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**Temporary Traffic and Parking Changes Report**

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The TCC secretary **needs** the soft copy of the resolution report to prepare the agenda. Therefore the report writer ***MUST*** submit the soft copy along with the signed copy ***PRIOR*** to any report being accepted into the TCC meeting agenda. The versions provided ***MUST*** be identical.

Local Board Name

Street Name(s), Suburb

Subject (reason for resolution- event/project name)

Report to Traffic Control Committee

Reporting Officer: (*This has to be internal AT staff, most suitably the Ward Traffic engineer, Road Safety engineer, Infrastructure Development engineer, PT staff, Parking Coordinator or the officer recommending the report*)

|  |  |
| --- | --- |
| **Date:** XXXXXXX  Please turn on spelling and grammar checking before using this template.  Delete this text box when done. | **Report ID number:** |
| **Operating:** (Date/s resolution is in effect) | **Internal cost code:** WBS or cost code |
| **Date Resolved:** (Delete this R&S team to fill in) | **Sign Check:** (Delete this P&E to fill in if required) |

1. **Recommendations**

The Traffic Control Committee resolves:

1. TCC recommendations start here.
2. Signs for [this restriction] [these restrictions] may be erected up to **25 hours before each start date and time as specified**.

C. The [work 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.

1. **Executive Summary**

Auckland Transport – Road Corridor Operations received a request from the above named (name of contractor or organiser) to temporarily implement parking controls in order to facilitate the [work] [event] in conjunction with their approved Traffic Management Plan.

1. **Strategic Context**

Auckland Transport is both the road controlling authority for the Auckland transport system and the organisation responsible for public transport management in Auckland. Its purpose is to contribute to an effective, efficient, and safe Auckland land transport system in the public interest. Auckland Transport establishes traffic controls and other facilities in pursuit of that purpose.

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.

1. **Signatures and Approvals**

(*Explanatory Note: (delete after reading) The author of the report is responsible for tracking the report and getting the signatures. The signatures should be obtained in the order shown below.)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name and title of signatory | Signature | Date |
| Author | (person engaged in preparing the report)  Title  Division and group |  |  |
| Approved by: | (Managers name)  Managers Title  Managers Division - group |  |  |
| Approved by: | (Leaders name)  Traffic Engineering Team Leader (Area)  Network Management and Safety |  |  |
| Approved by: | Rick Bidgood  Parking Compliance Manager  Parking Services |  |  |
|  | | | |
| Resolved by:  Traffic Control Committee | **………………………………..**  *(name)*  Chairperson  Traffic Control Committee | Signature | Date Resolved |
|  |  |

# Appendix

1. **Background** 
   1. **Location**

The (insert appropriate) Street Name, Suburb is located in the (insert appropriate) Local Board area.

This road / Street Name is in a predominantly commercial / industrial / retail / residential / (insert other as appropriate) area.

*If the road is a cul-de-sac this must be stated in the report.*

* 1. **Issue**

Describe in detail what the issue is, why these controls need to be in place, what restriction they are replacing.

1. **Issues and Options** 
   1. **Proposal**

To implement (insert restrictions) in the area outlined below. (Explain what the temporary restriction will be used for i.e. event vehicles, delivery vehicles)

* 1. **Consultation / Notification**

Describe the consultation/notification that has taken place or the steps that will be taken to notify affected parties *i.e. Consultation in accordance with the Code of Practice for Working in the Road, Auckland Region. OR The requesting party will ensure a letter drop to residents and businesses. The requesting party will also ensure advertising road closures and signage for parking restrictions is carried out by event organisers*.