceable designs. Because the resolution plan should not dictate which design should be used as field conditions may have to determine this, the plan should only show the box markings and no wording or sign details. The exception is if a bus stop sign is being removed. That sign should be shown in **red** and with the accompanying text, REMOVED 'BUS STOP' SIGN.

[ATCOP](#) in-line kerb bus stop design requires 15m of NSAAT markings leading into the bus stop and 9m of NSAAT markings leading out of the bus stop. Where the bus stop is being placed near a driveway (or driveways), the driveway(s) can be used to replace some or all of the NSAAT markings. If a driveway is being used in place of the no stopping markings and it's not obvious in the plan that there is sufficient distance for the bus lead-in or lead-out, show the width of the driveway in the plan.

### 3.18 Lane widths

Generally, it's not necessary to show lane widths in the plan(s). However, there are a few exceptions to this. This is a judgement call, but if there's a reasonable possibility that cars and cyclists will find it a tight fit to share the road, then the Committee will want to know if the proposed features will detrimentally impact cyclists, such as creating pinch points, forcing cyclists into traffic lanes, etc.

If the lanes are narrower than usual or particularly large then add the lane widths to the drawing.



If there are central refuge islands in the plan, show the kerb-to-kerb distance between the kerb and the island if that distance doesn't meet ATCOP requirements. This is done so that the Traffic Control Committee can determine if the island creates a pinch point for cyclists.

This also applies to bus stops. If there is a question about whether a cyclist would have to divert into traffic when there is a bus in the stop, then show lane width at that point.

### 3.19 Extent of report / Impact area

Generally, it's not necessary to show the extent of your resolution. It's obvious (or should be obvious) from the plan exactly where your restriction ends. So, under normal circumstances, don't include any extent of resolution information in the plan.

The exception is if two adjacent projects are being done relatively simultaneously. Then each resolution should show the extent of their project with a note in the plan that gives the resolution ID and other critical information for the other project.

The plan should show the impact area of a resolution, not just what is being resolved. Especially when removing parking, the parked vehicles do not disappear from the network, they move elsewhere. So, the Committee needs some understanding of the impact of the parking change or loss on the nearby neighbourhood. Show some of the area surrounding your restrictions (generally one or two sections beyond the actual restriction) and show all driveways within this area.

### 3.20 Referencing an existing resolution

Occasionally, you will need to reference an existing, currently valid resolution in the plan. In order to provide sufficient legal information for a judge to determine the validity of the referenced resolution, the information needed is: the Committee that approved the resolution, what legal authority that Committee had to approve the resolution, when it was approved and how to identify it. The usual format for referencing previous resolutions is shown below in Fig M.

NOTE: THE EXISTING CAR SHARE SPACE ON THE NORTH-EASTERN SIDE OF ANZAC AVENUE WAS APPROVED BY THE TRAFFIC CONTROL COMMITTEE WITH THE DELEGATED AUTHORITY FROM AUCKLAND TRANSPORT ON 23 APRIL 2018 UNDER RESOLUTION ID #14931.

Fig M

### 3.21 Combined resolutions

The plans for combined reports can get quite complex when the parking restrictions and the traffic controls are shown in the same plan. The Traffic Control Committee has the authority to make a decision only on the elements that are resolved by the TCC, so that information is what is most important to the Committee.

If the plan includes multiple parking restrictions (or other resolution elements) as well as traffic controls (or other approval elements) to the extent that clarity suffers, then include a separate sheet that shows only the restriction and controls that are proposed in the resolution portion of the report. In other words, complicated plans should be separated into one (or more) sheet(s) for the resolution elements that are resolved by the TCC and one (or more) sheet(s) for the whole, combined resolution and approval plan.

### 3.22 Complex drawings

If *all* previous restrictions and controls are being revoked and replaced with the proposed restrictions and controls, and if showing both the revoked and proposed controls would make the drawing too difficult to read, it is acceptable to show only the proposed restrictions and controls in the plan to simplify the drawing. Generally, what is important in the plan are the proposed controls; existing controls can sometimes be found in previous reports should we ever need to know what had been previously resolved or approved. However, it should be noted on the plan that the previous controls to be removed are not shown and if any of the previous controls are being removed without something to replace them then the subject revoked controls must be shown and the recommendations must state that they have been revoked.

### 3.23 Overlay plans

For any resolution plans of three or more sheets that include two or more streets or intersections, an overlay plan is required. If the resolution plan is more than two sheets for a single road, it is preferred to have an overlay plan. Join lines will be needed if the plan extends beyond more than one viewport.

### 3.24 Title blocks

There must be information in the title block of the resolution plan to show the street name, suburb, Local Board area, a brief (but meaningful to a judge) description of the proposal, resolution ID, AT logo, date, sheet number, revision number, name or initials of the preparer, NTS for scale, and unique project number. If the resolution plan was prepared by a consultancy, the title block should contain the consultant's logo or other identifying information.

The layout area must contain a compass point / north arrow and legend. The north arrow must be pointing in a generally upwards direction.

It is very helpful for our records and those of the Local Board if the Drawing Number contains specific information about the resolution plan. We prefer that you use the following format.

Consultancy Code / XLB / RESID / INITIALS / PROJ

specifies the following information: the originator of the plan (AT is Auckland Transport, which means the plan was prepared internally; use the correct code for plans prepared by a consultant – see the table below), XLB is the code for the Local Board area (see the table below), RESID is the resolution ID, INITIALS is the initials of the person who prepared the resolution plan, and PROJ is any uniquely designated project number. As an example, PTM/DTLB/10918/JB/2015-73 was prepared by PTM Consultants, Devonport-Takapuna Local Board, resolution ID 10918, prepared by J Bloggs, and project number 2015-73. The Local Board code is mandatory in the title block because we report these projects back to each Board.

Each consultant should have or be given a two or three letter code to be used in place of the AT in the drawing number in order to identify the originator of the plan. If your consultancy is not in the list below, contact the [Senior Resolutions Systems Developer](#) to obtain one.

<b>Consultancy</b>		<a href="#">Table of Contents</a> <a href="#">Section 3 Contents</a>
Auckland Transport (only for plans done in-house)	AT	
Beca	BE	
Flow	FL	
GHD	GHD	
MWH	MWH	
Opus	OP	
PTM	PTM	
T2	T2	
Traffic Design Group	TDG	
Traffic Engineering Solutions	TES	
Traffic Planning Consultants	TPC	
Traffic Solutions	TS	
Urban Solutions	US	

<b>Local Board</b>	<b>Mandatory Code</b>
Albert-Eden	AELB
Devonport-Takapuna	DTLB
Franklin	FLB
Great Barrier	GBLB
Henderson-Massey	HMLB
Hibiscus and Bays	HBLB
Howick	HLB
Kaipatiki	KLB
Mangere-Otahuhu	MOLB
Manurewa	MLB
Maungakiekie-Tamaki	MTLB
Orakei	OLB
Otara-Papatoetoe	OPLB
Papakura	PALB
Puketapapa	PULB
Rodney	RLB
Upper Harbour	UHLB
Waiheke	WILB
Waitakere Ranges	WRLB
Waitemata	WLB
Whau	WHLB

When providing a description of the proposal, a general description such as “proposed road improvements” is meaningless. The significant elements of the proposal should be specified, for example, “new cycle lane and NSAAT”. If the proposal contains more elements that can fit on a single line, specify the significant controls and summarise the remainder, such as “traffic islands, NSAAT, and pedestrian improvements”. Existing controls that are being captured can also be summarised as “and existing controls” if space is limited.

Proposed controls should be labelled as “new” in the description. For example, “new cycle lane”.

### 3.25 Legend

The legend should only show the elements that are present in the specific plan. Do not use a generic legend for all drawings (although one may be used for all sheets in a plan). We don't want to have a situation where the judge is searching for a restriction shown in the legend that isn't in the drawing and then dismisses the case when they can't find it.

### 3.26 Notes

Since it's nearly impossible for two people to arrive at the exact same measurement when measuring a restriction out in the field, it's less risky to round the measurements off in the plan. Round off all running and restriction measurements to the nearest 0.5m and include a note in the plan stating that the measurements have been rounded to the nearest 0.5m. We are only allowed a 1m variance between the field measurement and the resolution plan, so your field measurements must be as accurate as possible, but the numbers shown in the plan can be rounded off.

If you do show signs or markings in your plan, include a note stating that the signs and markings show indicative locations only and may not reflect final positions. If you show markings, but no signs, you can modify the note to read that road markings are indicative only and may not reflect final positions.

There are situations where two adjacent resolutions are being worked on simultaneously. Each project should show the extent of their resolution and have a note that gives the resolution ID of the other project. Do not suggest in your note that the TCC have or will approve the other project. The note should only state that the report is in progress and what ID it can be found under.

### 3.27 Additional information

- a. Aerial photos are not to be shown in the resolution plan for permanent changes (they may be used for temporary resolutions – i.e. as part of TMP drawing). They may be used to develop the plan, but the layer must be turned off when plotting.
- b. Measurements given in the resolution plan for all parking controls and most traffic controls must be made in the field as distances derived from aerial photos or GIS may not be accurate (two-dimensional aerial photos cannot show the additional length inherent in a three-dimensional vertical curve). For this same reason, we don't show a scale bar or state a scale in the plan. Scale is always "Not to Scale" or NTS.
- c. Do not show parking signs, building footprints, impervious surfaces, trees, cesspits, pylons, water, electric, or sewer lines, contour lines etc, in the plans. The exception is if the item affects the proposal in some way, for example, the location of the bus shelter is constrained by a tree. In that case, you would show the tree that limits the shelter location. Or if a cesspit restricts the location of a pram, then show the cesspit (but only the cesspit that affects the location of the pram). Or if you are removing a sign, then show the sign in red and note the type of sign that's being removed (REMOVED 'BUS STOP' SIGN).
- d. Plot to A4 paper when possible. If you plot to A3, it still needs to be readable when printed at A4. It also needs to be readable after repeated scans and printing.

- e. Only show in the legend what is in the specific plan or set of sheets that comprise that plan. Do not use a generic legend in all drawings.
- f. Do not use 'P' for a resolution label as it could lead to confusion between the label P2 or P5 and the P2 or P5 parking time restriction.
- g. Do not use right angle dimensions in the plan. It is not possible to accurately estimate a right angle in the field. For this same reason, do not use any tangent measurements in the plan.
- h. Do not use proprietary font styles as they may not print correctly from Acrobat files. Swiss and Arial font styles are preferred, but most of the common AutoCAD default font styles should be acceptable. CnBT and LtCnBT styles (found as the default MTEXT font) are known to cause pdf print issues, so they may not be used in plans.

## **4 Section 4 - Appendices**

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## Appendix A – Glossary

Abbreviation	Full Name
<a href="#">Approval Report</a>	Is a report to an officer who holds a delegated authority to decide on controls of the sort in that report. These are decisions that are not made under bylaws.
AT	Auckland Transport
AT Bylaws	Most relevant ones with regard to resolutions being <a href="#">AT Traffic Bylaw 2012</a> , <a href="#">AT Speed Limits Bylaw 2012</a> , <a href="#">AT Election Signs Bylaw 2013</a> and the (combined AT and AC) <a href="#">Signage Bylaw 2015</a>
ATCOP	<a href="#">Auckland Transport Code of Practice</a>
BYL	Broken Yellow Lines
<a href="#">Combined Report</a>	Is a report to the TCC containing both controls that only the TCC can decide on and also controls that can only be decided on by an officer holding the relevant delegated authority.
EMRM	Elected Member Relationship Manager
GIS	Geographical Information System
LGA74	<a href="#">Local Government Act 1974</a>
NSAAT	No Stopping At All Times
NZTA	<a href="#">New Zealand Transport Agency</a>
<a href="#">Recommendation</a>	This is a term that we use to refer to the individual recommendations for traffic and parking controls. These were previously referred to as “pursuants”.
<a href="#">Resolution Report</a>	Is a report to the TCC containing controls that only the TCC can decide on. Predominantly these are decisions made under bylaws.
SSP	Stopping, standing, parking
TCC	Traffic Control Committee
TCD	Traffic Control Device (i.e., signs, markings, signals, delineators)
TCD Rule	<a href="#">Land Transport Rule: Traffic Control Devices 2004</a>
TMP	Traffic Management Plan

## Appendix B – Names and Current Positions

DECISION MAKERS	
Resolutions	Approvals
<p style="text-align: center;"><b>Traffic Control Committee</b></p> <p style="text-align: center;">Sitting Members:</p> <p style="text-align: center;">Group Manager Network Management and Safety</p> <p style="text-align: center;">Group Manager Parking Services and Compliance</p> <p style="text-align: center;">Group Manager Services and Performance</p> <p style="text-align: center;">Group Manager Metro Services</p> <p style="text-align: center;">Chief Engineering and Asset Management</p>	<p>Officers with delegated authority most commonly used:</p> <p><u>For minor safety/Traffic Engineering-initiated projects:</u></p> <p>Melanie Alexander, Traffic Operations Manager</p>
<p><b>Templates:</b></p> <p>(1) <a href="#">Permanent Traffic and Parking Changes Report</a></p> <p>(2) <a href="#">Temporary Traffic and Parking Changes Report</a></p> <p>(3) <i>Written Decision of the Traffic Control Committee Report</i></p> <p>(4) <a href="#">Amended Resolution Report</a></p>	<p><b>Templates:</b></p> <p><a href="#">Permanent Traffic Control Changes Report</a></p>
<p>(5) <a href="#">Permanent Traffic and Parking Changes Report (Combined)</a></p>	
<p>Parking and Traffic Control Resolutions under the <b>AT Bylaws</b>.</p> <p>Refer to the lists under <a href="#">1.10.1</a>, <a href="#">1.10.2</a>, and <a href="#">1.10.3</a></p>	<p>Traffic Control Resolutions under the <b>Local Government Act 1974 and TCD Rule 2004</b>.</p> <p>Refer to the list under <a href="#">1.14.1</a></p>



<b>TCC MEMBERS</b>	
<b>AT Positions appointed to TCC</b>	<b>Current Staff Member (and new job titles)</b>
Group Manager Network Management and Safety	Randhir Karma
Group Manager Parking Services and Compliance	John Strawbridge
Group Manager Services and Performance	Tracey Berkahn
Group Manager Metro Services	Stacey Van Der Putten
Chief Engineer and Asset Management	Michael O'Halloran

<b>LIST OF APPROVAL OFFICERS</b>	
<b>Name and designation of the officer</b>	<b>Traffic Controls</b>
Melanie Alexander Traffic Operations Manager Network Management and Safety	All traffic controls listed in <a href="#">1.14.1</a>

<b>REPORT SIGNATORIES</b>	
<b>AT Position</b>	<b>Current Staff Member</b>
Traffic Engineering Team Leaders	Jared Plumridge – Central / South Pragati Vasisht – North / West
Road Safety Engineering Team Leaders	Irene Tse – Central / South Michael Brown – North / West
AT Metro (to be used if the street is on a bus route)	Adrian Grant
Parking Compliance	Garry Brown

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<b>TRANSPORT CONTROLS TEAM</b>	
<b>AT Position</b>	<b>Current Staff Member</b>
Transport Controls Team Leader	<a href="#">Terry Sugrue</a>
Senior Resolution Technicians	<a href="#">Anthony Herath</a> <a href="#">Ravi Reddy</a>
Resolution Technicians	<a href="#">Ramen Sharma</a> <a href="#">Craig Price</a> <a href="#">Lee Zhang</a>
TCC Secretary / Resolutions Coordinator	<a href="#">Nikita Yadav</a>
Senior Resolutions Systems Developer	<a href="#">Liam Amundsen</a>

<b>ELECTED MEMBER RELATIONSHIP MANAGERS</b>	
<b>EMRM North</b>	<b>Local Boards</b>
<a href="#">Ellen Barrett</a>	Hibiscus and Bays Rodney
<a href="#">Marilyn Nicholls</a>	Devonport-Takapuna Kaipatiki
<b>EMRM South</b>	<b>Local Boards</b>
<a href="#">Peter Wilson</a>	Papakura Manurewa
<a href="#">Ben Stallworthy</a>	Howick Mangere-Otahuhu
<a href="#">Kenneth Tuai</a>	Otara-Papatoetoe Franklin
<b>EMRM Central</b>	<b>Local Boards</b>
<a href="#">Lorna Stewart</a> <a href="#">Bruce Thomas</a>	Orakei
<a href="#">Ben Halliwell</a>	Great Barrier Waitemata
<a href="#">Lorna Stewart</a>	Albert-Eden Puketapapa
<a href="#">Bruce Thomas</a>	Maungakiekie-Tamaki Waitakere Ranges
<a href="#">Jonathan Anyon</a>	Waiheke
<b>EMRM West</b>	<b>Local Boards</b>
<a href="#">Owena Schuster</a>	Henderson-Massey Upper Harbour Whau
<b>Team Manager</b>	
<a href="#">Jonathan Anyon</a>	

# Appendix C – TCC Policies and Philosophy

(Things it helps to know about when doing reports)

## The Process

### General

A trend has been re-emerging lately of authors asking for reports to go to the TCC as extraordinary items because the author missed the agenda deadline. This puts a burden on the Committee to make a decision on a resolution without sufficient time to do a review and is particularly difficult when there are numerous items already in the agenda.

Hence, the Committee has unanimously decided to not accept reports as extraordinary items in situations where it is merely that the report has missed the agenda cut-off deadline. In future it will be that you will need an extraordinarily good reason for a report to be accepted as an extraordinary item.

As a result of this decision by the Committee, we will be implementing it as our standard policy. You should therefore try to build into your planned time frame more scope for slippage during the final stages so that you do not need to be submitting reports at the last minute. We recommend that you plan your approach so that you are not asking people to review your report the day of the deadline. The review process has been designed to take about a fortnight and the agenda deadline is ten days in advance of the meeting, so you need to plan to have your report and plan ready for review approximately one month ahead of the TCC meeting. Do not leave your report with someone expecting them to finish your process for you. We will do what we can to help you, but the report remains your responsibility and you need to follow its progress and move it forwards when it stalls.

### Extraordinary Items

The Committee have indicated that they will not accept the justification that you want to get your construction started (or finished) as soon as possible. If you wish to submit an item to the Committee as an extraordinary item, you must get permission from the [Transport Controls Team Leader](#).

We will not accept reports that missed the agenda because the author tried to push it through at the last moment and ran out of time. Those reports will wait until the next regular meeting. There must be an engineering reason for the report to have missed the agenda deadline and can't be delayed to the next meeting in order to use the extraordinary item process. One question we will be asking is, if your situation has functioned as is for years, why can't it continue to function as is for another fortnight.

### Written Urgent Decisions

Written (urgent) resolutions are designed to deal with a matter where the gravity of the situation means that a decision needs to be made before the next scheduled meeting of the Committee. The request for an urgent decision needs to be made by the manager or team leader of the relevant team to the [Transport Controls Team Leader](#) to obtain the approval for the written decision to be put to the Committee members.

The other time that the written decision process might be used is where the Committee has declined a matter during the meeting but stated that it will be allowed as a written decision when the Committee's concerns have been addressed. In these situations you will also need to demonstrate to the Transport Controls Team Leader that the set condition(s) have been met.

The responsibility for preparation of the Written Decision cover template remains with the Transport Controls Team. The rest of the report should be done by the report writer, using a current appropriate template and should be reviewed and approved by all signatories before requesting the Transport Controls Team Leader to initiate the written decision process.

Again, wanting a project done as soon as possible is not sufficient justification for this process. The Traffic Control Committee expect you to manage your project so that you don't run out of time to complete it at the end.

## The Report

### NSAAT Markings – Driveways

Generally, the Committee's philosophy is to not mark anything that is currently enforceable under the road code, so you would not extend the No Stopping At All Times (NSAAT) markings across a driveway, at the intersection, etc. (since the road code prohibits parking across a vehicle crossing, within one metre of a driveway, in a special vehicle lane, within six metres of the approach of a pedestrian crossing, within six metres of an intersection, etc.). The Committee would prefer not to anticipate any parking issues by installing markings where the road code already provides parking restrictions.

However, there are cases where the current problem is driveways being blocked by parked vehicles. Firstly, you are expected to resolve this issue by other means if possible, such as courtesy letters and/or enforcement. If these measures are not sufficient to prevent the parking problems, you have the option of using NSAAT markings. If you do choose to extend the NSAAT markings across a driveway to control the parking issue, you must justify it in your report. Because this then becomes an inconsistent message to drivers (some driveways marked and others not), you should also analyse if this inconsistency in markings will become an issue itself.

### NSAAT Markings – Cycle Lanes

The resolution plans for cycle lanes must show the NSAAT markings within a cycle lane and these markings must also be resolved.

If the markings are currently in existence in the cycle lane, they are shown in black colour in the plan. If they are being installed along with the cycle lane, they will be shown in blue in the plan. The NSAAT markings will be resolved along with the cycle lane.

The clause to resolve the NSAAT markings is included with the [recommendation](#) for the cycle lane. Use the clause specifically for NSAAT markings within a cycle lane, not the recommendation that is typically used to resolve NSAAT markings on the road.

## Temporary NSAAT markings

Generally, a temporary resolution will establish a temporary No Stopping restriction that is indicated by signs and cones placed by the contractor in the area of the restriction. However, there are cases where the temporary No Stopping restriction is long-term or has a significant impact on a neighbourhood. The Committee will also accept temporary NSAAT markings where the area must remain clear of all vehicles to allow for manoeuvrability of the construction vehicles. In these cases, temporary NSAAT markings may be resolved and placed on the ground.

The Committee require any temporary NSAAT markings to be made with tape, not paint, for ease of removal.

Please note that the NSAAT markings will apply to everyone, including the contractors' vehicles. All vehicles, including the contractors' vehicles, can be issued an infringement notice if they are parking in the NSAAT marked area.

# The Plan

## Bus Stop Design

The resolution plan should show the bus stop marked out as a box on the road and may (although it should not) include a single bus stop sign at the head of the stop. The words "BUS STOP" and/or a second sign at the foot of the stop will **not** be added to the plan. The decision about which combination of signs and marking (and repeaters) to be used in each case can then be made as appropriate to the location and time of installation rather than being dictated by the resolution drawing.

# Appendix D – Recommendations

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## 4.1 Explanatory notes

### How to use these template recommendations

Information in **blue** is to be replaced with the correct information relevant to your project. If the word or phrase in blue is also in bold type, when you enter your information, make sure it, too, is in bold type. Important information about the type of pursuant, street names, and labels should all be in bold type.

Words and phrases in square brackets give you the choice of what word or phrase to use. Choose one and delete the ones that are not appropriate or relevant to your project. Delete the square brackets. If none of the choices presented is accurate for your project, talk to the [Transport Controls Team](#).

Examples and notes are shown in **red**. These are provided for information purposes. Notes and other information in red should be deleted after reading.

#### 4.1.1 Revocation and effective date clauses of resolutions

The following “revocations” and “coming into effect” provisions are to be used in each report in relation to resolutions for vehicle and road use and for resolutions in relation to parking and traffic control (except in parking zones and temporary resolutions.)

*Revocation clause:*

“That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.”

*Effective date clause:*

“That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.”

#### 4.1.2 Revocation and effective date clauses of parking zone resolutions

The following “revocations” and “coming into effect” provisions are to be used in each report in relation to parking or traffic **in parking zones**.

*Savings clause:*

“That any previous resolutions pertaining to **[insert the restrictions in the zone that are being saved e.g. No Stopping At All Times restrictions; bus stops; P{mins}; taxi stands; mobility parking, etc.]** made pursuant to any bylaw are saved by this resolution and continue in force in the current locations. This resolution will not revoke any other existing restrictions.”

*Revocation clause*

“That any previous resolutions not covered by **(insert clause letter for “savings” clause above e.g. “D” )** made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.”

*Effective date clause:*

“That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.”

#### 4.1.3 Effective date clause of revoked/removed controls

The following “coming into effect” provisions are to be used in any report where a control (or controls) is/are being rescinded/removed. The first clause references the recommendation that removes the control. The second clause references any recommendations for controls that are proposed or will remain.

*Effective date clauses:*

“That this resolution will take effect when the traffic control devices in recommendation(s) **insert pursuant letter(s) for the control(s) being removed (e.g. C)** that evidence the restrictions described in this report are removed.”

“That this resolution will take effect when the traffic control devices in recommendation(s) **insert pursuant letter(s) for the control(s) that are remaining (e.g. A, B, and D)** that evidence the restrictions described in this report are in place.”

#### 4.1.4 Revocation and effective date of temporary resolutions – special events

The following “signage installation”, “enforcement” and “revocation” provisions are to be used in each report in relation to resolutions that temporarily override the existing parking and traffic controls for special events.

*Signage clause:*

“Signs for [this restriction] [these restrictions] may be erected up to **insert number of hours hours before each start date and time as specified.**”

*Enforcement clause:*

“The event organiser will only request enforcement of the abovementioned controls if there is an infringement which is physically affecting their ability to safely organise the event described.

*Revocation clause:*

“That any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they are in conflict with the traffic controls described in this resolution are **suspended** for the time this resolution is operational.”

#### 4.1.5 Revocation and effective date of temporary resolutions – road works

The following “signage installation”, “enforcement” and “revocation” provisions are to be used in each report in relation to resolutions that temporarily override the existing parking and traffic controls for road works. An approved TMP is still required for temporary resolutions.

*Signage clause:*

*Note: the last sentence (the work is to be undertaken in sections not to exceed 150 metres) is used for rolling works, such as tree trimming and should be deleted if it is not appropriate to the works described in the resolution.*

“Signs for [this restriction] [these restrictions] may be erected up to **insert number of hours hours before each start date and time as specified.** The temporary parking restriction shall

apply for the minimum time and length necessary to carry out the work. The work is to be undertaken in sections not to exceed 150 metres.”

*Enforcement clause:*

“The contractor will only request enforcement of the abovementioned [specify the control\(s\) that will be enforced upon request](#) if there is an infringement which is physically affecting their ability to safely undertake the work described.

*Revocation clause:*

“That any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they are in conflict with the traffic controls described in this resolution are **suspended** for the time this resolution is operational.”

#### **4.1.6 Local Government Act 1974 section 591**

The law does not allow parking places by default; they must be specifically provided for. The [LGA74 section 591](#) allows AT to provide a parking place (building or transport station) and a reference to this clause is now included along with any recommendations that establish a parking place or area or restriction to that parking place or area.

The parking recommendations have been written to include section 591 within the clause for the parking restriction. This reference is only used once for a given section of road. In cases where there are multiple parking restrictions on the same section of road, the clause for the first restriction should include the reference to the LGA section 591, but subsequent clauses for other parking restrictions along that section of road do not include any reference to section 591.

This does mean that for parking zones and paid parking areas, the recommendation to establish the area as parking places must be used in addition to the recommendations for the parking zone or paid parking area. However, once clause 591 is used to establish the parking place, zone or area, it's not included in any of the recommendations that apply restrictions or conditions to the parking in the place, zone, or area.

This clause is not used where there is no parking place being provided, such as NSAAT markings.

## 4.2 List of recommendations for vehicle and road use restrictions

### 4.2.1 One-way road

#### Clause 7 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety

Purpose:

This restriction is implemented as a road safety measure.

Recommendation:

- A. That pursuant to clause 7 of the Auckland Transport Traffic Bylaw 2012,
- (i) the driver of a vehicle on **Road Name (from A road to B road)** **must travel** only in the direction as indicated on the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, which forms part of the resolution;

#### **Contra-flow for cycles on a one-way road**

- (ii) the driver of a vehicle (excepting riders of **cycles** who **may travel** in the opposite direction specified in this resolution) on **Road Name (from A road to B road)** **must travel** only in the direction as indicated on the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, which forms part of the resolution.
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

#### **Enforcement:**

Enforcement of this restriction is undertaken by the New Zealand Police.

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.2.2 Prohibited left or right turn

### Clause 8 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety

Purpose:

This restriction is implemented as a road safety measure.

Recommendation:

- A. That pursuant to clause 8 of the Auckland Transport Traffic Bylaw 2012 the driver of a vehicle **insert specific types of vehicles prohibited and excepted e.g. all vehicles except a bus must not turn** to the **[right] [left]** (use **direction as appropriate and delete others**) on **Road Name** as indicated on the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution.
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

#### **Enforcement:**

Enforcement of this restriction is undertaken by the New Zealand Police.

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.2.3 Restriction: Bus left or right turn

##### Clause 8 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety

Purpose:

This restriction is implemented as a bus priority measure.

Recommendation:

- A. That pursuant to clause 8 of the Auckland Transport Traffic Bylaw 2012, all vehicles other than (insert as appropriate) buses, motor cycles, mopeds and cycles are prohibited from turning [to the right] [to the left] [going straight ahead] (use direction as appropriate and delete others) from the dedicated traffic lanes on Road Name as indicated on the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution.
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the report described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

##### **Enforcement:**

Enforcement of this restriction is undertaken by the New Zealand Police.

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.2.4 Prohibited U-turn

##### Clause 8 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety

Purpose:

This restriction is implemented as a road safety measure.

Recommendation:

- A. That pursuant to clause 8 of the Auckland Transport Traffic Bylaw 2012, the driver of a vehicle **must not** perform a **U-turn** on **Road Name** as indicated on the attached drawing #XXXX, Rev X, dated XXXX/XXXX, forming part of the resolution.

##### Example

That pursuant to clause 8 of the Auckland Transport Traffic Bylaw 2012, the driver of a vehicle **must not** perform a **U-turn** on **Northcote Road** at its intersections with the Northern Motorway ramps as indicated on the attached drawing AT/KLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution.

- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

##### **Enforcement:**

Enforcement of this restriction is undertaken by the New Zealand Police.

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*



#### 4.2.5 Layout of Lanes restricted to road users travelling straight and/or turning

##### **Clause 9 of the Auckland Transport Traffic Bylaw 2012 and section 334 of the LGA1974 and clauses 2.1 and 7.12 of the TCD2004**

Implemented by: Network Management and Safety

Purpose:

The purpose of this pursuant is to indicate a layout of lanes that includes mandatory traffic movement(s) that must be made from a marked lane.

Recommendation:

- A. That pursuant to clause 9 of the Auckland Transport Traffic Bylaw 2012, section 334 of the Local Government Act 1974, and clauses 2.1 and 7.12 of the Land Transport Rule: Traffic Control Devices 2004, **lanes, including lanes restricted to traffic required to turn or go straight ahead as indicated by arrow markings**, are provided for on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution.
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

##### **Enforcement:**

Enforcement of this restriction is undertaken by the New Zealand Police.

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.2.6 Special vehicle lane (SVL) – bus lane

### Clause 10 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety

Purpose:

This pursuant is used to restrict the use of a traffic lane to buses, motorcycles, mopeds, cycles and ambulances responding to patients. The special vehicle lane can be prescribed to apply at all times or at specified times on specified days.

*Explanatory Note: cycles, mopeds or motorcycles can be excluded from a bus lane in the resolution and by signs. See definition of bus lane in the Bylaw prescribed by the Land Transport Rule 54002: Traffic Control Devices 2004. Longer SVL may be able to be resolved without a drawing. Please discuss with [Transport Controls team](#) for more information.*

Recommendation:

- A. That pursuant to clause 10 of the Auckland Transport Traffic Bylaw 2012, the [area(s) of land] [part(s) of road] of **Road Name** [from describe point X to point Y] as indicated on the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is prescribed as a **special vehicle lane, in the form of a bus lane restricted to buses, cycles, mopeds and motorcycles** between the hours of **operating time/days**.
- B. That pursuant to clause 10 of the Auckland Transport Traffic Bylaw 2012 the area of road identified in A above is additionally prescribed as a special vehicle lane restricted at the same times to clearly marked vehicles operated by **an ambulance service** when carrying, collecting or responding to a patient.

### Example

*That pursuant to clause 10 of the Auckland Transport Traffic Bylaw 2012, the part of road referred to as 'BL1' on **Fanshawe Street** as indicated on the attached drawing AT/WLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is prescribed as a **special vehicle lane, in the form of a bus lane restricted to buses, cycles, mopeds and motorcycles at all times**.*

- C. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- D. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.2.7 Special vehicle lane – bus only lane

### Clause 10 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety

Purpose:

This pursuant is used to restrict the use of a traffic lane to buses and ambulances responding to patients. The special vehicle lane can be prescribed to apply at all times or at specified times on specified days.

*Explanatory Note: cycles, mopeds or motorcycles can be excluded from a bus lane in the resolution and by signs see definition of bus lane in the Bylaw prescribed by the Land Transport Rule 54002: Traffic Control Devices 2004. Longer SVL may be able to be resolved without a drawing. Please discuss with [Transport Controls team](#) for more information.*

Recommendation:

- A. That pursuant to clause 10 of the Auckland Transport Traffic Bylaw 2012, the [area(s) of land] [part(s) of road] of **Road Name** [from describe point X to point Y] as indicated on the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is prescribed as a **special vehicle lane in the form of a bus only lane restricted to buses** between the hours of **operating time/days**.
- B. That pursuant to clause 10 of the Auckland Transport Traffic Bylaw 2012, the area of road identified in A above is additionally prescribed as a special vehicle lane restricted at the same times to clearly marked vehicles operated by an **ambulance service** when carrying, collecting or responding to a patient.

### Example

That pursuant to clause 10 of the Auckland Transport Traffic Bylaw 2012, the area referred to as '**BO1**' on **Esmonde Road** as indicated on the attached drawing AT/DTLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is prescribed as a **special vehicle lane in the form of a bus only lane restricted to buses at all times**.

- C. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- D. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.2.8 Special vehicle lane – cycle lane

### Clause 10 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety

Purpose:

This pursuant is used to restrict the use of a lane to cycles.

*Explanatory Note: The cycle lane will not have to be started and ended around the bus stops, but the design will need to follow ATCOP standards for the green markings ahead of and behind the stops.*

Recommendation:

- A. That pursuant to clause 10 of the Auckland Transport Traffic Bylaw 2012, the **part(s) of road** of **Road Name** [from **describe point X to point Y**] as indicated on the attached drawing # XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is prescribed as a **special vehicle lane in the form of a cycle lane restricted to cycles at all times, except where interrupted by bus stops.**
- B. That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping, standing or parking of vehicles is prohibited at all times** in the **part(s) of road** of **Road Name** [from **describe point X to point Y**] as indicated on the attached drawing # XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution, **except where interrupted by bus stops.**

*Note: If the cycle lane will be occasionally outside a car parking area, use the pursuant below in place of B above.*

- B. That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping, standing or parking of vehicles is prohibited at all times** in the **part(s) of road** of **Road Name** [from **describe point X to point Y**] as indicated on the attached drawing # XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution, **except where interrupted by bus stops or specified parking spaces.**

### Example

That pursuant to clause 10 of the Auckland Transport Traffic Bylaw 2012, the parts of road referred to as 'CL1' and 'CL2' on **Portage Road** as indicated on the attached drawing AT/WHLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is prescribed as a **special vehicle lane in the form of a cycle lane restricted to cycles at all times, except where interrupted by bus stops.**

That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, the stopping, standing or parking of vehicles is prohibited at all times in the parts of road referred to as 'C1' and 'C2' on **Portage Road** as indicated on the attached drawing AT/WHLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution, **except where interrupted by bus stops.**

- C. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- D. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.2.9 Special vehicle lane – transit lane

### Clause 10 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety

Purpose:

This pursuant is used to restrict the use of a traffic lane to passenger service vehicles, motor vehicles carrying not less than 2 or 3 persons (including the driver), cycles, mopeds, motorcycles and ambulances responding to patients. The special vehicle lane can be prescribed to apply at all times or at specified times on specified days.

*Explanatory Note: cycles, mopeds or motorcycles can be excluded from a transit lane in the resolution and by signs. See the definition of a transit lane in the Bylaw prescribed by the Land Transport Rule 54002: Traffic Control Devices 2004. Longer SVL may be able to be resolved without a drawing. Please discuss with [Transport Controls team](#) for more information.*

Recommendation:

- A. That pursuant to clause 10 of the Auckland Transport Traffic Bylaw 2012, the [area(s) of land] [part(s) of road] of **Road Name** [from describe point X to point Y] as indicated on the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is prescribed as a **special vehicle lane in the form of a transit lane restricted to passenger service vehicles, motor vehicles carrying not less than [2] [3] persons (including the driver), cycles, mopeds and motorcycles** between the hours of **operating time/days**.
- B. That pursuant to clause 10 of the Auckland Transport Traffic Bylaw 2012, the area of road identified in A above is additionally prescribed as a special vehicle lane restricted at the same times to clearly marked vehicles operated by **an ambulance service** when carrying, collecting or responding to a patient.

#### Example

That pursuant to clause 10 of the Auckland Transport Traffic Bylaw 2012, the parts of road referred to as 'TL1' and 'TL2' of **Constellation Drive** as indicated on the attached drawing AT/KLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is prescribed as a **special vehicle lane in the form of a transit lane restricted to passenger service vehicles, motor vehicles carrying not less than two (2) persons (including the driver), cycles, mopeds and motorcycles** between the hours of **7:00am to 9:00am** and between the hours of **4:00pm to 6:00pm, Monday to Friday**.

- C. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- D. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004. For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.2.10 Special vehicle lane – other

##### Clause 10 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety

Purpose:

This pursuant is used to restrict the use of a traffic lane to specified classes of vehicles (for example light rail vehicles or heavy goods vehicles). The special vehicle lane can be prescribed to apply at all times or at specified times on specified days.

Recommendation:

- A. That pursuant to clause 10 of the Auckland Transport Traffic Bylaw 2012, the [area(s) of land] [part(s) of road] of **Road Name** [from describe point X to point Y] as indicated on the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is prescribed as a **special vehicle lane restricted to specified class of vehicles** between the hours of **operating time/days**.
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.2.11 Traffic control by size, nature or goods (including heavy vehicles)

##### Clause 11 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety

Purpose:

This pursuant is used to prohibit or restrict the use of roads unsuitable for the use of any specified class of traffic or specified motor vehicle due to their size or nature or the nature of the goods carried. This can be made to apply at all times or at specified times

*Explanatory Note: the test for this clause to be used is that the road is “unsuitable due to size, nature or goods carried. NB Clause 11(3) of the Auckland Transport Traffic Bylaw 2012 provides that AT staff delegated to do so may permit vehicles that are otherwise restricted or prohibited to use the road e.g. loading/unloading goods/passengers at a property; for an emergency service; for road maintenance; for maintenance by a utility provider*

Recommendation:

- A. That pursuant to clause 11 of the Auckland Transport Traffic Bylaw 2012, [the part(s) of] **Road Name** is [restricted] [prohibited] [between the hours of **operating time/days**] **[at all times]** to **specific class of vehicle e.g. heavy vehicle, overdimension vehicle** as indicated on the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution.
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*



## 4.2.12 Cycle path / Shared path

### Clause 12 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety

Purpose:

This pursuant is used to fix the length, route and location of a shared or cycle path and determine priority for users of a shared path. A cycle path (a cycle path is not located within the carriageway) only allows cyclists on the path. A shared path allows multiple users on the path. Those users are specified in the pursuant.

*Explanatory Note: Rule 11.1A of the Land Transport (Road User) Rule 2004 allows for priority by users to be specified for shared paths.*

Recommendation:

- A. That pursuant to clause 12 of the Auckland Transport Traffic Bylaw 2012 the **area(s) of land** adjacent to **Road Name** [as described] [as identified on the attached drawing #XXXX, Rev X, dated XX/XX/XXXX] is a **[cycle path only]** **[shared cycle path** for cycles, pedestrians; riders of mobility devices and riders of wheeled recreational devices];  
**Insert B if it is a shared-use cycle path**
- B. The priority for the following users of a shared path is **pedestrians / cyclists / riders of mobility devices / riders of wheeled recreational devices** (**choose the order of priority**).
- C. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- D. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.2.13 Shared Zone

### Clause 13 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety

Purpose:

This control is used to specify any road to be a shared zone under the traffic bylaw which means that it is an area that is intended to be shared by vehicles and pedestrians and, except where the resolution specifies otherwise, no person may stand or park a vehicle in that shared zone. This form of shared zone under the bylaw is most likely to be used in deliberately created shared spaces in town centres.

Often the area of the shared zone will also be resolved as being a loading zone during a certain time period in the morning.

*Note: that generally shared zones exist just because they are constructed in a way to indicate this is the intent and used that way. They do not need to be resolved under the bylaw (but such shared zones do not have the automatic parking prohibitions – examples may include service lanes which allow parking but do not have footpath and car parks where the intent is obvious by the context.*

*If there is a desire to have a clearly established shared zone in a residential street which allows parking (often referred to as a “home zone” style of shared zone) it may be useful to make that intent clear with an approval decision that states that it is the intent of the RCA that the road be shared in accordance with the Rule definition rather than making any reference to the bylaw.*

*If parking is to be allowed in the shared zone (i.e., a “home zone”), the correct recommendation to use is found in [section 4.6.20](#).*

Recommendation:

- A. That pursuant to clause 13 of the Auckland Transport Traffic Bylaw 2012, **Road Name** is specified as a **shared zone** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution.
- B. That pursuant to clause 19 of the Auckland Transport Traffic Bylaw 2012, any [parking] [loading] [motorcycle parking] (insert as applicable) in the shared zone (insert appropriate conditions, see examples below)

*For example: That the part of the road described in this report is determined to be a loading zone between the hours of 5:00am and 7:00am, Monday to Friday. The standing or parking of any vehicles in the loading zone is restricted to a maximum time of 5 minutes.*

*Only motorcycles are entitled to use specified parking places in the shared zone*

- C. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- D. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.2.14 No Cruising area

**Please consult Transport Controls Team Leader before using this clause**

##### **Clause 14 Auckland Transport Traffic Bylaw 2012**

Implemented by: Network Management and Safety

Purpose:

This pursuant is used to specify any road to be a no cruising area.

Recommendation:

- A. That pursuant to clause 14 of the Auckland Transport Traffic Bylaw 2012, [the section of road] **[Road Name]** is specified as a road on which **cruising is [controlled] [restricted] [prohibited]** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution.
- B. That *(insert appropriate conditions....)*
- C. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- D. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.2.15 Light motor vehicle restriction

**Please consult Transport Controls Team Leader before using this clause**

##### **Clause 15 Auckland Transport Traffic Bylaw 2012**

Implemented by: Network Management and Safety

Purpose:

This pursuant is used to specify any road on which any motor vehicles having a gross vehicle mass less than 3,500kgs can be restricted or prohibited from being operated between the hours of 9pm and 4am.

Recommendation:

- A. That pursuant to clause 15 of the Auckland Transport Traffic Bylaw 2012, any motor vehicle having a **gross vehicle weight less than 3,500kg** is [restricted] [prohibited] from **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution, between the hours of **9pm and 4am**.
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.2.16 Engine Braking Prohibition or Restriction

**Please consult Transport Controls Team Leader before using this clause**

##### **Clause 16 Auckland Transport Traffic Bylaw 2012**

Implemented by: Network Management and Safety

Purpose:

This pursuant is used to prohibit or restrict engine braking on any road where the permanent speed limit does not exceed 70km/h.

Recommendation:

- A. That pursuant to clause 16 of the Auckland Transport Traffic Bylaw 2012, **engine braking** is [prohibited] [restricted] on **Road Name** having a speed limit less than 70 km/h between the hours of **operating time/days** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution.
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.2.17 Unformed Legal Road Restriction on Motor Vehicles

**Please consult Transport Controls Team Leader before using this clause**

##### **Clause 17 Auckland Transport Traffic Bylaw 2012**

Implemented by: Network Management and Safety

Purpose:

This pursuant is used to restrict the use of specific motor vehicles on an unformed legal road for the purposes of protecting the environment, the road and adjoining land and the safety of road users.

Recommendation:

- A. That pursuant to clause 17 of the Auckland Transport Traffic Bylaw 2012, motor vehicles **exceptions** (e.g. motor vehicles that are used by residents or that are used by persons visiting residential properties) are restricted from using **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution.
- B. That the following **conditions** ...
- C. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- D. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.3 List of recommendations for parking restrictions

### 4.3.1 Prohibition: No Stopping At All Times

#### Clause 18 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety and Parking Design

Purpose:

This resolution enables parking by any vehicles to be **prohibited** at all times mainly by road markings with broken yellow lines on road surface along the kerb line, although signs can be used where the road is not sealed.

Recommendation:

- A. That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping, standing or parking of any vehicle is prohibited at all times** in the [area(s) of land] [part(s) of road] [zone] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XXXX/XXXX, forming part of the resolution.

#### For a single street

That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping, standing or parking of any vehicle is prohibited at all times** in the parts of road referred to as 'A1', 'A2', 'A3', 'A4' and 'A5' on **Victoria Street**, as indicated in the attached drawing AT/FLB/99999/AA/C250, Rev A, dated 1/1/2015, forming part of the resolution.

#### For multiple streets

That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping, standing or parking of any vehicle is prohibited at all times** in the parts of road referred to as 'A1' to 'A5' on **Victoria Street**; in the parts of road referred to as 'A6', 'A7', 'A8', on **Helvetia Road** as indicated in the attached drawing AT/FLB/99999/AA/C250, Rev A, dated 1/1/2015, and in the part of road referred to as 'A9' on **Franklin Road** as indicated in the attached drawing AT/FLB/99999/AA/C251, Rev A, dated 1/1/2015, forming part of the resolution.

- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*



#### 4.3.2 Restriction: Stopping, standing and parking

##### Clause 18 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety and Parking Design

Purpose:

This allows **restrictions** on the stopping, standing or parking of vehicles on any road by vehicle description and by time and day.

Recommendation:

- A. That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping, standing or parking of any vehicle** in the [area(s) of land] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution **is prohibited** between the hours of **operating time/days**.

##### Example

That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping, standing or parking of any vehicle** in the part of road referred to as 'AT1' on **Captain Springs Road** as indicated in the attached drawing, AT/MTLB/99999/AA/C250, Rev A, dated 1/1/2015, forming part of the resolution **is prohibited between the hours of 8:30am to 2:00pm, Monday to Friday**.

- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

### 4.3.3 Restriction: Clearway

#### Clause 18 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety and Parking Design

Purpose:

This allows **restrictions** on the stopping, standing or parking of vehicles on any road for a clearway.

Recommendation:

- A. That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping, standing or parking of any vehicle** in the [area(s) of land] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is prohibited as a **clearway** between the hours of **operating time/days**.

#### Example

That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping, standing or parking of any vehicle** in the part of road referred to as 'CW1' on **Mount Smart Road** as indicated in the attached drawing, AT/MTLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is prohibited as a **clearway** between the hours of **7:00am to 9:00am, Monday to Friday**.

That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping, standing or parking of any vehicle** in the part of road referred to as 'CW2' on **Mount Smart Road** as indicated in the attached drawing, AT/MTLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is prohibited as a **clearway** between the hours of **4:00pm to 6:00pm, Monday to Friday**.

- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.3.4 Limitation: Stopping, standing and parking

##### Clause 18 Auckland Transport Traffic Bylaw 2012

*Explanatory Note: Please consult the [Transport Controls team](#) or Parking Compliance to find what types of vehicles might be allowed to park in a limited parking place, e.g. overdimension vehicles and / or trailers etc.*

Implemented by: Network Management and Safety and Parking Design

Purpose:

This allows **limitations** on the stopping, standing or parking of vehicles on any road by vehicles to any specified class or description and by time and day.

Recommendation:

- A. That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **limits the stopping, standing or parking to specified vehicle** on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution [**at all times**] [between the hours of **operating time/days**].

##### Example

That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **limit the stopping, standing or parking to rubbish trucks** on **Watson Avenue** as indicated in the attached drawing, AT/AELB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution between the hours of **5:00am to 4:00pm, Monday to Saturday**.

- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

### 4.3.5 Berm Parking prohibition

#### Clause 18 Auckland Transport Traffic Bylaw 2012

Implemented by: Parking Design

Purpose:

This recommendation prohibits vehicle parking on berms, grassed areas and/or planted areas.

Recommendation:

- A. That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012 and noting clause 12.2 of the Land Transport Rule: Traffic Control Devices 2004, **the stopping, standing or parking of vehicles off the roadway is prohibited at all times** on **Road Name** in the **area(s) of land** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution.

#### Example

- A. That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012 and noting clause 12.2 of the Land Transport Rule: Traffic Control Devices 2004, **the stopping, standing or parking of vehicles off the roadway is prohibited at all times** on **Ethel Street** in the area referred to as **'AO1'** as indicated in the attached drawing AT/AELB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution.

Note: If the berm parking prohibition is the only recommendation in the report, use clause B below in lieu of the usual effective date and revocation clauses.

- B. This parking prohibition is subject to the erection of signs compliant with the Land Transport Rule: Traffic Control Devices 2004. This prohibition may be enforced once the traffic control devices prescribed under the Land Transport Rule: Traffic Control Devices 2004 are installed.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.3.6 Parking place (Building or Transport station)

##### Section 591 Local Government Act 1974

Implemented by: Parking Design and Network Management and Safety

Purpose:

The purpose of this pursuant is to establish a place, area, or zone as a parking place.

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974, the [area(s) of land] [part(s) of road] [building] [zone] on **Road Name** in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution, is specified as [parking place] [transport station] [for any vehicle].

##### Example

That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the zone marked as 'PZ1' in the Matiatia Wharf car park off Ocean View Road in the attached drawing AT/WILB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is specified as **parking place**.

- A. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- B. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

### 4.3.7 Angle parking

#### Clause 19 Auckland Transport Traffic Bylaw 2012

Implemented by: Parking Design (consulting Network Management and Safety for safety operation)

Purpose:

The purpose of this pursuant is to restrict vehicles to parking at an angle to the direction of the roadway.

*Explanatory Note: Paragraph A may be combined with any other appropriate recommendation to have angle parking and some other control.*

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the [area(s) of land] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is specified as a parking place. The manner of parking of any vehicle on the parking place specified in this resolution is defined as **parking only at an angle** to the direction of roadway [describe the direction] [as indicated on the drawing].

#### Example

That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the part of road referred to as '**AP1**' on **Gatman Street** as indicated in the attached drawing AT/KLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is specified as a parking place. The manner of parking of any vehicle on the parking place specified in this resolution is defined as **parking only at an angle** to the direction of roadway as indicated on the drawing.

- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.3.8 Loading zone

##### Clause 19 Auckland Transport Traffic Bylaw 2012

Implemented by: Parking Design (consulting Network Management and Safety for safety operation)

Purpose:

The purpose of the following pursuant is to restrict a piece of land, part of a road, or building or part of a building to be a loading zone for the stopping, standing or parking of any vehicle or specific class of vehicle [*“class of vehicle” is defined in clause 5 of the bylaw*] and limit the maximum time of loading to five minutes (or longer).

*Note: It is now generally goods vehicles that are allowed to use loading zones (not goods service vehicles). Goods service vehicles are vehicles that carry goods and have a gross laden weight of 6000kg or more and should be used where the intent is to provide parking for these vehicles.*

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the [area(s) of land] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is specified as a parking place in the form of a **loading zone [at all times]** [between the hours of **operating times/day**]. Use of the loading zone is [permitted to **any vehicle**] [restricted to **goods vehicles**] [**specific class of vehicle**]. The driver may leave the vehicle unattended for a maximum time of [**five minutes**] [**other time limit in minutes**].

Example:

That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the part of road referred to as '**LZ1**' on **Bowen Street** as indicated in the attached drawing AT/FLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is specified as a parking place in the form of a **loading zone** between the hours of **8:00am to 6:00pm, Monday to Friday**. Use of the loading zone is restricted to **goods vehicles**. The driver may leave the vehicle unattended for a maximum time of **five minutes**.

- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004. For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

### 4.3.9 Paid parking

#### Clause 19 Auckland Transport Traffic Bylaw 2012

Implemented by: Parking Design

Purpose:

This pursuant is used to specify a parking place, a road, part of a road, zone or building or part of a building to be a parking place in the form of a paid parking area with a maximum time limit. This resolution can be used for parking zones or specific locations.

Recommendation:

A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] [transport station] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is specified as a parking place in the form of a **paid parking** area between the hours of **operating times/days**. Use of the paid parking area must comply with the following conditions:

[Insert this for fixed charge]

(i) the charges payable to park a vehicle in each paid parking area at all relevant times are prescribed to be **charges based on time and date**;

[Insert this for variable charge]

(i) the charge payable is calculated as follows:

(a) for time periods of up to one hour, at a rate of **\$dollar amount**;

(b) for time periods between one and two hours, **\$dollar amount** plus a rate of **\$dollar amount** per hour for the second hour;

(c) for time periods longer than two hours, **\$dollar amount** plus a rate of **\$dollar amount** per hour for any time in excess of the first two hours **charges based on time and date**;

(ii) The method for paying for the parking of a vehicle in the parking zone must be as set by the 'Manner of payment for paid parking places resolution' (ID number 15024) passed by the Traffic Control Committee on 23 April 2018 pursuant to clause 9(1)(f) of the Auckland Council Traffic Bylaw 2015, or as set by any resolution that amends or replaces that resolution.

B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.

C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*Explanatory Note: The following "savings" provision in (D), "revocation" provision in (E) & "effective date" provision in (F) should be used for parking zones. Clause 19(2) provides that any restrictions that apply to a zone do not apply in locations within that zone parking area where other specific stopping, standing or parking restrictions apply.*



- B. That any previous resolutions pertaining to [\[No Stopping At All Times\]](#) [\[bus stops\]](#) [\[Pmins\]](#) [\[taxi stands\]](#) [\[mobility parking\]](#) [\[loading zones\]](#) [\[choose other restrictions in the zone that are saved\]](#) made pursuant to any bylaw are saved by this resolution and continue in force in the current locations. This resolution will not revoke any other existing restrictions.
- C. That any previous resolutions not covered by D. made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- D. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.3.10 Time-restricted parking of any vehicles

##### Clause 19 Auckland Transport Traffic Bylaw 2012

This resolution covers parking of any vehicle on a road or in a building.

Implemented by: Parking Design

Purpose:

Time restrictions are implemented to ensure parking turnover occurs in a particular area.

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is specified as a **parking place for any vehicles**. The maximum time for parking of any vehicle is **time limit in minutes** between the hours of **operating times/days**.

##### Example

That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the part of road referred as '**TR1**' on **McKinstry Avenue** as indicated in the attached drawing # AT/MOLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is specified as a **parking place for any vehicles**. The maximum time for parking of any vehicle is **15 minutes** between the hours of **8:00am and 6:00pm, Monday to Sunday**.

- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*Explanatory Note: The following "savings" provision in B, "revocation" provision in C & "effective date" provision in D should be used for **parking zones**. Clause 19(2) provides that any restrictions that apply to a zone do not apply in locations within that zone parking area where other specific stopping, standing or parking restrictions apply.*

- B. That any previous resolutions pertaining to [No Stopping At All Times] [bus stops] [Pmins] [taxi stands] [mobility parking] [loading zones] [choose other restrictions in the zone that are saved] made pursuant to any bylaw are saved by this resolution and continue in force in the current locations. This resolution will not revoke any other existing restrictions.

- C. That any previous resolutions not covered by D. made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- D. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.3.11 Pick-up/drop-off parking

##### Clause 19 Auckland Transport Traffic Bylaw 2012

This resolution covers parking of any vehicle on a road or in a building.

Implemented by: Parking Design

Purpose:

The area is available only for picking up waiting passengers or dropping off passengers and the driver must stay with the vehicle.

*Note: There are issues with the enforcement of this recommendation as the legislation does not specify a time limit for the zone. The recommended method to resolve a short-term, "pick-up, drop-off" area is either resolving it as standard P5 time-restricted parking (which would not limit the parking to picking up and dropping off only) or resolving it as a P5 loading zone and adding a pick-up, drop-off supplemental to the loading zone.*

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping, standing or parking of vehicles is limited to vehicles picking up waiting passengers or dropping off passengers** between the hours of **operating times/days** in the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name**, as indicated on the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution. Use of the parking place is limited to a maximum of **five minutes** and is conditional on the driver remaining with the vehicle.

##### Example

That pursuant to section 591 of the Local Government Act 1974 and clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping, standing or parking of vehicles is limited to vehicles picking up waiting passengers or dropping off passengers** between the hours of **7.30am to 9.00am and 2.30pm to 3.30pm, school days** in the part of road referred to as 'PU1' on **Portland Road**, as indicated on the attached drawing # AT/OLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution. Use of the parking place is limited to a maximum of **five minutes** and is conditional on the driver remaining with the vehicle.

- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004. For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.3.12 Car share/City HOP parking

##### Clause 19 Auckland Transport Traffic Bylaw 2012

This resolution covers parking of car share vehicles only on a road or in a building.

Implemented by: Parking Design

Purpose:

The area is available only for car share vehicle parking.

*Note: City HOP is currently the most common car share vehicle, but the recommendation is used generically and makes no reference to individual providers.*

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the part of the road specified below and indicated in the attached drawing(s) is authorised (or is continued to be authorised) for use as a parking place. Further, pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012 the stopping, standing or parking of vehicles in the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, is limited to **shared vehicles only** (Shared vehicles being a class of vehicle defined in the Auckland Transport Traffic Bylaw 2012) [between the hours of **operating times/days**] [**at all times**]. The maximum time for parking of any vehicle is **time limit in minutes**.

##### Example

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the part of the road specified below and indicated in the attached drawing(s) is authorised (or is continued to be authorised) for use as a parking place. Further, pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012 the stopping, standing or parking of vehicles in the part of road referred to as 'CS1' on **Graham Street** as indicated in the attached drawing AT/WLB/99999/AA/C250, rev A, dated 1/1/2015, is limited to **shared vehicles only** (Shared vehicles being a class of vehicle defined in the Auckland Transport Traffic Bylaw 2012) **at all times**.
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004. For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.3.13 Parking for specified class of motor vehicles displaying approved permits or liveries

##### Clause 19 Auckland Transport Traffic Bylaw 2012

Implemented by: Parking Design

Purpose:

Time restrictions are implemented to ensure parking turnover occurs in a particular area.

*Note: This recommendation applies to specific vehicles displaying liveries or permits parking in a road / building e.g. car share vehicles, police, construction vehicles; utility vehicles (other than for emergencies); or temporary event vehicles e.g. filming sporting events.*

Recommendation:

- B. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is specified as a **parking place**. Only [goods vehicles] [shared vehicles] [car/pool vehicles] [police] [other class (choose as appropriate)] displaying [approved permits] [liveries (describe livery)] are entitled to use the parking place. The maximum time for parking of any vehicle is [time limit in minutes] [at all times] [between the hours of operating times/days].

##### Example

That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the part of road referred to as '**AV1**' on **Commerce Street** as indicated in the attached drawing AT/WLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is specified as a **parking place**. Only **police vehicles displaying police livery** are entitled to use the parking place **at all times**.

##### Insert for vehicles that need permits

- C. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012 the specified parking place is subject to following terms and conditions **insert conditions e.g. fees for permit and the duration of the permit**.

##### Example

That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the part of road referred to as '**AV1**' on **Commerce Street** as indicated in the attached drawing AT/WLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is

specified as a **parking place**. Only **passenger service vehicles displaying approved permits** are entitled to use the parking place. The maximum time for parking of any vehicle is **thirty minutes** between the hours of **7:00am to 5:00pm, Monday to Saturday**.

- B. That pursuant to clause 19 of the Auckland Transport Traffic Bylaw 2012 the specified parking place is subject to following terms and conditions: the duration of the permit is for a time of **one month**.
- C. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- D. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.3.14 Bus parking

### Clause 19 Auckland Transport Traffic Bylaw 2012

Implemented by: Parking Design

Purpose:

The purpose of the pursuant is to restrict a part of road for the use of buses only between specified times, where the length of stay is intended to be in excess of five minutes. The restriction may be implemented outside schools between certain hours, where bus lay-up areas are required or for tour buses parking.

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is specified as a transport station in the form of **bus only parking**. Only [AT Metro] buses are entitled to use the parking place [between the hours of **operating times/days**] **[at all times]**. The times for parking of buses on the transport station is defined as a maximum time of **time limit in minutes**. *(delete this previous sentence if there will not be any time restrictions on the bus parking)* *[Add this sentence only if the bus parking area will be limited to AT Metro buses - Only buses used in the provisions of scheduled public transport services managed and controlled by Auckland Transport are entitled to use the bus only parking.]*

### Example

That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the area referred to as '**BP1**' on **Queen Street** as indicated in the attached drawing AT/WLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is specified as a transport station in the form of **bus only parking**. Only buses are entitled to use the parking place **at all times**. The times for parking of buses on the transport station is defined as a maximum time of **ten minutes**.

- A. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- B. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*



### 4.3.15 Motorcycles only parking

#### Clause 19 Auckland Transport Traffic Bylaw 2012

Implemented by: Parking Design

Purpose:

This resolution provides for “motorcycle only parking” at all times or at specific times on a road or a building or a zone.

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is specified as a parking place in the form of **motorcycles only parking**. Only motorcycles are entitled to use the parking place [at all times] [between the hours of **operating times/days**]. The parking of motorcycles on the parking place is defined as a maximum time of **time limit in minutes**. *(delete this last sentence if there will not be any time restrictions on the motorcycle parking)*
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.3.16 Parking for specified class of vehicles (including trailers or large vehicles)

##### Clause 19 Auckland Transport Traffic Bylaw 2012

Implemented by: Network Management and Safety and Parking Design

Purpose:

This resolution provides for specified classes of vehicles e.g. trailer or large vehicle parking only at all times or at specific times on a road or a building or a zone.

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is specified as a parking place in the form of **specified class of vehicle only parking**. Only **specified class of vehicle** are entitled to use the parking place [at all times] [between the hours of **operating times/days**]. The maximum time of parking **specified class of vehicle** is defined as **time limit in minutes**. *(delete this last sentence if there will not be any time restrictions on the specified vehicle parking)*
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

### 4.3.17 Bus stop

#### Clause 19 Auckland Transport Traffic Bylaw 2012

Implemented by: Parking Design, Network Management and Safety and AT Metro

Purpose:

This resolution is to specify an area on a road, a building, as a bus stop.

Recommendation:

- B. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is reserved as a parking place in the form of a **bus stop** for the exclusive use of [AT Metro] buses **[at all times]** [between the hours of **operating times/days**]. [Add this sentence *only if the bus stop will be limited to AT Metro buses* - Only buses used in the provisions of scheduled public transport services managed and controlled by Auckland Transport are entitled to use the bus stop.]

Example:

That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the part of road referred as '**B1**' on **Sunnyside Road** as indicated in the attached drawing AT/HMLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is reserved as a parking place in the form of a **bus stop** for the exclusive use of buses **at all times**.

That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the part of road referred as '**B1**' on **Sunnyside Road** as indicated in the attached drawing AT/HMLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is reserved as a parking place in the form of a **bus stop** for the exclusive use of AT Metro buses **at all times**. Only buses used in the provisions of scheduled public transport services managed and controlled by Auckland Transport are entitled to use the bus stop.

- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.3.18 Bus stop – 5 minutes maximum

##### Clause 19 Auckland transport traffic Bylaw 2012

Implemented by: Parking Design, Network Management and Safety and AT Metro

Purpose:

This resolution is to specify an area on a road, a building, a zone, a transport station for the exclusive use of buses where the length of stay does not exceed 5 minutes.

*Note: This bus stop sign needs a supplementary sign – ‘maximum 5 minutes’.*

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is specified as a parking place in the form of a **bus stop** for the exclusive use of buses **[at all times]** [between the hours of **operating times/days**]. The time a bus may remain stationary in a bus stop is not more than **5 minutes**.

Example:

That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the part of road referred as ‘**B1**’ on **Sunnyside Road** as indicated in the attached drawing AT/HMLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution is reserved as a parking place in the form of a **bus stop** for the **exclusive use of buses at all times**. The time a bus may remain stationary in the bus stop is not more than **5 minutes**.

- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.3.19 Bus stop – scheduled buses only

##### Clause 19 Auckland Transport Traffic Bylaw 2012

Implemented by: Parking Design, Network Management and Safety and AT Metro

Purpose:

This resolution is to reserve an area on a road, a building, a transport station for the exclusive use of buses operating on a defined route.

*Note: this bus stop sign needs a supplementary sign to name the defined route.*

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is reserved as a parking place in the form of a **bus stop** for the exclusive use of buses operating on a defined route **[at all times]** [between the hours of **operating times/days**].
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.3.20 Transport shelter (Bus shelter)

##### Sections 317 and 339 of the LGA1974

Implemented by: AT Metro

Purpose:

The purpose of this pursuant is to approve a bus shelter in a specific location.

*Note: This pursuant provides for a bus shelter outside a bus stop. This is not a transport shelter, which is provided within a transport station. For a transport shelter, talk to the [Transport Controls team](#).*

Recommendation:

- A. That pursuant to sections 317 and 339 of the Local Government Act 1974 a **transport shelter (bus shelter)** is to be provided on **Road Name** in the area(s) referred to as ['**BS1**'] ['**BS2**'] ['**BS3**'] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution.

##### Example

That pursuant to sections 317 and 339 of the Local Government Act 1974 a **transport shelter (bus shelter)** is to be provided on **Manukau Road** in the area referred to as '**BS1**' as indicated in the attached drawing, AT/AELB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the resolution.

- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.3.21 Small Passenger Service Vehicle Stand

##### Clause 19 Auckland Transport Traffic Bylaw 2012

Implemented by: Parking Design

Purpose:

This resolution is to specify a parking area on a road, a building, a transport station for the use of exclusive use of small passenger service vehicles at all or between specific times.

*Note: This replaces taxi stands and shuttle stands.*

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is specified as a transport station in the form of a **small passenger service vehicle (PSV) stand** for the exclusive use of small PSVs **[at all times]** [between the hours of **operating times/days**]. That the conditions of use of the small PSV stand must be that the PSV is available for hire and the driver must stay with the vehicle.
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.3.22 Mobility parking

### Clause 20 Auckland Transport Traffic Bylaw 2012

Implemented by: Parking Design and Network Management and Safety

Purpose:

The purpose of this pursuant is to resolve an area as being reserved exclusively for vehicles displaying an approved mobility parking permit and restricting that parking to a maximum time. Each area described will need to indicate these times if they apply.

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974, and clause 19 and clause 20 of the Auckland Transport Traffic Bylaw 2012, the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is specified as parking place in the form of a **mobility parking place**. Mobility parking spaces are reserved in the parking place for the exclusive use of vehicles driven by or carrying disabled persons and displaying a current approved mobility permit. Mobility parking spaces are reserved **[at all times]** [between the hours of **operating days/times**]. The maximum time for parking in the mobility place is defined as **time limit in minutes**. *(delete this last sentence if there will not be any time restrictions on the mobility parking)*
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*



#### 4.3.23 Residents' Exemption parking and restricted parking for other vehicles

##### Clause 21 Auckland Transport Traffic Bylaw 2012

Implemented by: Parking Design

Purpose:

This pursuant is used to specify a parking place, on a road, part of a road, zone or building or part of a building to be an area where residents are exempt from complying with the parking place controls that apply to other vehicles (either all controls or specified controls). Residents must display a current approved resident's parking permit. Any appropriate conditions on the use of the residents parking including, the fees, time and manner must be specified.

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 21 of the Auckland Transport Traffic Bylaw 2012, the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution are specified as a **residents' exemption parking area**;
- B. Residents' vehicles may be parked in a parking place within the residents' exemption area without complying with the controls for that parking place [except (insert if relevant) **bus stops / loading zones / P5** controls] if the following conditions are complied with:
- (i) Only residents currently living in [the specified residents' exemption parking area] [name, description or address / on list of roads] may apply for and use a residents' exemption area permit for this area;
  - (ii) the permit must be displayed correctly on the dashboard or windscreen of the vehicle so that the printed details of the area location and validity date are clearly visible from outside the vehicle or if the vehicle is a motorcycle or other vehicle without a secure dashboard the receipt must be displayed in a secure location that is obviously visible from the front of the vehicle;
  - (iii) the operation of the **residents' exemption parking** is limited to **operating days and / or times**;
  - (iv) the fee to be paid [annually] [other time period] and the **insert the manner of payment of fees**;
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.3.24 Residents Only parking

##### Clause 21 Auckland Transport Traffic Bylaw 2012

This resolution is for residents' only parking

Implemented by: Parking Design

Purpose:

This pursuant is used to specify a parking place, on a road, part of a road, zone or building or part of a building to be a residents' only parking. Residents must display a current approved resident's parking permit. Any appropriate conditions on the use of the residents parking including, the fees, time and manner must be specified.

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 21 of the Auckland Transport Traffic Bylaw 2012, the [name] [description] [address] [area(s) of land] [any road] [part(s) of road] [zone] [building] [part(s) of building] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution is specified as a **residents' parking area** for **residents' only parking**;
- B. That pursuant to clause 19 and 21 of the Auckland Transport Traffic Bylaw 2012, the use of the residents' parking area must comply with the following conditions:
- (i) Only residents currently living in [the specified residents' parking area] **name / description or address / on list of roads** may apply for and use a residents' parking area permit for this area.
  - (ii) the permit must be displayed correctly on the dashboard or windscreen of the vehicle so that the printed details of the area location and validity date are clearly visible from outside the vehicle or if the vehicle is a motorcycle or other vehicle without a secure dashboard the receipt must be displayed in a secure location that is obviously visible from the front of the vehicle
  - (iii) the operation of the **residents' only parking** is limited to **operating days and / or times**;
  - (iv) the fee to be paid [annually] [monthly] [other time period] and the **insert the manner of payment of fees**;
  - (v) the operation of the '**residents' parking area**' is subject to the condition that **insert condition or delete if there are no conditions**.
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.4 List of recommendations for speed limits

### 4.4.1 General speed limit changes

Implemented by: Network Management and Safety

Purpose:

To impose an appropriate speed limit to improve the safety of all road users.

Recommendation:

A. That pursuant to the Land Transport Rule: Setting of Speed Limits 2003 and clause 6 of the Auckland Transport Speed Limits Bylaw 2012:

(i) **A permanent speed limit of XX kilometres per hour is imposed on:**

**Name of Road, Suburb or Area:**

as indicated in the attached drawing, XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval report.

*(Note: Specify the speed limit to apply, the name of the road (and suburb/area in which it is located) where relevant also specify the start and end point of the speed limit zone if not covering the entire length of the road).*

B. That this approval will take effect from *(insert date)*. *(Note that there is a requirement to give 14 calendar days' notice to the Police and NZTA when implementing speed limit changes so the date on which the decision becomes effective should allow at least 18 days following the meeting date.)*

*(The road has been assessed in accordance with the requirements of the Land Transport Rule: Setting of Speed Limits 2003. The calculated speed limit determined by applying the Speed Limits New Zealand methodology is XX kilometres per hour.*

Either:

*Pursuant to clause 3.2(3) of the speed limit rule it is proposed to set a new speed limit consistent with the calculated speed limit.*

Or:

*Pursuant to clause 3.2(5) of the speed limit rule is proposed to set a new speed limit of ## kilometres per hour that is inconsistent with the calculated speed limit. <insert detailed justification of why it is proposed to set a speed limit that is different to the calculated limit. Criteria covered should include safe operation of the road, function, nature and use of the road, its environment and land use patterns).*

*The Land Transport Rule: Setting of Speed Limits 2003 requires consultation be undertaken with the following parties.*

*Police, New Zealand Automobile Association Incorporated, Road Transport Forum New Zealand, New Zealand Transport Agency*

*And any adjacent road controlling authorities with roads near or joining to the subject road.*

- NZTA – Highways and Network Operations
- Kaipara District Council
- Waikato District Council
- Hauraki District Council

*In addition to above the external and internal parties, the Local Board has to be consulted as set out in the specified Speed Limit Changes Report template.*

*For any queries and further assistance in regard to the speed limit resolutions please contact Adam Moller, Senior Road Safety Engineer on [adam.moller@at.govt.nz](mailto:adam.moller@at.govt.nz).*

#### 4.4.2 Variable speed limit (School speed zone)

Implemented by: Network Management and Safety

Purpose:

Improving school travel and child safety is one of the key focus areas in reducing serious and fatal crashes around schools in Auckland. Some roads outside schools are perceived be dangerous for children. Research has shown reducing vehicle speed to 40km/h or less during schools peak hours significantly reduces the level of injury cause to a child if he or she struck by a vehicle travelling 40km/h.

Recommendation:

A. That pursuant to the Land Transport Rule: Setting of Speed Limits 2003 and clause 6 of the Auckland Transport Speed Limits Bylaw 2012:

(i) **A variable speed limit of 40 kilometres per hour is imposed on:**

**Road Name, Suburb or Area:**

as indicated in the attached drawing, **XXXX, Rev X**, dated **XX/XX/XXXX**, forming part of the approval report.

The **40km/hr** speed limit will only apply during the following times:

- 35 minutes before the start of school until the start of school;  
20 minutes at the end of school commencing no earlier than 5 minutes before the end of school;
- 10 minutes at any other time of day when the warrant conditions are met.

(ii) At all other times the permanent speed limit of **XX** kilometres per hour will apply to the roads listed above.

***(Note: Specify the speed limit to apply, the name of the road (and suburb/area in which it is located) where relevant also specify the start and end point of the speed limit zone if not covering the entire length of the road).***

B. That this approval will take effect when the electronic signs are installed and operating, and no sooner than 18 days from the date approved.

***(Below is an assessment which has been undertaken to determine if the warrant is met for a 40km/hr variable speed school zone, as set out in the New Zealand Transport Agency's Traffic Note 37 –Revision 2.***

- Provide details of pedestrian and traffic volumes observed/measured at the site.
- Provide details of surveyed operating speeds, and speed or pedestrian related crashes

***Note the Traffic Note 37 criteria requires that there be at least 50 children crossing the road or entering/exiting vehicles at the road side and that one or more of the following criteria are also met.***

***1) Mean speeds exceed 45 km/h***

- 2) *85<sup>th</sup> percentile speeds exceed 50 km/h*
- 3) *There have been speed/pedestrian/cycle related crashes at the site within the last 5 years*
- 4) *The site is on a main traffic route (e.g. arterial road)*

The Land Transport Rule: Setting of Speed Limits 2003 requires consultation be undertaken with the following parties.

Police, New Zealand Automobile Association Incorporated, Road Transport Forum New Zealand, New Zealand Transport Agency

And any adjacent road controlling authorities with roads near or joining to the subject road.

- NZTA – Highways and Network Operations
- Kaipara District Council
- Waikato District Council
- Hauraki District Council

In addition to above the external and internal parties, the Local Board has to be consulted as set out in the specified Speed Limit Changes Report template.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to the speed limit resolutions please contact Adam Moller, Senior Road Safety Engineer on [adam.moller@at.govt.nz](mailto:adam.moller@at.govt.nz).*

**Enforcement:**

Enforcement of this restriction is undertaken by the New Zealand Police.

#### 4.4.3 Urban Area low speed limit changes

Implemented by: Network Management and Safety

Purpose:

To change the existing low speed limits in an urban area to improve the safety of all road users.

Recommendation:

A. That pursuant to the Land Transport Rule: Setting of Speed Limits 2003 and clause 6 of the Auckland Transport Speed Limits Bylaw 2012:

(i) **A permanent speed limit of XX kilometres per hour is imposed on:**

**Name of Road, Suburb or Area:**

Indicated in the attached drawing, XXXXX, Rev X, dated XX/XX/XXXX, forming part of the approval report.

*(Note: Specify the speed limit to apply, the name of the road (and suburb/area in which it is located) where relevant also specify the start and end point of the speed limit zone if not covering the entire length of the road).*

C. That this approval will take effect from *insert date*.

*(Note that there is a requirement to give 14 calendar days' notice to the Police and NZTA when implementing speed limit changes so the date on which the decision becomes effective should allow at least 18 days following the meeting date.)*

*(The road has been assessed in accordance with the requirements of the Land Transport Rule: Setting of Speed Limits 2003. The calculated speed limit determined by applying the Speed Limits New Zealand methodology is 50 kilometres per hour.*

*Pursuant to clause 3.2(6) of the speed limit rule it is proposed to set a new speed limit of ## kilometres per hour.*

*Provide discussion of how the proposed speed limit would be likely to increase the safety of pedestrians, cyclists or other road users>*

*Provide either data from existing traffic counts/speed surveys to demonstrate that the measured mean operating speed is already within 5 km/h of the proposed speed limit, or for new projects being implemented provide sufficient details in relation to the proposed engineering treatment to demonstrate how this mean operating speed will be achieved.)*

*Note that clause 3.2(6) sets 3 criteria all of which must be met for the lower speed limit to be allowed under the speed limit rule.*

- 1) Calculated speed limit must be 50km/h*
- 2) Proposed limit would be likely to increase safety of pedestrians, cyclists or other road users.*
- 3) Safe and appropriate traffic engineering measures are installed so that the measured mean operating speed is within 5 km/h of the proposed speed limit.*

*The Land Transport Rule: Setting of Speed Limits 2003 requires consultation be undertaken with the following parties.*

*Police, New Zealand Automobile Association Incorporated, Road Transport Forum New Zealand, New Zealand Transport Agency*

*And any adjacent road controlling authorities with roads near or joining to the subject road.*

- NZTA – Highways and Network Operations*
- Kaipara District Council*

- Waikato District Council
- Hauraki District Council

In addition to above the external and internal parties, the Local Board has to be consulted as set out in the specified Speed Limit Changes Report template.

*For any queries and further assistance in regards to the speed limit resolutions please contact Adam Moller, Senior Road Safety Engineer on [adam.moller@at.govt.nz](mailto:adam.moller@at.govt.nz).*

## 4.5 List of recommendations for miscellaneous resolutions needing hearings or Special Consultative Procedure

### 4.5.1 Pedestrian mall

Implemented by: Network Management and Safety

Purpose:

To create an open and inspiring place for pedestrians, including children and families without the interference of vehicular movements to foster a strong urban community, social and friendly environment to improve connections, to meet people, to rest, and other social activities.

Recommendation:

- A. That pursuant to section 336 of the Local Government Act 1974 the road or part of a road described in this report is declared to be a pedestrian Mall.
- (i) the driving, riding or parking of any vehicle **is prohibited** [except for **describe specified vehicle authorised vehicles** (delete if all vehicles are prohibited)];
  - (ii) each such part of portion of land is specified to be a **Pedestrian Mall at all times**;

**Name of Road, Suburb or Area:**

as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval report.

- B. That any previous resolutions pertaining to stopping, loading, or parking of vehicles, special vehicle lanes and cycle paths, made pursuant to any Bylaws to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*



## 4.6 List of recommendations for approved traffic controls

### 4.6.1 Traffic island

#### Section 334 of the LGA1974 and clauses 2.1 and 7.7 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

The purpose of this pursuant is to provide a traffic island on the road.

*Explanatory Note: The Traffic Control Devices Rule 2004 allows a road-controlling authority to provide a traffic island to: channel traffic; provide protection for pedestrians, cyclists, or other users crossing a road; give advance warning of an intersection to approaching traffic; provide for, and protect, traffic control devices; and prevent undesirable or unnecessary traffic movements.*

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 7.7 of the Land Transport Rule: Traffic Control Devices 2004 a **traffic island (Describe the type of TI within brackets such as: refuge islands, side islands, central islands, etc.)** is to be provided on **Road Name** in the area(s) referred to as ['T1'] ['T2'] ['T3'] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.6.2 Road hump

### Section 334 of the LGA1974 and clauses 2.1 and 7.9(3) of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

The purpose of this pursuant is to provide a road hump on the road.

*Explanatory Note: The Traffic Control Devices Rule 2004 allows a road-controlling authority to provide traffic control devices, including a kerb, road hump, chicane, or slow point, on or adjacent to a road to: channel traffic movement; or restrict the speed of traffic; or discourage the use of the road through vehicles in general of by vehicles of an inappropriate design or size and for which alternative routes are available; or provide a continuation of a pedestrian or cycle route and alert drivers to the presence of pedestrians or cyclists.*

*If the device creates a vertical deflection, this is the correct recommendation to use. If the device creates a horizontal deflection, use the Traffic Calming Device recommendation in [section 4.6.3](#).*

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 7.9(3) of the Land Transport Rule: Traffic Control Devices 2004 a **road hump (Describe the type of RH within brackets such as: speed table, speed humps, speed cushions etc.)** is to be provided on **Road Name** in the area(s) referred to as [**H1**] [**H2**] [**H3**] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

### 4.6.3 Traffic calming device

#### Section 334 of the LGA1974 and clauses 2.1 and 7.9(3) of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

The purpose of this pursuant is to provide a road hump on the road.

*Explanatory Note: The Traffic Control Devices Rule 2004 allows a road-controlling authority to provide traffic control devices, including a kerb, road hump, chicane, or slow point, on or adjacent to a road to: channel traffic movement; or restrict the speed of traffic; or discourage the use of the road through vehicles in general of by vehicles of an inappropriate design or size and for which alternative routes are available; or provide a continuation of a pedestrian or cycle route and alert drivers to the presence of pedestrians or cyclists.*

*If the device creates a horizontal deflection, this is the correct recommendation to use. If the device creates a vertical deflection, use the Road Hump recommendation in [section 4.6.2](#).*

Recommendation:

- (iv) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 7.9(3) of the Land Transport Rule: Traffic Control Devices 2004 a **traffic calming device (Describe the type of calming device within brackets such as: chicane, slow point, other device (describe the device/s))** is to be provided on **Road Name** in the area(s) referred to as ['TC1'] ['TC2'] ['TC3'] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (v) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (vi) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.6.4 Pedestrian crossing

##### Section 334 of the LGA1974 and clauses 2.1 and 8 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

This pursuant is used to establish a pedestrian crossing.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 8 of the Land Transport Rule: Traffic Control Devices 2004 a **pedestrian crossing** is to be provided on **Road Name** in the area(s) referred to as ['Z1'] ['Z2'] ['Z3'] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.6.5 School crossing point

##### Section 334 of the LGA1974 and clauses 2.1, 8.3, and 8.4 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

This pursuant is used to establish a school crossing point.

*Explanatory note: A kea crossing is a type of school crossing point. The Traffic Control Devices Rule 2004 does not specifically provide for a kea crossing, so this pursuant is used for kea crossings as well as other school crossing points. If the control is proposed as a kea crossing, add that wording to the pursuant in brackets as shown below. If the proposal will be for a different type of school crossing point, remove the phrase (kea crossing) from the pursuant.*

Recommendation:

- (i) That pursuant to clause 8.4 of the Land Transport Rule: Traffic Control Devices 2004 a **school crossing point (kea crossing)** (*Don't use 'kea crossing' wording if it is operating on a pedestrian crossing*) is to be provided on **Road Name** in the area(s) referred to as ['K1'] ['K2'] ['K3'] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That pursuant to clause 8.3 of the Land Transport Rule: Traffic Control Devices 2004 **the Board of Trustees of name of the school be authorised to appoint two or more persons to act as school patrols on that school crossing point as described above.**
- (iii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iv) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.6.6 Footpath

### Section 319(1)(f) of the LGA1974

Approved by: Traffic Operations Manager

Purpose:

The purpose of this pursuant is to establish what part of the road shall be footpath.

*Explanatory Note: It is not always required to formally approve a footpath. Installing a footpath is considered tacit approval. However, if any safety or enforcement issues (for example, parking on the footpath) are expected, going through the formal approval process is recommended as we cannot enforce parking infringements without the signed approval.*

Recommendation:

- (i) That pursuant to section 319(1)(f) of the Local Government Act 1974 in the area(s) referred to as ['F1'] ['F2'] ['F3'] on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision is **determined** to be a **footpath at all times**.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.6.7 Pedestrian signal control (midblock signal)

##### Section 334 of the LGA1974 and clauses 2.1 and 8.5(3) of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

The purpose of this pursuant is to provide a midblock traffic signal in order to allow pedestrians to cross the road. A pedestrian signal may not be used at a pedestrian crossing and is not intended for providing a pedestrian phase at an intersection traffic signal.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 8.5(3) of the Land Transport Rule: Traffic Control Devices 2004 **traffic signal control** is imposed at all times and road markings, signals and signs erected on **Road Name** as indicated by [**PS1**] in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.6.8 Traffic signal control (intersection signal)

##### Section 334 of the LGA1974 and clauses 2.1, 8.5, and 10.1 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

The purpose of this pursuant is to install a traffic signal at an intersection of two or more streets.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004 **traffic signal control** is imposed at all times and road markings, signals and signs erected on **Road Name**, at its intersection with **Road Name** as indicated by ['S1'] in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*



#### 4.6.9 Stop or Give-Way control

##### Section 334 of the LGA1974 and clauses 2.1 and 10.1 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

The purpose of this pursuant is to provide either Stop or Give-Way traffic control at an intersection. The choice between using a Stop control or Give-Way is determined from standard engineering practice.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004 [**Stop control**] [**Give-Way control**] is imposed at all times and road markings and signs erected on **Road Name**, at its intersection with **Road Name**, as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.

##### Example (one intersection)

That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004 **Give-Way control** is imposed at all times and road markings and signs erected on **Lincoln Street**, at its intersection with Ponsonby Road, as indicated in the attached drawing AT/WLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the approval decision.

##### Example (two intersections)

That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004 **Stop control** is imposed at all times and road markings and signs erected on **Fitzroy Street on the northern and southern approaches**, at its intersection with Brown Street, as indicated in the attached drawing AT/WLB/99999/AA/C250, rev A, dated 1/1/2015, forming part of the approval decision.

- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.6.10 Roundabout control (with Give-Way control, traffic signals, or metering signals)

##### Section 334 of the LGA1974 and clauses 2.1 and 10.1 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

The purpose of this pursuant is to install a roundabout at an intersection of two or more streets. The roundabout approaches may be controlled by Give-Way controls, traffic signals, or metered signals.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004 **roundabout controlled by [Give-Way] [traffic signals] [metering signals]** is imposed at all times and road markings and signs erected at the intersection of **Road Name** and **Road Name**, as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.6.11 Flush median

##### Section 334 of the LGA1974 and clauses 2.1 and 7.4 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

The purpose of this pursuant is to provide a flush median on the road.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 7.4 of the Land Transport Rule: Traffic Control Devices 2004 a **flush median** is to be provided on **Road Name** in the area(s) referred to as ['FM1'] ['FM2'] ['FM3'] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.6.12 Edge line

##### **Section 334 of the LGA1974 and clauses 2.1 and 7.5 of the TCD2004**

Approved by: Traffic Operations Manager

Purpose:

The purpose of this pursuant is to provide an edge line on the road.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 7.5 of the Land Transport Rule: Traffic Control Devices 2004 an **edge line** is to be provided on **Road Name** in the area(s) referred to as 'EL' as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.6.13 Shoulder markings

##### Section 334 of the LGA1974 and clauses 2.1 and 7.4 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

The purpose of this pursuant is to provide a shoulder marking or shoulder markings on the road.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 7.6 of the Land Transport Rule: Traffic Control Devices 2004 a **shoulder marking** is to be provided on **Road Name** in the area(s) referred to as [**'SM1'**] [**'SM2'**] [**'SM3'**] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.6.14 Keep Clear zone

##### **Section 334 of the LGA1974 and clauses 2.1 and 10.6 of the TCD2004**

Approved by: Traffic Operations Manager

Purpose:

This pursuant is used to establish a keep clear zone on a section of road.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clause 10.6 of the Land Transport Rule: Traffic Control Devices 2004 a **'Keep Clear' zone** is to be provided on **Road Name** at its intersection with **Road Name** in the area referred to as **['KC1'] ['KC2']** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.6.15 No Passing restriction

##### Section 334 of the LGA1974 and clauses 2.1 and 7.3 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

The purpose of this pursuant is to provide a no passing zone along a section of road.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 7.3 of the Land Transport Rule: Traffic Control Devices 2004 a **no passing restriction** is imposed at all times and road markings applied on the following part of the roadway **Road Name** in the area(s) referred to as ['NP1'] ['NP2'] ['NP3'] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.6.16 Layout of multiple lanes (without mandatory turning controls)

##### Section 334 of the LGA1974 and clauses 2.1 and 7.12 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

The purpose of this pursuant is to establish the layout of lanes on a road in situations where there are no arrow markings indicating mandatory movements from those lanes at an intersection.

*Note: Where there are arrow markings use [recommendation 4.2.5](#).*

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 7.12 of the Land Transport Rule: Traffic Control Devices 2004 **lanes** are provided for on **Road Name** as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*



#### 4.6.17 Variable lane control

##### Section 334 of the LGA1974 and clauses 2.1 and 7.13 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

This pursuant is used if the use of a lane is to be controlled by means of a variable lane control.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 7.13 of the Land Transport Rule: Traffic Control Devices 2004 **variable lane control** is to be imposed on **Road Name** in the area(s) referred to as to ['V1'] ['V2'] ['V3'] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.6.18 Slow vehicle bay

##### Section 334 of the LGA1974 and clause 7.1 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

This pursuant is used if a slow vehicle bay is to be provided to the left of the primary traffic lane for the use of drivers who choose to make way for vehicles that are travelling faster than them but who do not want to pull over and completely stop.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clause 7.1 of the Land Transport Rule: Traffic Control Devices 2004 a **slow vehicle bay** in the form of a lane to the left of the main traffic lane is to be provided on **Road Name** in the area(s) referred to as to ['SL1'] ['SL2'] ['SL3'] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.6.19 Passing bay or lane

##### Section 334 of the LGA1974 and clause 7.1 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

This pursuant is used if a passing bay or passing lane slow is to be provided to the right of the primary traffic lane for the use of drivers who are overtaking slower moving vehicles but without the need to cross the centre line. Are always used in conjunction with a no passing line.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clause 7.1 of the Land Transport Rule: Traffic Control Devices 2004 a **passing [bay] [lane]** in the form of a lane to the right of the main traffic lane is to be provided on **Road Name** in the area(s) referred to as to ['PL1'] ['PL2'] ['PL3'] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.6.20 Delineators

### Section 334 of the LGA1974 and clauses 2.1 and 7.10 of the TCD2004

Approved by: Traffic Operations Manager

Purpose:

This pursuant is used to separate a cycle path from the carriageway.

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 7.10 of the Land Transport Rule: Traffic Control Devices 2004 **delineators** are to be provided on **Street Name**, in the area(s) referred to as ['D1'] ['D2'] ['D3'] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.

*Note: Delineators can be resolved along their entire length in one pursuant if the only gaps in the delineators are at intersections and driveways. If this is your case, you may substitute the pursuant below for A.*

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 7.10 of the Land Transport Rule: Traffic Control Devices 2004 **delineators** are to be provided on **Street Name**, except where interrupted by intersections and vehicles accesses, in the area(s) referred to as ['D1'] ['D2'] ['D3'] as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.6.21 Home zone

### Clause 1.6 Land Transport Rule: Road User 2004

Implemented by: Network Management and Safety

Purpose:

This control is used if there is an intention that an area of roadway be treated a shared zone (shared between vehicles and pedestrians) but parking of vehicles is to be allowed. The recommendation provides a record of the fact that it is the intention of the road controlling authority that his roadway be a shared zone for the purpose of making it clear that the definition of shared zone in the Road User Rule applies. This might most commonly occur in residential areas – so called “home zones”; but may also be used in other situations.

This type of shared zone is different from the shared zones covered by clause 13 of the AT Traffic Bylaw. The bylaw shared zone has a prohibition on parking unless specified differently and is used primarily for city centre-type shared zones.

*Note: If the intent is to restrict parking within the shared zone under the bylaw, the recommendation to use is found in [section 4.2.13](#).*

Recommendation:

- A. That pursuant to the definition in clause 1.6 of the Land Transport Rule: Road User 2004, **Road Name** is intended to be a **shared zone for pedestrians and vehicles**, as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the resolution.
- B. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
- C. That this resolution will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.6.22 Advisory road marking

### Section 334(1) of the LGA1974

Approved by: Network Management and Safety

Purpose:

These controls are used to formalise a sharrow marking, a “slow” road marking or a surface friction treatment.

*Note: These controls are not typically used for isolated advisory markings. If the advisory markings are shown in a plan for a formally resolved/approved control (e.g., a document that is resolving a cycle lane and a sharrow begins where the cycle lane ends), then the advisory markings should be included in the recommendations.*

Recommendation:

- (i) That pursuant to section 334 of the Local Government Act 1974, a **sharrow marking** is to be provided on **Street Name**, in the area(s) referred to as ‘AS’ as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (i) That pursuant to section 334 of the Local Government Act 1974, a “**slow**” **road marking** is to be provided on **Street Name**, in the area(s) referred to as ‘AS’ as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (i) That pursuant to section 334 of the Local Government Act 1974, **surface friction treatment** is to be provided on **Street Name**, in the area(s) referred to as ‘AS’ as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.
- (ii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iii) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.6.23 Non-standard road marking

### Section 334 of the LGA1974 and clauses 2.1 and 7.9 of the TCD2004

**Please consult Transport Controls Team Leader before considering this control.**

Approved by: Network Management and Safety

Purpose:

As AT embraces piloting different concepts and the use of tactical urbanism, a variety of non-standard road markings may gain approval to be used on the road. These recommendations can be used as a basis for approval of road markings that have a purpose connected with the use of the road.

Recommendation:

- (ii) That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.9 of the Land Transport Rule: Traffic Control Devices 2004 **road markings for speed management** are to be provided on **Street Name**, in the area(s) referred to as 'AS' as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.

*Note: Things like the polka dots on the roadway.*

- (ii) That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.9 of the Land Transport Rule: Traffic Control Devices 2004 **road markings for guiding pedestrians** are to be provided on **Street Name**, in the area(s) referred to as 'AS' as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.

*Note: Things like painted kerb buildouts.*

- (iv) That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.9 of the Land Transport Rule: Traffic Control Devices 2004 **road markings for warning of vulnerable road users** are to be provided on **Street Name**, in the area(s) referred to as 'AS' as indicated in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX, forming part of the approval decision.

*Note: Things like flashing yellow in road illuminated pavement markers activated by approaching cycles.*

- (v) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (vi) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004. For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.7 List of recommendations for temporary traffic controls

### 4.7.1 Restrictions: Stopping, standing and parking

#### Clause 18 Auckland Transport Traffic Bylaw 2012

Implemented by: Road Corridor Access and Special Events

Purpose:

This allows **restrictions** on the stopping, standing or parking of vehicles on any road by vehicle description and by time and day.

Recommendation:

- A. That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping of any vehicle** on the road or part of the road described below **is prohibited** between the hours as shown in this resolution and will be evidenced by the appropriate signs.

**Street Name, Suburb, length of temporary restriction.** (Refer to static reference points such as intersections or property boundaries and the approximate distance. You may list multiple streets provided they will have identical restrictions placed on them.)

The above parking controls will apply during the following dates and times:

From: **Time and Date**

To: **Time and Date**

*Note: It is acceptable to state certain hours of the day for the period of works (i.e., from 7am to 4pm, from 3 November 2014 to 7 November 2014) or for the entire day during the period of works (from 7am, 3 November 2014 to 4pm, 7 November 2014). In the first instance, the parking will revert to regular use outside of the hours specified.*

#### *Example 1*

- A. That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping of any vehicle** on the road or part of the road described in this resolution **is prohibited** between **7:00am and 4:00pm** and will be evidenced by the appropriate signs.

**Beachcroft Avenue, Onehunga**, both kerb lines from a point 40.0m from the eastern kerb line of Church Street, extending east to a point 84.0m from the western kerb line of George Terrace.

The above parking controls will apply during the following dates and times:

From: **3 November 2014**

To: **7 November 2014**



*Example 2*

- A. That pursuant to clause 18 of the Auckland Transport Traffic Bylaw 2012, **the stopping of any vehicle** on the road or part of the road described in this resolution **is prohibited** between the hours as shown in this resolution and will be evidenced by the appropriate signs.

**Beachcroft Avenue, Onehunga**, both kerb lines from a point 40.0m from the eastern kerb line of Church Street, extending east to a point 84.0m from the western kerb line of George Terrace.

The above parking controls will apply during the following dates and times:

From: **7:00am, 3 November 2014**

To: **4:00pm, 7 November 2014**

- B. Signs for [this restriction] [these restrictions] may be erected up to **insert number of hours** hours before each start date and time as specified. **[FOR TEMPORARY ROAD WORKS, ALSO INCLUDE THIS** The temporary parking restriction shall apply for the minimum time and length necessary to carry out the work. The work is to be undertaken in sections not to exceed 150 metres.]
- C. The [contractor] [event organiser] will only request enforcement of the abovementioned controls if there is an infringement which is physically affecting their ability to safely [undertake the work] [organise the event] described.
- D. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they are in conflict with the traffic controls described in this resolution are **suspended** for the time this resolution is operational.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.7.2 Parking for specified class of motor vehicles displaying approved permits or liveries

##### Clause 19 Auckland Transport Traffic Bylaw 2012

Implemented by: Road Corridor Access and Special Events

Purpose:

This resolution applies to specific vehicles displaying liveries or permits parking in a road / building e.g. shared vehicles, police, construction vehicles; utility vehicles (other than for emergencies); temporary event vehicles e.g. filming sporting events.

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012,
- (i) Except as set out in (iii), the [piece of land] [length of road] [building] described below is specified to be a parking place;
  - (ii) parking spaces are reserved in the parking place specified in this resolution for the exclusive use of **specified authorised vehicles** displaying **approved [permits] [insert name of organisation liveries]**;
  - (iii) parking places are not specified for areas that are within 500mm of a fire hydrant; or within 6m of the approach side of pedestrian crossings; **[IF THE ROAD REMAINS OPEN FOR TRAFFIC THEN ALSO INCLUDE** or within 6m of an intersection; or within 1m of vehicle entrances; or near any corner, curve, hill, traffic island or intersection, if parking a vehicle there would obstruct the view of the roadway for approaching drivers;] and
  - (iv) the time for the parking of vehicles in the parking place described in this resolution are as described below;
  - (v) the conditions subject to the parking place described in this resolution will be evidenced by the appropriate signs.

**Street Name, Suburb, length of temporary restriction.** (Refer to static reference points such as intersections or property boundaries and the approximate distance)

The above parking controls will apply during the following dates and times:

From: **Time and Date**

To: **Time and Date**

- B. Signs for [this restriction] [these restrictions] may be erected up to **insert number of hours hours before each start date and time as specified.** **[FOR TEMPORARY ROAD WORKS, ALSO INCLUDE THIS** The temporary parking restriction shall apply for the minimum time and length necessary to carry out the work. The work is to be undertaken in sections not to exceed 150 metres.]
- C. The [contractor] [event organiser] will only request enforcement of the abovementioned controls if there is an infringement which is physically affecting their ability to safely [undertake the work] [organise the event] described.
- D. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they are in conflict with the traffic controls described in this resolution are **suspended** for the time this resolution is operational.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004. For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

### 4.7.3 Loading zone

#### Clause 19 Auckland Transport Traffic Bylaw 2012

Implemented by: Road Corridor Access and Special Events

Purpose:

The purpose of the following pursuant is to restrict a piece of land, part of a road, or building or part of a building to be a loading zone for the stopping, standing or parking of any vehicle or specific class of vehicle [*“class of vehicle” is defined in clause 5 of the bylaw*] and limit the maximum time of loading to five minutes (or longer).

*Note: It is now goods vehicles that are allowed to use loading zones (not goods service vehicles). Also, even for temporary loading zones, signs and markings must conform to TCD standards to be enforceable.*

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012, the [length of road] [piece of lane] [building] described below is reserved as a parking place in the form of a **loading zone**. Use of the loading zone is restricted to **authorised vehicles only**. Vehicles authorised for this purpose are vehicles related to the [event] **[construction work being undertaken] [at insert address] [on insert Street Name]**.

**Street Name, Suburb**, length of temporary restriction. (Refer to static reference points such as intersections or property boundaries and the approximate distance)

The above parking controls will apply during the following dates and times:

From: **Time and Date**

To: **Time and Date**

- B. Signs for [this restriction] [these restrictions] may be erected up to **insert number of hours hours before each start date and time as specified**. **[FOR TEMPORARY ROAD WORKS, ALSO INCLUDE THIS** The temporary parking restriction shall apply for the minimum time and length necessary to carry out the work. The work is to be undertaken in sections not to exceed 150 metres.]
- C. The [contractor] [event organiser] will only request enforcement of the abovementioned controls if there is an infringement which is physically affecting their ability to safely [undertake the work] [organise the event] described.
- D. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they are in conflict with the traffic controls described in this resolution are **suspended** for the time this resolution is operational.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.7.4 Bus parking

##### Clause 19 Auckland Transport Traffic Bylaw 2012

Implemented by: Special Events

Purpose:

The purpose of the following pursuant is to restrict a piece of land, part of a road, or building or part of a building to be a bus parking area.

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Auckland Transport Traffic Bylaw 2012,
- (i) the [piece of land] [length of road] [building] described below is specified to be a parking place in the form of a **bus parking place**;
  - (ii) the time for the parking of buses in the parking place described in this resolution are as designated below;
  - (iii) the conditions subject to the parking place described in this resolution will be evidenced by the appropriate signs.

**Street Name, Suburb, length of temporary restriction.** (Refer to static reference points such as intersections or property boundaries and the approximate distance)

The above parking controls will apply during the following dates and times:

From: **Time and Date**

To: **Time and Date**

- E. Signs for [this restriction] [these restrictions] may be erected up to **insert number of hours hours before each start date and time as specified.** [FOR TEMPORARY ROAD WORKS, ALSO INCLUDE THIS The temporary parking restriction shall apply for the minimum time and length necessary to carry out the work. The work is to be undertaken in sections not to exceed 150 metres.]
- F. The [contractor] [event organiser] will only request enforcement of the abovementioned controls if there is an infringement which is physically affecting their ability to safely [undertake the work] [organise the event] described.
- G. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they are in conflict with the traffic controls described in this resolution are **suspended** for the time this resolution is operational.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

## 4.7.5 Mobility parking

### Clause 20 Auckland Transport Traffic Bylaw 2012

Implemented by: Road Corridor Access and Special Events

Purpose:

The purpose of this pursuant is to resolve an area as being reserved exclusively for vehicles displaying an approved mobility parking permit and restricting that parking to a maximum time. Each area described will need to indicate the times if they apply.

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974, clause 19 and clause 20 of the Auckland Transport Bylaw 2012
- (i) the [length of road] [piece of lane] [building] described below is specified to be a parking place in the form of a **mobility parking place**;
  - (ii) mobility parking spaces are reserved in the parking place specified in this resolution for the exclusive use of vehicles driven by or carrying disabled persons and displaying a current approved mobility permit;
  - (iii) parking spaces are reserved between the dates and hours as shown below;
  - (iv) the maximum time allowed for the parking of a vehicle displaying an operation mobility card or permit is defined as **[at all times] [insert time limit minutes]**.
  - (v) each reserved parking space described in this resolution will be indicated by the appropriate signs.

**Street Name, Suburb, length of temporary restriction.** (Refer to static reference points such as intersections or property boundaries and the approximate distance)

The above parking controls will apply during the following dates and times:

From: **Time and Date**

To: **Time and Date**

- B. Signs for [this restriction] [these restrictions] may be erected up to **insert number of hours hours before each start date and time as specified.** **[FOR TEMPORARY ROAD WORKS, ALSO INCLUDE THIS** The temporary parking restriction shall apply for the minimum time and length necessary to carry out the work. The work is to be undertaken in sections not to exceed 150 metres.]
- C. The [contractor] [event organiser] will only request enforcement of the abovementioned controls if there is an infringement which is physically affecting their ability to safely [undertake the work] [organise the event] described.
- D. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they are in conflict with the traffic controls described in this resolution are **suspended** for the time this resolution is operational.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.7.6 Eden Park resident only parking

##### Clause 21 Auckland Transport Traffic Bylaw 2012

This resolution is for residents' only parking during Eden Park events.

Implemented by: Special Events

Purpose:

This pursuant is used to specify a parking place, on a road, part of a road, zone or building or part of a building to be a residents' only parking during Eden Park events. Residents must display a current approved resident's parking permit. The time the restriction is active must be stated in the resolution.

Recommendation:

- A. That pursuant to section 591 of the Local Government Act 1974 and clause 21 of the Auckland Transport Bylaw 2012
- (i) the [length of road] [piece of lane] [building] described below is specified to be a parking zone;
  - (ii) the parts of the road described in this resolution are reserved for the exclusive parking of motor vehicles displaying a valid **Eden Park Residents Only Parking** parking permit;
  - (iii) the operation of the "Residents Only Parking Zone" is limited to the hours as designated below;
  - (iv) the conditions subject to the parking place described in this resolution will be evidenced by the appropriate signs.

**Street Name, Suburb, length of temporary restriction.** (Refer to static reference points such as intersections or property boundaries and the approximate distance)

The above parking controls will apply during the following dates and times:

From: **Time and Date**

To: **Time and Date**

- B. Signs for [this restriction] [these restrictions] may be erected up to **insert number of hours hours before each start date and time as specified.**
- C. The event organiser will only request enforcement of the abovementioned controls if there is an infringement which is physically affecting their ability to safely organise the event described.
- D. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they are in conflict with the traffic controls described in this resolution are **suspended** for the time this resolution is operational.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.7.7 No Stopping At All Times

##### Clause 18 Auckland Transport Traffic Bylaw 2012

Implemented by: Road Corridor Access

Purpose:

This resolution enables parking by any vehicles to be **prohibited** at all times during road works.

*Note: This pursuant is used for works that will have a long-term impact on a neighbourhood and for the purposes of providing vehicle manoeuvrability for trucks. All vehicles are prohibited from stopping, standing, or parking, including contractors' vehicles. Tape, not paint, should be used to mark the NSAAT lines for ease of removal.*

Recommendation:

- A. That pursuant to clause 18 of the Auckland Transport Bylaw 2012, **the stopping, standing, or parking of any vehicle is prohibited at all times** during the period between **start date** and **end date** on the [length of road] [piece of lane] [building] described below.

**Street Name, Suburb, length of temporary restriction.** (Refer to static reference points such as intersections or property boundaries and the approximate distance)

- B. Signs for [this restriction] [these restrictions] may be erected up to **insert number of hours hours before each start date and time as specified**. The temporary parking restriction shall apply for the minimum time and length necessary to carry out the work. The work is to be undertaken in sections not to exceed 150 metres.
- C. The contractor will only request enforcement of the abovementioned controls if there is an infringement which is physically affecting their ability to safely undertake the work described.
- D. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they are in conflict with the traffic controls described in this resolution are **suspended** for the time this resolution is operational.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*

#### 4.7.8 Road closure

##### Section 342(1)(b) and clause 11(e) to Schedule 10 of the LGA1974

Implemented by: Special Events

Purpose:

The purpose of this pursuant is to close a road temporarily to traffic for special events.

Recommendation:

- A. That pursuant to section 342(1)(b) and clause 11(e) to Schedule 10 of the Local Government Act 1974
- (i) The length of road described below is **closed** to **[all traffic, including pedestrians] [motor vehicles] [vehicles]** [except as specified in (ii) and (iii)];
  - (ii) **Specified authorised vehicles** displaying **approved [permits] [insert name of organisation liveries]** may drive on the closed road;
  - (iii) An entry fee may be charged by the organiser of the event for which the road is closed and entry to that area of the closed road is limited to those who pay the fee. (Fees do not apply to emergency services or occupants of properties adjoining that road when accessing that property.)

**Street Name, Suburb, length of temporary restriction.** (Refer to static reference points such as intersections or property boundaries and the approximate distance)

The above road closure will apply during the following dates and times:

From: **Time and Date**

To: **Time and Date**

- B. Signs for [this restriction] [these restrictions] may be erected up to **insert number of hours hours before each start date and time as specified.**
- C. The contractor will only request enforcement of the abovementioned controls if there is an infringement which is physically affecting their ability to safely [organise the event described].
- D. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they are in conflict with the traffic controls described in this resolution are **suspended** for the time this resolution is operational.

*For exact implementation specifications, refer to the Land Transport Rule 54002: Traffic Control Devices 2004.*

*For any queries and further assistance in regard to resolutions please contact Anthony Herath at [anthony.herath@at.govt.nz](mailto:anthony.herath@at.govt.nz).*



## Appendix E – Change Log

**19/8/2016 (2.35)** – Added change log. Added discussion of measuring at roundabouts and other unsafe intersections. Updated hyperlinks. Updated titles and positions from NMS restructuring. Corrected the TCD clause reference in the recommendations for road humps and delineators. Changed the labels for road hump (H), resident parking (R) and resident exempt parking (X). Removed references to bus shelter approval/signatories (bus shelters are now approved by the TCC).

**5/9/2016 (2.36)** – Updated versions/links to report templates (updated templates for new positions from the NMS restructuring).

**6/10/2016 (2.37)** – Added car share parking recommendation (which includes language specific to City HOP car share parking spaces). Updated the AT Metro reviewer information (Appendix B). Added the Walking & Cycling reviewer information (Appendix B). Updated report templates to match AT Metro and Walking & Cycling reviewer information. Removed advance warning sign recommendation (not a regulatory control).

**12/12/2016 (2.38)** – Updated Traffic Engineering Manager to Melanie Alexander. Added new tips to sections 2.8 and 2.11.

**19/12/2016 (2.39)** – Removed Walking & Cycling & Safety Manager from the list of Delegated Authority Approvers.

**29/9/2017 (2.40)** – Added home zone recommendation. Redefined car share parking recommendation as shared vehicle parking. Updated internal positions and titles. Added double arrows discussion to 2.10.1 Recommendations and 3.11 Double arrows. Updated Elected Member Relationship Managers and their Boards. Updated parking place recommendation with additional definition of parking. Changed “pursuant” to “recommendation” throughout. Rewrote section 2.4 (bus stops are now only brought to ATCOP standards where practicable and convenient). Added new labels and links in 3.12 Reference labels. Clarified 3.8 Data points and 3.10 Running and restriction measurements.

**13/9/2018 (2.41)** – Added double arrow discussion ([section 2.10.1](#) and [section 3.16](#)). Added reference to existing resolutions discussion ([section 2.10.6.1](#) and [section 3.20](#)). Clarified consultation requirements for resource consent resolutions. Updated the list of [reference labels](#). Clarified discussions of labels and datum points (certain private access roads can now be used for determining a datum point). Added section 3.12 for showing restriction conditions in the plan. Clarified more points for showing road markings correctly in the plan. Updated Road Corridor Access Manager information (name and title). Removed non-vested road language. Added Traffic Calming Device [recommendation](#). Added language to bus stop and bus parking recommendations for AT Metro buses. Added explanatory notes for shared zone, car share parking and pedestrian signal control recommendations. Updated the paid parking recommendation for the “manner of payment for paid parking resolution” information. Updated hyperlinks for current document locations.

**5/2/2019 (2.42)** – Added recommendations for advisory road markings ([4.6.22](#)) and non-standard road markings ([4.6.23](#)). Updated Elected Member Relationships team information for their current Local Board responsibilities.

**14/3/2019 (2.43)** – Updated Traffic Engineering Manager to Traffic Operations Manager.

**18/4/2019 (2.44)** – Updated the Traffic Control Committee information for the new members.  
Updated the list of Elected Member Relationship Managers.

# Appendix F – Sample Resolution Reports



# Permanent Traffic Control Changes Report

## Howick Local Board

### Reddy Road and Sharma Road, Howick

#### Give-Way control, Stop control

**Report to:** Traffic Operations Manager

**Author:** Joe Bloggs, Traffic Engineer

<b>Date:</b> 11 February 2015	<b>APPROVAL ID:</b> 1126X
<b>Date Approved:</b>	<b>Internal cost code:</b> 1511

## 1. INTRODUCTION

### 1.1 Terms of reference

The following matter is dealt with under the delegated authority of the Traffic Operations Manager. Authority was delegated by the Chief Executive, by way of Auckland Transport Delegation Instrument ATDI 2010/01.

### 1.2 Background

Neighbours raised concerns regarding safety at the intersection of Reddy Road at Sharma Road which is in close proximity to the larger intersection of Sugrue Street and Sharma Road. There is no existing traffic control at the subject intersection and this has caused confusion as to which drivers have priority. Residents have stated that drivers do not generally stop or slow down at Sugrue Street before proceeding onto Sharma Road.

## 2. NARRATIVE

### 2.1 Location

Road Name	Classification	Traffic Volume	Land Use
Reddy Road	Local Road	50 vehicles per day (estimated)	Predominantly residential, although there is a school and a few small commercial areas in the vicinity.
Sharma Road	Collector	2,100vpd	
Sugrue Street	Secondary Arterial & Overdimension Route	11,300vpd	

## 2.2 Issue

Both Reddy Road and the slip lane for Sugrue Street intersect Sharma Road in close proximity to each other. Neither intersection currently has any priority and this has resulted in confusion about whether the driver on Reddy Road or the driver on Sugrue Street has the right-of-way.

Drivers turning from Sugrue Street to Sharma Road are using a slip lane and due to the low volumes on Reddy Road, these drivers do not generally anticipate having to slow for other traffic. Therefore, speeds on the slip lane are somewhat higher than expected.

Crash data was obtained for the intersections and showed one crash which had occurred that could be attributed to the intersection geometry. The vehicles involved were turning from both streets onto Sharma Road.

## 2.3 Options

A do-nothing option was evaluated, but this would not improve the safety history of the intersections and therefore was not progressed.

Installing Give-Way controls at both intersections was also examined. Due to Reddy Road not being at the same grade as Sugrue Street, visibility is limited and Stop control is warranted.

## 2.4 Proposal

It is proposed to install a Give-Way control on the slip lane on Sugrue Street at Sharma Road and a Stop control on Reddy Road at Sharma Road as shown in the attached drawing #AT/HLB/1126X/CH/63A, Rev A, dated 11 February 2015.

The existing No Stopping At All Times road markings were resolved under resolution #11981, approved by the Traffic Control Committee on 29 August 2014.

## 2.5 Consultation undertaken

Consultation on the proposal was undertaken with the following **external** parties

Affected residents/property owners	<b>yes / Æ</b>
Affected businesses	<b>yes / no</b>
Public transport operators	<b>yes / no</b>
Emergency services	<b>yes / Æ</b>
Business association	<b>yes / no</b>
Police	<b>yes / Æ</b>

The parties not consulted were not affected by the proposal.

Consultation on the proposal was undertaken with the following **internal** parties

Finance	<b>yes / NA</b>
Parking Enforcement	<b>yes / NA</b>
Parking Design and Policy	<b>yes / NA</b>
Public Transport	<b>yes / NA</b>
Community and Road Safety	<b>yes / NA</b>
Traffic Operations	<b>yes / NA</b>
Road Corridor Access	<b>yes / NA</b>
Intelligent Transport Systems	<b>yes / NA</b>

The parties not consulted were not affected by the proposal.

## 2.6 Outcome of consultation process

The Police responded in support of the proposal.

One resident asked for Stop control at both intersections, but was generally in support of the proposal. The slip lane did meet the MOTSAM sight distance criterion for Stop control, but Stop control is not appropriate in this location as it would generate unnecessary delays on this arterial road. This was explained to the resident and there were no further comments.

## 2.7 Analysis of Proposal

There is a need to improve the crash history of the intersections of Reddy Road and Sugrue Street at Sharma Road as well as address resident concerns regarding the safety of these two intersections. Providing priority at both intersections will establish right-of-way as well as encourage drivers to be more cautious at their approaches.

Please note that all information in this report is entirely fictitious. This example does not represent any existing or previous conditions or events.

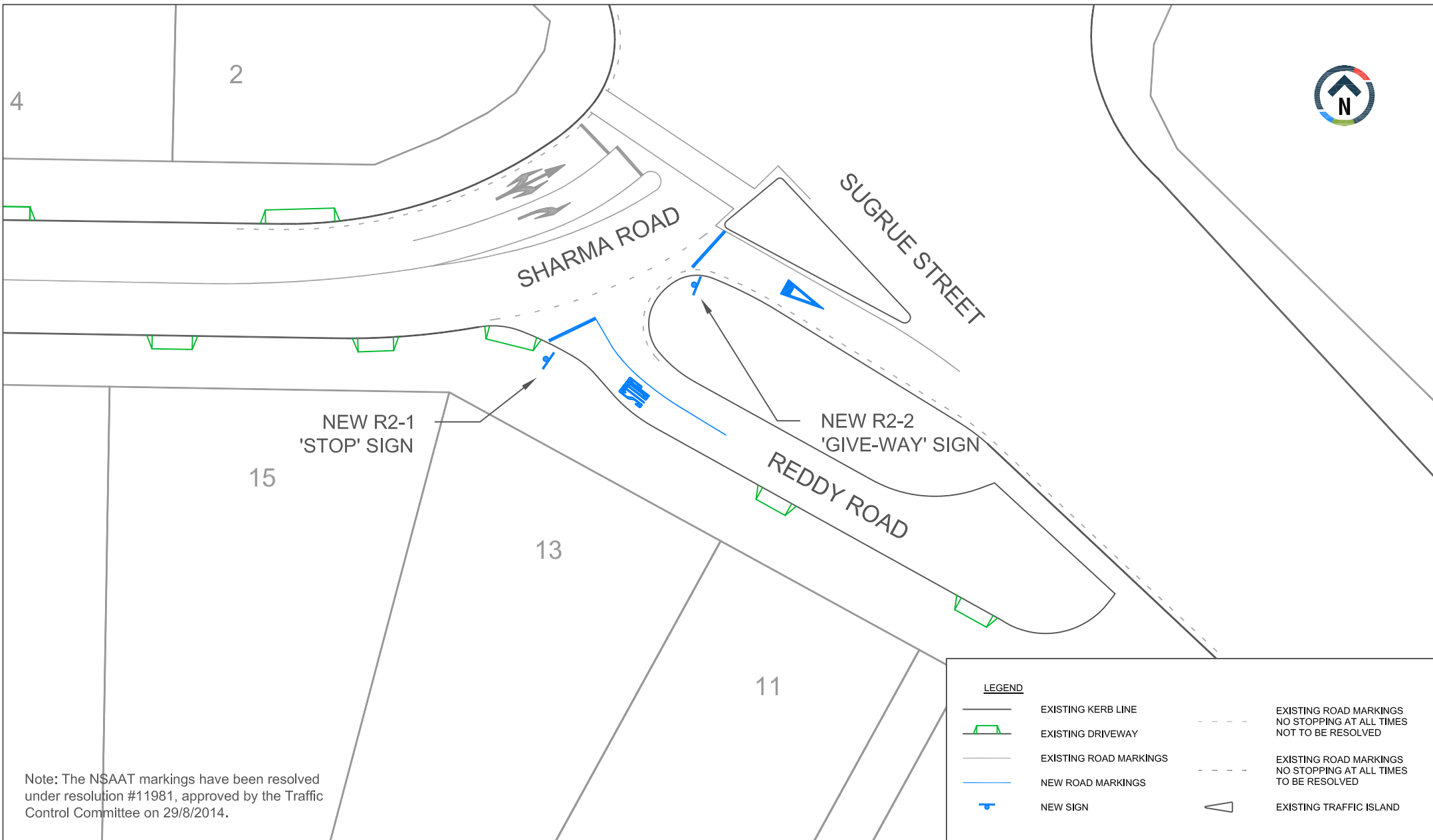
### 3. RECOMMENDATION (TO TRAFFIC OPERATIONS MANAGER)

The Traffic Operations Manager approves:

- (i) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004 a **Stop control is imposed at all times and road markings and signs erected on Reddy Road**, at its intersection with **Sharma Road**, as indicated in the attached drawing #AT/HLB/1126X/CH/63A, Rev A, dated 11 February 2015, forming part of the approval decision.
- (ii) That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004 a **Give Way control is imposed at all times and road markings and signs erected on the slip lane on Sugrue Street**, at its intersection with **Sharma Road**, as indicated in the attached drawing #AT/HLB/1126X/CH/63A, Rev A, dated 11 February 2015, forming part of the approval decision.
- (iii) That any previous approvals pertaining to traffic controls to the extent that they are in conflict with the traffic controls described in this report are revoked.
- (iv) That this approval will take effect when the traffic control devices that evidence the restrictions described in this report are in place.

### 4. SIGNATURES AND APPROVALS

	Name and title of signatory	Signature	Date
Author:	Joe Bloggs Traffic Engineer Network Operations and Safety		
Verified by:	Anthony Herath Senior Resolution Technician Transport Controls		
Approved by:	Jared Plumridge Traffic Operations Leader (Central / South) Network Operations and Safety		
Approved under delegated authority by:	Rob Douglas-Jones Traffic Operations Manager Road Corridor Operations	Signature	Date
			Approved



REVISION HISTORY	BY	DATE
A	CH	11/2/2015

SURVEYED:	J BLOGGS
DESIGNED:	J BLOGGS
DRAWN:	C HILES
DESIGN CHECK:	A HERATH
DWG CHECK:	A HERATH
Reddy Road 1126X.dwg	

REDDY ROAD, HOWICK, HOWICK LOCAL BOARD – GIVE-WAY / STOP CONTROL

RESOLUTION ID: 1126X



DRAWING SCALE: N.T.S.	REV A
DRAWING NO.	SHEET 1
AT/HLB/1126X/CH/63A	OF 1