



Corridor Access Request (CAR) Processing Guidelines

Version 1.0

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Document Control

Disclaimer

This guidance document has been prepared with all reasonable care and consideration, drawing on the expertise of professionals within the field of temporary traffic management and the wider transport sector. It incorporates relevant legislation, standards, and industry best practices applicable at the time of its development.

While Auckland Transport has made every effort to ensure the accuracy of this guidance, it is intended as a resource to assist in understanding the Road Controlling Authority's responsibilities under the New Zealand Guide to Temporary Traffic Management. This document does not override applicable legislation or statutory requirements. Users of this guidance must apply their own professional judgment and consider other relevant resources and advice when implementing its recommendations.

Auckland Transport cannot guarantee that the measures outlined will be suitable for every scenario. It is the responsibility of individuals to determine the appropriateness and adequacy of the guidance for their specific sites and conditions. The responsibility for ensuring safety and compliance with legal obligations remains with those conducting the work. Nothing in this guideline should be taken to mean that AT has responsibilities to manage the health and safety of any person affected by the implementation of temporary traffic management. AT does not take responsibility for or assume control over the implementation of temporary traffic management and nothing in these Guidelines should be read as doing so.

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Version History

Version	Date	Author	Description
0.1	December 2024	Auckland Transport	First draft
0.2	January 2025	Auckland Transport	Update following AT SME review
0.3	July 2025	Auckland Transport	Further update following subsequent SME reviews
1.0	August 2025	Auckland Transport	Final for issue



1. Introduction

1.1. Purpose

The purpose of this document is to provide a set of guidelines to the Auckland Transport (AT) Corridor Access Request (CAR) Managers on how to review a risk-based Traffic Management Plan (TMP) under the New Zealand Guide to Temporary Traffic Management (NZGTTM).

It is not intended as a step-by-step guide of how to fulfil the CAR Manager role but more highlight the differences in the role between the previous approach under CoPTTM and the new approach with the NZGTTM.

1.2. Audience

The guideline is developed primarily for use by the CAR Managers and their supervisors both for initial training, and as a reference document for existing and new CAR Managers.

1.3. Alignment with the AT NZGTTM adoption framework

Table 1 below includes each of the tasks for the CAR processing area of responsibility that are covered by this guidance document.

No.	Task	Competency Description
10	Keep accurate and thorough records of conversations with the applicant and other PCBU's.	<p>This task involves maintaining accurate, detailed, and well-organised documentation of interactions with the applicant and other PCBUs.</p> <p>Records should be kept electronically in a format that is accessible and understandable to other team members, ensuring consistency and transparency. They must be precise and detailed, capturing key points of discussion, decisions made, and any agreed actions.</p> <p>Competent record-keeping requires timely documentation, ensuring that information remains current and relevant.</p> <p>Additionally, records should clearly differentiate between opinions, other perspectives, and formal decisions, enabling clarity for all stakeholders and supporting accountability and collaboration within the organisation.</p>
12	Reviewing and understanding risk assessment documentation supplied by the applicant and other PCBU's.	<p>This involves the ability to critically evaluate various risk assessment methods, such as bow tie analysis, fault tree analysis, and risk matrices, understanding their applications and limitations.</p> <p>A skilled team member can thoroughly comprehend the content and context of a risk assessment, ensuring all relevant information is accurately interpreted.</p> <p>They have a deep understanding of all existing TTM practice notes available within the industry and are able to understand and apply those principles while reviewing documentation.</p>



No.	Task	Competency Description
		<p>They maintain an unbiased perspective, suspending personal preferences or assumptions to objectively assess the findings.</p> <p>This includes identifying gaps or overlooked areas of risk, questioning unaddressed hazards, and evaluating whether the proposed controls effectively mitigate the identified risks and contribute to overall reduction in risk for the site.</p>
13	<p>Conduct a high-level assessment of the potential risks for a work activity and site environment to inform the review process of the applicant's risk assessment.</p>	<p>This involves performing an independent, structured assessment of potential site risks to identify key concerns before reviewing the applicant's risk assessment.</p> <p>This requires applying a unique perspective to pinpoint gaps in the applicant's assessment and ensuring alignment with AT's risk appetite.</p> <p>The team member must evaluate how the proposed activity might affect network operational features, such as various transport modes, dedicated facilities, intersections, and speed limits, as well as broader community aspects like property access, lighting, noise, and proximity to sensitive areas like schools or KiwiRail assets.</p> <p>Additionally, they must consider potential conflicts with other work sites, events, and essential services access. The team member should be able to approach this process methodically, using a disciplined framework to identify risks to be managed within the TMP.</p> <p>This ensures a proactive identification of site-specific concerns, enabling a robust peer review in subsequent stages.</p>
14	<p>Liaise with applicants when they have specific questions and be able to provide succinct and accurate responses.</p>	<p>This requires a combination of availability, clear communication, and technical expertise.</p> <p>A skilled team member ensures they are accessible and responsive to applicants, fostering open and timely communication. They are able to articulate their views with clarity and precision, avoiding ambiguity and ensuring their messages are easily understood.</p> <p>Their knowledge of relevant processes, standards, and safety considerations enables them to provide accurate, well-informed answers to questions, building trust and credibility.</p> <p>By combining approachability with effective communication and expertise, they contribute to productive collaboration and the resolution of complex issues in a professional and efficient manner.</p>
15	<p>Provide feedback to applicants in the system following review of supplied content (including TMPs, risk</p>	<p>This involves delivering clear, constructive, and comprehensive feedback that respects the principles of consultation, coordination, and cooperation.</p> <p>A skilled team member ensures feedback is specific, actionable, and provided in full rather than piecemeal, facilitating a clear understanding of required improvements.</p> <p>They use their expertise to suggest potential alternative solutions where gaps are identified, while recognising that ownership of the solutions—and associated risks—remains with the applicant.</p>

No.	Task	Competency Description
	assessments, for example).	The team member fosters collaboration by being prepared for follow-up discussions and consulting with applicants to address unresolved risks effectively, ensuring alignment with safety obligations and regulatory standards.
28	To be able to assess the priority order of CAR applications and administer to them within the established timeframes.	<p>This requires strong time management and organisational skills.</p> <p>This includes understanding AT's processing timeframes as well as estimating the size and complexity of applications (and their consequent time allocation) and ensuring personal workload is effectively managed to meet these deadlines.</p> <p>The role involves assessing daily workload, planning tasks efficiently, and prioritising CAR applications based on urgency and impact to ensure timely approvals.</p> <p>Proactive decision-making, attention to deadlines, and the ability to balance multiple applications are essential to maintaining an efficient and responsive CAR approval process.</p>
29	To be able to process and authorise a TMP that includes an application to fully close a road on the AT network.	<p>This involves accurately interpreting the TMP to identify the specific dates and stages of work relevant to the road closure.</p> <p>It requires the ability to review applications efficiently, ensuring they are processed within the established timeframes to allow for timely advertising of the road closure.</p> <p>Additionally, it requires the team member to ensure careful comparison of the road closure application against the submitted TMP to confirm consistency, avoiding discrepancies that could impact compliance or public notification.</p> <p>Attention to detail, adherence to regulatory requirements, and effective time management are essential to maintaining the integrity and efficiency of the approval process.</p>
30	To be able to ensure that approved traffic control devices are authorised in a TMP.	<p>This requires a thorough understanding of the approved list of traffic control devices from the TCD Manual and NZTA's M23 (and its appendices) and their correct application.</p> <p>This involves the ability to accurately identify the traffic control devices depicted in a TMP and assess the compliance of their use with approved standards.</p> <p>Additionally, a strong grasp of how these devices are designed, approved, and intended to be used is essential to ensure they are deployed safely and effectively.</p>
31	To be able to correctly authorise a temporary speed limit on the AT network within a TMP.	<p>This requires a clear understanding of the latest Setting of Speed Limits Rule and the process for approving TSLs within a TMP.</p> <p>This includes the ability to accurately identify where a TSL has been applied for, both within the TMP diagrams and associated forms, ensuring alignment across all documentation.</p> <p>Additionally, the team member will need to be able to recognise any inconsistencies or errors, such as discrepancies between the drawings, programme, and the submitted application, to prevent misapplication of speed limits.</p>

No.	Task	Competency Description
		Attention to detail, regulatory knowledge, and a commitment to road safety are essential for ensuring TSLs are correctly authorised and implemented.
32	To be able to approve a CAR application in MWS and set reasonable conditions with the approval.	<p>This requires a structured and informed approach to managing approvals.</p> <p>This includes evaluating proposed conditions from other SMEs within AT, ensuring they are appropriately incorporated alongside independently determined conditions.</p> <p>It also involves recognising when a condition should already be addressed within the TMP rather than as a separate CAR condition.</p> <p>The role requires the effective application of pre-existing AT conditions to relevant situations while also identifying the need for new conditions that can be broadly applied across multiple CAR applications.</p> <p>Additionally, proficiency in using MyWorksites to approve CAR applications is essential, including generating the Work Access Permit (WAP), producing the reasonable conditions document, and affixing the approval stamp on TMP documents.</p>
33	To be able to utilise MyWorksites to decline a CAR application.	<p>This requires the ability to accurately process both the TMP and WAP components within the system.</p> <p>This includes ensuring that any decline decisions are supported by clear, well-documented reasons that are unambiguous and easily understood by the applicant.</p> <p>Attention to detail is essential, as the team member will need to thoroughly review all submitted information before declining an application based on missing details.</p> <p>By maintaining a fair, transparent, and well-documented approach to declines, the team member supports an efficient and consistent approval process while providing applicants with the necessary guidance to make appropriate revisions.</p>

Table 1 - Covered tasks and competencies

1.4. How to use this document

The first half of this document provides general guidance on the various aspects of the CAR Manager role in relation to the NZGTTM. This includes a peer review process, the legalities of the aspects of the duties of the RCA through the CAR Manager, and expectations on how to approach conversations with applicants and other PCBUs in the process.

The second half of the document is made up of appendices that contain specific detail on certain elements of the process (risk appetite and the TMP forms, for example, as well as a set of frequently asked questions).

Further, where text is highlighted in **blue**, this reflects a brief discussion on how the NZGTTM expectations differ from what has been previously done under the CoPTTM.



Footnotes are utilised to reference specific sections of documents where information has been extracted from. It is recommended that CAR Managers familiarise themselves with the broader content of the NZGTTM and any legal documents referenced to help them understand their duties better.

1.5. Definitions

These definitions in Table 2 provide reference throughout the document.

Word/Acronym	Definition
AC	Auckland Transport
AT	Auckland Transport
CAR	Corridor Access Request
WAP	Work Access Permit
CoPTTM	Code of Practice for Temporary Traffic Management
NZGTTM	New Zealand Guide to Temporary Traffic Management
PCBU	Person Conducting Business or Undertaking
Applicant	The party submitting a CAR application in MWS
MWS	My WorkSites
SD	Service disruptions
PT	Public transport
TAO	Transport Authority Organisations
HSWA 2015	Health and Safety at Work Act 2015
RCA	Road Controlling Authority
TTM	Temporary Traffic Management
Activity	This is not limited to only construction work, however, includes any activity on the AT road network that requires a CAR application.
Risk-based approach	The concept behind the NZGTTM (often used interchangeably with NZGTTM)
3C's	Consult, coordinate, and cooperate
NZTA	New Zealand Transport Agency
TCD	Traffic Control Devices
LGA	Local Government Act
ATOC	Auckland Transport Operation Centre
National Code	National Code of Practice for Utility Operators' Access to Transport Corridors

Table 2 - Definitions

2. General Content

2.1. Overview of the RCA duties under NZGTTM

Under NZGTTM, Auckland Transport acting as the Road Controlling Authority (RCA) is considered a Transport Authority Organisation¹.

The responsibilities of a TAO are defined below in Figure 1.

Transport Authority Organisations (TAO)

This includes Road Controlling Authority (RCA), Rail Access Authority (RAA), Public Transport Authority (PTA) or other authority.

- Peer reviews risk assessments to make sure the needs of the parties they represent are recognised and addressed.
- Coordinates the combination of contracting PCBUs wanting to occupy the network.
- Regulatory duties are complied with such as authorising use of traffic control devices, temporary speed limits, road closures etc.
- Has veto rights and can stop a TMP from being implemented if they consider it too risky for road users.

In this model the duties and responsibilities of each group overlap. For example, the contractor PCBU is responsible for the safety of the public and workers onsite, while at the same time, the TAO is responsible for safety of road users. All organisations must work together to make sure the site is safe, but they can't tell each other how to manage their responsibilities (HSWA 2015 and LGA 1974/2002).

Figure 1 - Extract of TAO Responsibilities from NZGTTM

The key breakdown of this is:

- A duty to **peer review the risk assessment** provided by the applicant to ensure that the health and safety of road users and the public is ensured for the proposed activity.
- A duty to **coordinate and authorise the occupation of space** on the Auckland Transport network for certain time periods
- A **regulatory duty** to authorise certain elements of TTM in accordance with Auckland Transport's legal obligation. These three sets of responsibilities (though separate and distinct from one another) are part of the overall TMP review process and are coordinated and executed by the AT CAR Managers.²

¹ NZGTTM, page 24

² See also, the Activities in the Road Corridor Bylaw 2022, further defining AT's role, and described further within this document



Subsequent sections of this guideline will take each area of responsibility and break it down further to describe what is involved in each, and how they differ from the current CoPTTM based process.

2.2. Consultation, coordination and cooperation

An intrinsic part of the approach taken in the NZGTTM is the concept of consulting, coordinating, and cooperating (known collectively as the 3Cs).

While the responsibility to initiate 3Cs conversations sits with the applicant or other PCBU, CAR Managers will often be active participants in these discussions throughout the TMP process.

It is important that each CAR Manager is **skilled in navigating** these conversations and able to contribute constructively when engaged.

These conversations can occur at any part of the CAR application process, and so we have included this guidance earlier in the document, and not just within a specific duty area.

It is also worth noting that the principles discussed below are relevant for other parties within AT who may need to engage with PCBUs other than the applicant about proposed activities on the AT network (e.g. service disruptions, parking enforcement, ATOC).

There are a number of attributes and subsequent behaviours that are important to become a skilled participant in 3Cs conversations:

There are a number of attributes and subsequent behaviours that are important to become a master of the 3Cs conversations:

- *Empathy and emotional intelligence* – demonstrated through genuinely listening to the concerns of applicants and other PCBUs, understanding the challenges they face, and communicating in a way that builds understanding and trust.
- *Risk-based thinking* – focusing on actions that reduce uncertainty and address specific risks, while being open to moving away from rigid rules when it leads to a safer outcome overall.
- *Collaborative leadership* – through guiding discussions towards shared solutions while ensuring that the applicant and other PCBUs feel empowered to contribute without feeling directed or dominated.
- *Analytical competence* – demonstrated as structured evaluation of risks and evidence-based decision-making that ensures all feedback is grounded in sound logic and context.
- *Ethical responsibility* – demonstrated in behaviour that considers fairness, avoids pushing undue risks onto others in the system, and upholds safety as a non-negotiable principle in all decisions.
- *Transparency and accountability* – reflected in clear and open communication about feedback and decisions. This includes providing the rationale behind any feedback or decision.
- *Respect for diversity in knowledge and experience* – demonstrated through recognising, valuing and respecting the unique expertise of each representative in



the system, and ensuring that their perspectives are integrated into the collaborative process.

By demonstrating these behaviours throughout 3Cs conversations, CAR Managers can **support the intent of the NZGTTM**, modelling best practices and helping to build a consistent, collaborative environment across projects.

Although AT does not hold the primary duty for initiating 3Cs as an RCA, the NZGTTM framework reinforces AT's role in enabling constructive, risk-based dialogue.

2.3. TTM Planner Qualifications

Put simply, for the assessment and review of NZGTTM-based TMP submissions, CAR Managers cannot expect all applicants to be using the same training and competency system. The only expectation is that the planner has been deemed competent by the applicant (who employs or engages them). This is explained in more detail below.

NZTA's centralised warrant system for TTM training is being retired, with most qualifications becoming obsolete after November 2024. Employers will now bear the primary responsibility for ensuring their workforce is trained, competent, and supervised as per legal requirements under the HSWA 2015.

The new TTM Credentials Framework is being developed to align with NZQA standards and is expected to be widely adopted. However, it won't cover all training needs. Applicants are still expected to have their own specific training and competency system for ensuring that employees are appropriately trained and competent to fulfil their specific roles.

The transition will be modular and staged. Recognition of Current Competency (RCC) processes will assist in transferring existing qualifications, but new credentials focus on functional skills rather than specific roles, necessitating adjustments in workforce training strategies.

Training aligned with the TTM Credentials Framework will roll out gradually through NZQA-accredited providers, with potential funding from the Tertiary Education Commission (TEC), which could reduce costs and improve accessibility.

Where an applicant may have deficiencies in their training and competency system, this will show up in poor risk assessments that do not sufficiently identify and address site hazards and risks. This can be addressed by the CAR Manager in two ways:

1. For the immediate TMP submission, through feedback highlighting risks that have not been sufficiently identified or managed; and
2. At a system level with the PCBU identifying the specific areas of deficiencies supported with evidence.

This is different from the CoPTTM approach, where the qualification system for the industry was developed and administered by NZTA and that the CAR Managers would check against a known system to ensure the planner was suitably qualified. The RCA is not expected to 'police' this as they previously did under the CoPTTM.

3. Regulatory Duties

3.1. The Role and How it is Exercised

Auckland Transport, as an RCA TAO, has a legal (or regulatory) duty in relation to temporary works to:

1. Authorise the setting of temporary speed limits on the AT road network in accordance with the Setting of Speed Limits Rule 2024³. Critically, and shown in Figure 2 below, the mechanism for authorisation when setting a temporary speed limit is through a TMP.

A temporary speed limit for a road (other than an emergency speed limit) is set and comes into force by installing signs in accordance with Section 8 and a traffic management plan approved in writing by the road controlling authority.

Figure 2 - Extract from Section 7.2 of SSLR 2024

2. Authorise the use, installation and removal of traffic control devices on the AT road network in accordance with the Traffic Control Devices Rule 2004. Figure 3 below outlines the role of the RCA within the rule⁴.

Role of road controlling authorities

A road controlling authority must:

- (a) authorise and, as appropriate, install or operate traffic control devices:
 - (i) if required by or under this rule or other enactment; or
 - (ii) to instruct road users of a prohibition or requirement that it has made concerning traffic on a road under its control; or
 - (iii) to warn road users of a hazard; and

Figure 3 - Extract of Section 2 of the TCD Rule 2004

³ Specifically, see Section 2.4 and the entirety of Section 7

⁴ Section 2

3. Authorise the temporary closure of a road on the AT network for an event or road work activity in accordance with the Local Government Act 1974 and 2002⁵. Figure 4 below shows an extract of the act.

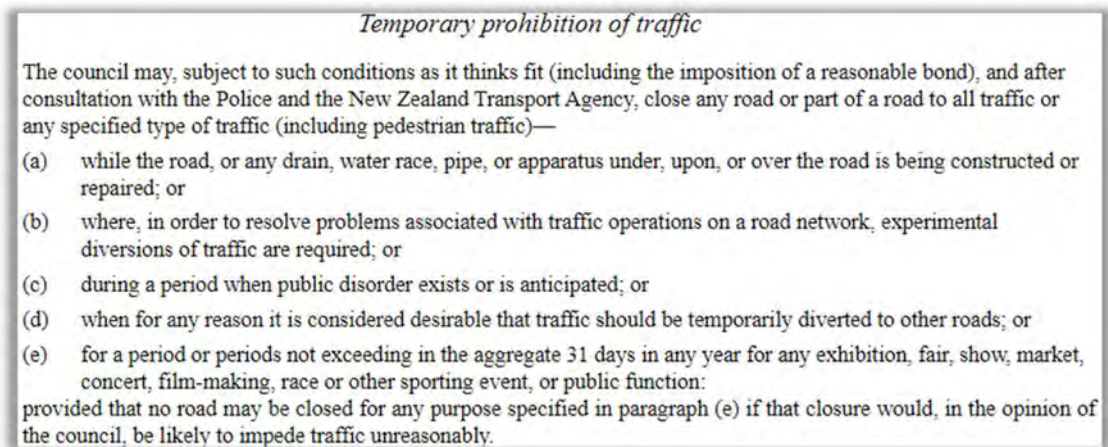


Figure 4 - Extract of Clause 11 of the LGA 1974

In respect to a submitted TMP, the above are the three areas that AT need to authorise in order to fulfil AT's regulatory duty. Authorisation is given through the TMP (see TMP General Form in the appendices).

It's important to note that these authorisations do not extend to the actual TTM methodology and the proposed controls, only the actual use of traffic control devices on the AT network, the use of temporary speed limits, and the closure of roads.

Please note that any feedback provided based on ATs regulatory duties can be considered directive. This is the only feedback that would be directive, all other feedback (related to network access and health and safety is consultative).

Under the existing CoPTTM approach, the CAR Manager would approve the entirety of the TMP when they were satisfied that it was appropriate. Within this 'blanket' TMP approval would cover the use of traffic control devices on the AT network, as well as temporary speed limits and any road closures.

Under the NZGTTM, the CAR Manager will not be providing a 'blanket' approval of the TMP, but simply authorising the regulatory requirements that AT is responsible for (as listed above).

⁵ Specifically, LGA 1974, Schedule 10, Clause 11 *Temporary Prohibition of Traffic*

4. NAC Duties

4.1. The Role and How it is Exercised

Auckland Transport has a responsibility to control access to their road network and coordinate where and when work activities can occur. This is with the intention to:

- Ensure that activities do not clash with each other,
- Not cause undue disruption to normal access for road users to the AT network, and
- Not cause undue disruption to properties and businesses adjacent to, and accessed via, the AT network.

The legal framework for granting access to the AT network is through two documents:

1. Auckland Transport Activities in the Road Corridor Bylaw 2022 (the Bylaw); and
2. National Code of Practice for Utility Operators' Access to Transport Corridors (the National Code).

The Bylaw requires (in very brief summary) that any person wanting to conduct an activity on the AT network (except for utility operators, see further along) is to have prior approval from AT.

Figure 5 below is an extract from the summary of the bylaw and gives a brief overview for reference.

Across the Auckland transport system, a wide variety of activities take place every day in addition to the primary function of the transport system which is to move people and goods. These activities are important for people and businesses to be able to carry out their lives and work. They may also increase public safety risks, nuisance or disruption to the transport system by, for example, reducing the space available for vehicle or pedestrian traffic, damaging the street or cluttering the footpath or road. The purpose of this Bylaw is to control certain activities within the road corridor in order to contribute to an effective, efficient and safe Auckland transport system by:

- Outlining restricted activities and items in the road corridor and describing when approval is required from Auckland Transport for these activities and items;
- Requiring prior approval from Auckland Transport for most temporary traffic management activities, construction activities, encroachments, trading, events and filming activities, when these activities occur within the road corridor.
- Setting out the responsibilities of those undertaking work in the road corridor that could cause risk to public safety or street damage, including the payment of fees and costs.
- Regulating road surface, airspace and subsoil encroachments;
- Requiring prior approval from Auckland Transport for livestock movements in the road corridor where certain requirements are not able to be adhered to.

Figure 5 - Extract from Activities in the Road Corridor Bylaw 2022 Summary

Utility operators have a legal right to be able to access transport corridors. The National Code is required by the Utilities Access Act 2010 as shown in the purpose statement in Figure 6 below⁶.

The purpose of this Act is to—

- (a) require utility operators and corridor managers to comply with a national code of practice that regulates access to transport corridors; and
- (b) provide for the making and administration of that code.

Figure 6 - Extract of Purpose of Utilities Act

This defines how access will be enabled with corridor managers in a fair and reasonable manner. See Figure 7 below, which is an extract from the National Code itself about its intent⁷.

In accordance with section 9 of the Utilities Access Act, the purpose of this Code is to enable access by Utility Operators to Transport Corridors to be managed in a way that:

- a) maximises the benefit to the Public while ensuring that all Utility Operators are treated fairly;
- b) ensures that disruptions to Roads, Motorways, and railways caused by Work by Utility Operators are kept to a minimum, while maintaining safety; and
- c) provides a nationally consistent approach to managing access to Transport Corridors.

This Code provides mandatory requirements and supporting guidance to assist Utility Operators and Corridor Managers in exercising these rights and complying with legislation relating to Utility Operators' access to Transport Corridors. As illustrated in Figure 1-2, the Code processes are separate from, and do not over-ride, the obligation to comply with the requirements of the Resource Management Act or any other relevant legislation.

Figure 7 - Extract from Utilities Access Code of Practice

Regardless of whether the applicant is a utility operator or otherwise, the approval to access the network provided by AT is through the Corridor Access Request process. The authorisation artifacts of this are the approved Work Access Permit (WAP), and the TMP⁸.

The duty for AT to provide network access authorisation does not change from the existing CoPTTM approach to the NZGTTM approach.

4.2. Setting Reasonable Conditions

Both documents allow for AT to assign reasonable conditions to their authorisation to occupy space on their network.

The bylaw does this through Section 7, as shown below in Figure 8⁹.

⁶ Utilities Access Act 2010, Section 9

⁷ National Code of Practice for Utility Operators' Access to Transport Corridors, Page 15

⁸ The TMP is not approved by AT per se, but the regulatory aspects (traffic control devices, temporary speed limits, and road closures) of it are.

⁹ AT Activities in the Road Corridor Bylaw 2022, Section 7, clause 1, page 10-11

- 7. Auckland Transport may grant approvals**
- (1) Auckland Transport may grant any **approval** under this Bylaw at its discretion and may impose any conditions on an **approval** it considers appropriate to -
- (a) achieve the purpose of this Bylaw;
 - (b) keep the public safe;
 - (c) protect the **Auckland transport system**.

Figure 8 - Extract of Setting of Conditions from Bylaw

This allows for AT to set conditions on any approval under the Bylaw. It is critical to note however, that the Bylaw does not take precedence over the legal obligations of the HSWA 2015. This is an important point for all CAR Managers to be clear on and consider when they set conditions.

Under the National Code, the ability to set conditions is documented in Section 2, as shown in Figure 9 below¹⁰.

- 2.2.2 Road and Motorway Corridor Managers**
1. The Road Corridor Manager must:
- a) coordinate, where practicable, Works in the Road Corridor including providing advice on all Parties' Planned Works programmes and leading regional coordination meetings (Section 2.7);
 - b) receive and process notifications of proposed Works in the Road Corridor (Section 4);
 - c) set Reasonable Conditions for any Works in the Road Corridor which are consistent with this Code (Section 4.5); and
 - d) ensure and enforce compliance with these Conditions and with this Code.
- Where State highways pass through urban areas, the Corridor Manager role may be split between the NZTA and the Territorial Authority. In this instance, the point of contact is the NZTA and it is the responsibility of the NZTA to coordinate the response. Where a Road Corridor also contains a Rail Corridor for light rail, the point of contact is the Road Corridor Manager, and it is the responsibility of the Road Corridor Manager to coordinate the response.

Figure 9 - Extract of Section 2 of the Utilities Code

When developing conditions to include with granting access to the AT network, the CAR Manager should consider whether the condition is something that should be already considered and planned for within the TMP. If the proposed condition is instructing the applicant in how to manage a specific risk, then this is not an appropriate condition and should be part of the feedback provided to the applicant as part of the peer review process.

A set of standard conditions has been developed for use with NZGTTM-based TMPs and is included in Appendix D - Conditions of Approval/Acceptance for reference.

¹⁰ National Code of Practice for Utility Operators' Access to Transport Corridors, Section 2.2.2, page 19

5. Risk Review Duties

5.1. The Role and How it is Exercised

Under the NZGTTM, AT has a duty to ensure that activities that occur on their network are conducted safely and do not put road users and the public at risk of harm to their health and safety.

How this role is exercised under the NZGTTM is through a peer review process that allows the CAR Manager to review the risk assessment and planned TTM methodology that has been done for the specific site and provide feedback on any perceived areas of risk that aren't addressed satisfactorily.

Note that the peer review process may take different forms depending on the complexity of the proposed activity. Complex activities may require extensive consultation between the applicant and other PCBUs prior to a TTM methodology being fully developed into complete drawings and a TMP. Whereas simpler sites may only require a peer review once the TMP has been submitted as part of the CAR application process.

A key difference between the existing CoPTTM approach to reviewing and approving a TMP and the NZGTTM approach is that the CAR Manager is not reviewing the TMP against the specific, prescriptive requirements of the CoPTTM, but is reviewing the risks that are present on site and ensuring that the proposed TTM methodology addresses the risks – with a main focus being the identification of any gaps in the risk assessment or risks that haven't not been identified and addressed.

5.2. Reviewing Risk and Providing Feedback

There are two methods by which AT may be triggered to provide feedback to an applicant or other PCBU on their risk management in relation to TTM under the NZGTTM:

1. Through submission of a CAR application containing a TMP in MWS, or
2. Through reaching out directly to a CAR Manager for consultation prior to TMP submission.

Either of these methods generates a distinct, though similar, process.

Where a TMP has been submitted within a CAR application, this triggers the *RCA peer review process* (along with regulatory and NAC duties) in accordance with the NZGTTM and will ultimately result in a TMP being accepted by AT (as the RCA) for implementation on the AT network.

Where a PCBU has reached out to the CAR Manager directly prior to submission of a TMP, this triggers a *consultation process*. This will ultimately result in a TMP being submitted as part of a CAR application in MWS and triggering the RCA peer review process.

In Figure 10 below, the flow of these two processes is very broadly charted. See *Appendix F – CAR Submission Flowchart* for a more detailed flow chart outlining the process.

The following sections will provide guidance on how to approach each process.

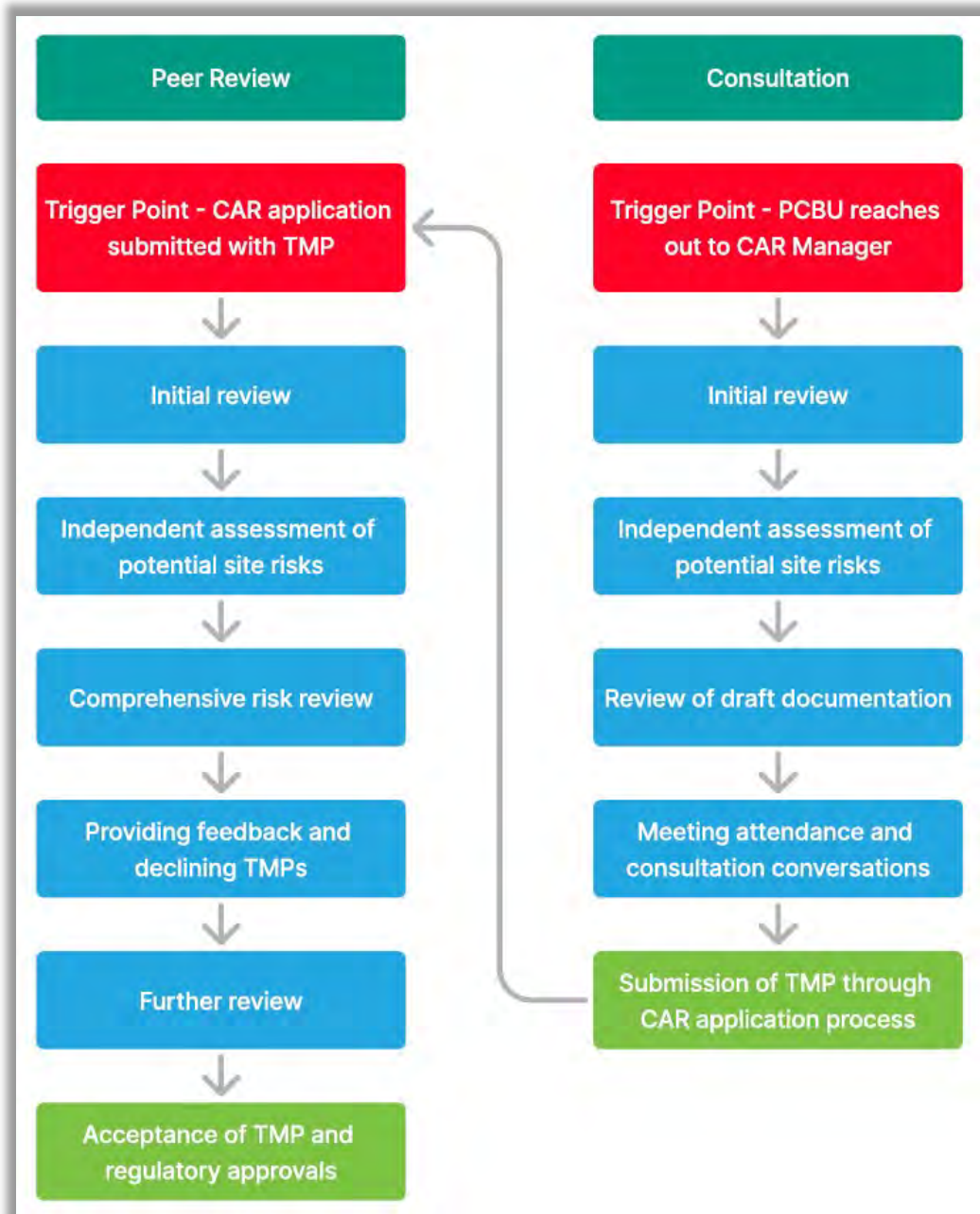


Figure 10 – Basic flowchart of risk review processes

5.3. Peer Review of a Submitted TMP

The below guidance is based on the flow chart provided in *Appendix F – CAR Submission Flowchart* and utilises the main steps from the flow chart as headers for more detailed guidance.

Trigger Point – CAR application submitted with TMP

The RCA peer review process is triggered when a CAR application is submitted by an applicant. It is assumed for the purposes of this guidance that a TMP would form part of the CAR application.



The CAR application is then picked up by the appropriate CAR Manager and identified as a risk-based application (compared to a CoPTTM-based application).

Initial review

Once the CAR has been picked up by a CAR Manager they can commence with the initial review. The intent of the initial review is to get a brief understanding of three key things:

- What the activity is,
- Where the activity is taking place, and
- When the planned dates and timings for the activity are, and what the duration is.

Understanding these areas first helps to provide overall context to the CAR Manager and they can begin to consider initial risks in an unbiased manner – so their thinking is not influenced by the applicant’s own risk assessment initially.

This is not significantly different from how CoPTTM-based TMPs are currently assessed – the key with the initial review is to get a general understanding of what is intended, where, and when so that the CAR Manager can begin to identify red flags and potential challenges. ‘Red flags’ and ‘challenges’ are simply risks.

Independent assessment of potential site risks

Once the CAR Manager has completed the initial review, they can move on to a more deliberate, independent assessment of the potential risks involved for the site. This builds on the thinking started in the initial review.

Note that this is not a comprehensive risk assessment, but merely the identification of potential risks that they will expect to see managed by the applicant within the TMP. The intent of doing this prior to reviewing the risk assessment in the TMP planning form is that the CAR Manager can bring their unique perspective to the process and more ably identify potential gaps in the applicants’ risk assessment.

During this part of the process, the CAR Manager should consider ATs risk appetite and how the work could potentially come into conflict with that appetite. In Appendix A – AT RCA Risk Appetite TTM Principles there is a DRAFT copy of a set of TTM principles for AT as an RCA, based on the documented AT risk appetite statements. Aspects of this have been reproduced here to assist with what risk impacts the CAR Manager should be considering – see Table 3 below.

Areas of Risk	Network Feature
How are the following network operational features potentially impacted by the proposed activity?	Different modes of transport, including (but not limited to) buses, ferries, trains, cyclists, pedestrians, heavy vehicles, emergency services vehicles and private vehicles.
	Access to, from, and on dedicated cycling, pedestrian, and bus facilities that are separate from multi-modal carriageways.
	Different parking facilities either on the carriageway, or accessed from the carriageway, including (but not limited to) paid parking, disability parking, loading zones, taxi stands, emergency services reserved parking, and private parking.
	Use of temporary speed limits and their impact on permanent speed limits.

	Over dimensional routes.
	Access to, from, and on pedestrian and cycle crossing points.
	Intersections, including (but not limited to) stop, give way, railway crossing (signalised or not), and signal controlled.
How are the following broader community features potentially impacted by the proposed activity?	Access to and from adjoining businesses, private property and community property.
	Placement of TTM equipment on private property.
	The impact of artificial lighting on neighbouring properties.
	The impact of noise produced by the operation on neighbouring properties.
	The impact and proximity of the activity to KiwiRail assets.
How are the following network access features potentially impacted by the proposed activity?	Overlap and conflict with special events and other work sites.
	Overlap and conflict with long term work sites.
	Working adjacent to education institutions like schools, universities, for example.
	Access for emergency services vehicles through the work site, or to emergencies within the work site footprint.
	Access for rubbish collection services at and around the work site as well as delivery vehicles.
How is customer experience and AT's reputation potentially impacted by the proposed activity?	Has community input been sought for the proposed work activity and its impact on said community.
	Can decision be sufficiently justified and communicated to the broader community.
	Is there sufficient advanced notice and time to engage and communicate with impact customers and communities.
	Sufficient evidence showing the benefits of the proposed methodology in the areas of safety, network operations and financial outcomes that outweigh the impacts on customers and the community.

Table 3 - Areas of Risk to Consider

Having a clear idea of what potential risks should be managed will serve the CAR Manager well when they complete the comprehensive peer review in the next step.

Similar to the previous step, this is likely what has been currently occurring for CoPTTM-based TMPs, but the difference being the need to follow a more structured, disciplined approach.

Comprehensive risk review

Once the CAR Manager has established the areas of risk they would expect to see managed based on their independent risk assessment in the previous stage, they can move onto the comprehensive peer review of the TMP.

This is where the NZGTTM approach diverges from the CoPTTM approach the most as it requires reviewing the supplied risk assessment documentation in the NZGTTM TMP forms.

There are three types of TMP forms suggested under the NZGTTM, the TMP planning form, the TMP general form, and the TMD form. For more information on how these operate there is a detailed breakdown of each in Appendix B - NZGTTM TMP Forms. It is recommended that this content is read and understood prior to continuing through these steps.

Each TMP form will need to be read by the CAR Manager in conjunction with the others, as they all provide different parts of the full picture. A key starting point for the risk peer review



will be the TMP planning form as that contains the background information on the risk assessment and will help provide evidence that all risks have been identified and adequately managed to achieve lowest total risk.

The intent of the peer review (from AT as the RCA perspective) is to:

1. Ensure that the risk to public and road user health and safety is managed as low as reasonably practicable.
2. Ensure that the operation of the AT network has the least disruption as reasonably practicable (and still allow activities to occur – i.e. allow applicant access to the network)
3. For the CAR Manager to be satisfied that they can provide regulatory approvals for the TMP

It is important to remember that AT are not creating the risk on the road, and it is the applicant's primary responsibility to effectively manage risk as low as reasonably practicable. The CAR Managers can provide recommendations and input but must not dictate to the applicant how to manage their risk.

While reviewing the TMP consider the following:

- Have the risks that were identified in the independent risk review step been identified and controls developed? (this helps identify any gaps in the applicant's risk assessment).
- Are there other (more effective) controls that are available to manage risks that don't appear to have been considered or used? (this is where the CAR Managers broad experience can help provide alternative options for consideration).
- Have other, subsequent (or residual) risks been generated by the management of certain risks, and have these been managed? (this is most likely to be where gaps will be identified when applicants don't consider the 'knock on' effect of their proposed controls).
- Does the residual risk align with ATs risk appetite? (consider it against the TTM risk appetite principles previously discussed).
- Are there control measures or methods that might fail and has that potential failure been accounted for (most likely will show up in the contingency planning of the TMP).
- Are there any control measures proposed that don't clearly align with and contribute to reduction of risk? (this focuses on *effective* TTM on the AT network and reducing unnecessary TTM).
- Are there any risks to public and road user health and safety that have not been effectively managed? (this retains the AT RCA focus on their duty to the public and road users).
- Have the proposed controls from the TMP forms translated effectively into the TMD layouts? Are there any inconsistencies between the layouts and the risk assessment? (this is about identifying any gaps in what has been planned in the risk assessment, and what is presented in the final designed solution).



While reading through the TMP the CAR Manager should aim to seek to understand fully what is being proposed and keep notes of any points that they need clarifying. Further, they should be observing where there may be gaps in the risk assessment, or opportunities for enhancement in preparation for the subsequent step of providing feedback to the applicant.

The CAR Manager may need to engage additional review and feedback from the Auckland Transport Operation Centre (ATOC) regarding the operational impacts of the proposed activity and TTM methodology. This will be triggered by the CAR Manager at their discretion and as part of their comprehensive peer review of the TMP.

Other relevant AT departments (public transport, parking enforcement, CCNO, for example) should have been consulted with by the applicant PCBU during the planning and design of the TMP. Evidence of this should be provided within the CAR application.

Providing feedback and declining TMPs

Should the peer review not result in any feedback being required, then the TMP can be accepted and regulatory approval given – see the last step below.

However, it's more than likely that feedback will need to be supplied to the applicant and further reviews completed before ultimately moving forward to accept the TMP and provide regulatory approval.

When providing feedback, utilise the guidance provided earlier in this document under Section 2.2 as the basis for providing feedback and engaging with the applicant.

Feedback should be provided in its entirety (not piecemeal), and be clear, specific and constructive. Where the CAR Manager raises something that has not been addressed by the applicant, they are encouraged to use their broad experience of the network and many activities to suggest potential alternative solutions (though recognising that they do not 'own' the solution (and therefore the risk) but are simply providing options for the applicant).

Providing feedback means that the TMP has not been accepted (and is similar to a decline in MWS). Expect that follow up meetings may need to be arranged to discuss the feedback further or consult together with the applicant and other PCBU's on the best way to address some risk areas. Refer to the subsequent section of the document for guidelines on conducting consultation conversations.

Further review

Once feedback has been provided in the previous step, and any further consultation conversations have occurred, then the TMP will be re-submitted by the applicant and will require a further peer review.

This is with the intent to confirm that the content of the feedback has been addressed as well as to assess any additional risks that may have resulted from the updates to the TMP. Further reviews should follow the same process as described for the comprehensive peer review and cover similar questions for the additional or updated content.

Subsequent feedback may need to be provided and should follow the same process as described above under provision of feedback.



Acceptance of TMP and regulatory approvals

Once the peer review has been completed, and any feedback resolved, the CAR Manager is now in a position to accept the TMP, set reasonable conditions, and complete their regulatory approvals.

As previously mentioned in Section 4.2 above, when developing conditions to include with granting access to the AT network, the CAR Manager should consider whether the condition is something that should be already considered and planned for within the TMP. If the proposed condition is instructing the applicant in how to manage a specific risk, then this is not an appropriate condition and should be part of the feedback provided to the applicant as part of the peer review process.

This is done the same way as for CoPTTM based TMPs through MWS.



5.4. Consultation Conversations

The below guidance is based on the flow chart provided in Figure 10 and utilises the main steps from the flow chart as headers for more detailed guidance.

Trigger Point – Applicant reaches out to CAR Manager

The consultation conversation process is triggered when a potential applicant reaches out to a CAR Manager and requests a meeting prior to the submission of a TMP in a CAR application. It will ultimately result in a CAR application being submitted with a TMP, which would then trigger the peer review process and TMP acceptance.

This process should be similar how these conversations are currently done, but this guidance brings more discipline and process to the conversations. The other difference is the focus on risk assessment up front, and so the consultation conversations themselves should focus on a risk assessment process.

Initial review

Once contact has been established between the potential applicant and the CAR Manager, it is important to find out key details initially that will allow for an initial review of what is being proposed (similar to the peer review process):

- What the activity is,
- Where the activity is taking place, and
- Any potential indication of when the activity is planned to take place (dates, timing, duration)
- What potential construction methodologies have been considered already.

Understanding these areas first helps to provide overall context to the CAR Manager and they can begin to consider initial risks that may present on this site and provide points of conversation for the more in-depth consultation conversation.

Independent assessment of potential site risks

See 'Independent assessment of potential site risks' in Section 5.3 above.

Review of draft documentation

Prior to attending any meetings, it's worth requesting from the potential applicant if they have done any pre-work on their risk assessment and if they can forward through any useful draft documentation that they have.

This will help the CAR Manager to prepare for attending meetings and any other consultation conversations they need to be involved in.

The results of the CAR Managers independent, high-level risk assessment can be compared with any documentation provided by the potential applicant and questions from the CAR Manager can be refined (as some areas of risk may already be well considered by the potential applicant).

This will also help the CAR Manager consider any potential solutions that are already being considered, or any alternate solutions they (the CAR Manager) might have from their previous experience of activities across the network.



Meeting attendance and consultation conversations

Attending meetings (virtual or in person) with potential applicants and providing input and feedback during the planning process is a method for consulting, coordinating and cooperating.

It is important to come prepared to any meetings, which is why the earlier steps in this process are useful. These will help the CAR Manager prepare their questions, thoughts, and potential solutions prior to the meeting.

Utilise the guidance provided earlier in this document under Section 2.2 as the basis for providing feedback and engaging with the potential applicant and other PCBUs.

It is also important to ensure that the CAR Manager has taken sufficient notes themselves, and/or that there are minutes taken of any meetings that provide a sufficient record of what was discussed and agreed during the meetings (or conversations). This will help form a good record for reference during subsequent meetings or conversations, and when the TMP is submitted for peer review.

The CAR Manager may need to engage additional feedback from the ATOC regarding the operational impacts of the proposed activity and potential TTM methodologies. This will be triggered by the CAR Manager at their discretion and as part of the consultation conversation.

Submission of TMP through CAR application process

Once planning work has been completed by the applicant, they will then submit their TMP along with a CAR application in MWS in the usual manner.

This will then commence the peer review process discussed further above in Section 5.3, though the CAR Manager will have the advantage of their previous work during the consultation phase which should help speed up the peer review process (provided the applicant has followed what was agreed during consultation).



Appendix A – AT RCA Risk Appetite TTM Principles

Introduction and explanatory note

This set of TTM principles relating to AT’s risk appetite were developed initially as part of work for the AT streetlighting contract renewal. They are subject to change at any time at AT’s discretion.

These TTM risk appetite principles are to be taken as AT’s starting positions for consultation, coordination, and cooperation conversations (the 3C’s) in relation to proposed activities on the AT network where AT is the RCA.

Contractors should try and align within these principles as much as possible when commencing planning for their works, but AT is open to discussion where these principles may be compromised, provided that the contractor can demonstrate that it is not reasonably practicable to adhere entirely with the principles, or where the principles compete/conflict with each other.

Background

Auckland Transport has established a series of risk appetite statements across the organisation (23 statements in total, spread across 18 risk areas).

For the purposes of creating a series of principles that apply to TTM and the work activity for the streetlight maintenance contracts, these risk appetite statements have been summarised into the following six (6) domains (Table 4).

Risk Domain	Appetite	Explanation
Safety (Transport)	Averse	Zero tolerance for fatalities or significant harm.
Regulatory Compliance	Averse	No tolerance for regulatory breaches.
Operational Resilience	Cautious	Some risk tolerated, but priority on maintaining service continuity.
Funding (TTM Costs)	Cautious	Open to discussion but prioritises safety and service integrity over cost savings.
Customer Experience	Cautious	Must balance TTM impacts with minimal customer disruption.
Stakeholder/Contractor Management	Receptive	Open to some risk to ensure engagement and cooperation.

Table 4 - Summarised risk domains

The essence of these six (6) domains can be seen woven through the following appetite principle statements.

Safety and regulatory compliance

- As AT's has an averse risk appetite for safety and regulatory compliance risks, any proposed TTM methodology that would breach the below statements would need further, comprehensive consultation and assessment.
 - Where there is a residual risk of any significant harm or fatality to work site personnel and/or the public from the proposed TTM methodology.
 - Where there is a residual risk of AT breaching their regulatory obligations due to the proposed TTM methodology.

Network operation and access

Auckland Transport has a cautious appetite for network operational and access risks, allowing that some risk may be tolerated in the areas outlined below, in consultation with the CAR Management team and provided that the below criteria can be met.

- Based on the site-specific context, demonstrate evidence of how the proposed TTM methodology addresses prioritisation and management of the following **network operational** features and stakeholders to achieve the lowest total risk:
 - Different modes of transport, including (but not limited to) buses, ferries, trains, cyclists, pedestrians, heavy vehicles, emergency services vehicles and private vehicles,
 - Access to, from and on dedicated cycling, pedestrian, and bus facilities that are separate from multi-modal carriageways,
 - Different parking facilities either on the carriageway, or accessed from the carriageway, including (but not limited to) paid parking, disability parking, loading zones, taxi stands, and emergency services reserved parking,
 - Use of temporary speed limits and their impact,
 - Over dimensional routes,
 - Access to, from and on pedestrian and cycle crossing points,
 - Intersections, including (but not limited to) stop, give way, railway crossing (signalised or not), and signal controlled, and
 - Holistic transport impact analysis, acknowledging that transport impact analysis can vary in complexity based on the site-specific context.
- Based on the site-specific context, demonstrate evidence of how the proposed TTM methodology addresses prioritisation and management of the following **broader community** impacts to achieve lowest total risk:
 - Access to and from adjoining businesses, private property and community property,
 - Placement of TTM equipment on private property,
 - The impact of artificial lighting on neighbouring properties, and
 - The impact of noise produced by the operation on neighbouring properties.
 - Ensuring that sufficient advance warning can be provided to those effected.

- Based on the site-specific context, demonstrate evidence of how the proposed TTM methodology addresses prioritisation and management of the following impacts to **network access** to achieve lowest total risk:
 - Overlap and conflict with special events and other work sites,
 - Overlap and conflict with long term work sites,
 - Working adjacent to education institutions, and
 - Access for emergency services vehicles through the work site, or to emergencies within the work site footprint.

Customer experience and AT reputation

Auckland Transport has a cautious appetite for risks that impact the customer experience and community. Based on the site-specific context, demonstrate evidence of how the proposed TTM methodology seeks to deliver the most appropriate balance between customer experience, impact to the community, financial outcomes and network operations.

- Where the proposed TTM methodology transfers risk to customer and communities, AT will consider it, provided that:
 - Evidence is supplied showing the benefits in the areas of safety, network operations, or financial outcomes outweigh the impacts to customers and the community.
 - That appropriate community input has been sought to determine the best solutions/mitigations and factor in local considerations such as planned events, characteristics of the neighbourhood, primary road/public transport uses, other projects in the area and broader community risks/issues or sensitivities that may influence how the TTM is planned.
 - That all possible mitigations have been considered and the TTM methodology and decision making can be sufficiently justified and communicated.
 - That there is sufficient advanced notice and time to engage with and communicate the impacts to customers and communities.
 - No undue reputational risk is transferred to AT.
 - No safety or regulatory risk appetite principles are violated.



Appendix B - NZGTTM TMP Forms

Introduction

The NZGTTM highlights the importance for the applicant planning the activity to document the process in a clear effective way¹¹. This is through the TMP form. The NZGTTM recognises that the TMP form has different audiences throughout its approval and implementation phases.

As the CAR Manager is responsible for peer reviewing each TMP and completing the regulatory approvals, it is important to understand what the typical forms look like, the content that is included, and the relationship between the forms.

Contained with the NZGTTM TTM Library on the NZTA website¹² is a set of three TMP forms that are provided as examples for applicants to use when planning their works and submitting their TMPs.

This guidance document will provide an explanation and guidance around the use of these forms for the CAR Managers as it is expected that most applicants will be utilising this style of form.

The below diagram in Figure 11 shows the TMP forms, the components of those forms, and how they relate to one another (see *Appendix E – NZGTTM Form Relationships* for a full size, A3 copy of this chart).

One key difference between what was required under the CoPTTM and what is now required under the NZGTTM is that the information supplied for peer review and acceptance is split across three separate parts of a TMP form. It is important to understand where to find the relevant information in each form and how they operate together.

¹¹ NZGTTM, Pages 38 - 39

¹² [TTM library | NZ Transport Agency Waka Kotahi](#)

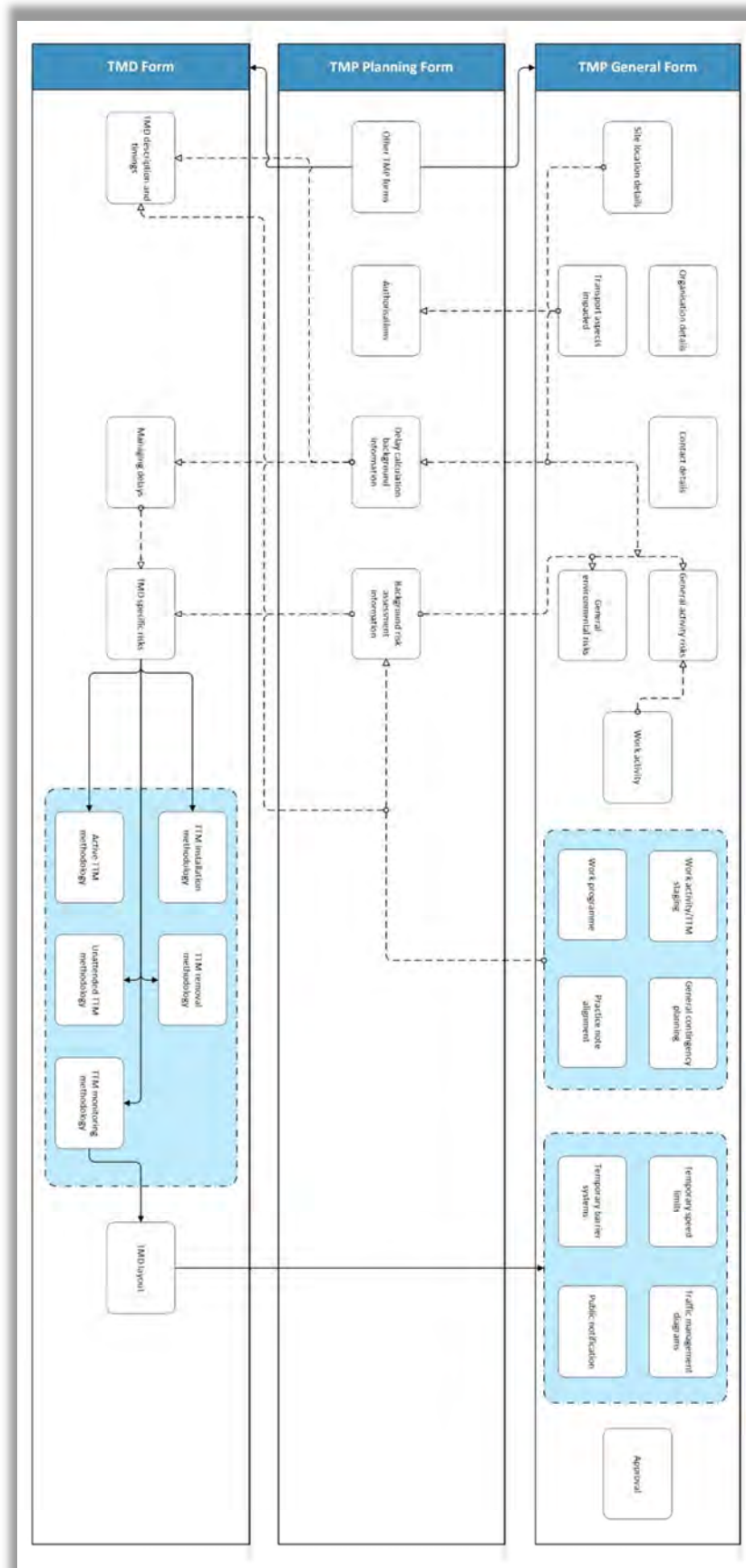


Figure 11 - Diagram of the Relationship of the NZGTTM TMP Forms



TMP Planning Form

Purpose

The TMP planning form is the first in sequence. Its purpose is to contain the background planning information completed during the planning process. This helps to provide a record of the risk assessment process that leads to the TTM methodology that is developed and implemented.

Audience

The primary audience for the TMP planning form is the peer reviewers. For AT, this is a key document to enable the CAR Managers to effectively peer review the proposed TTM methodology.

The TMP planning form is not supplied to the onsite crew for implementation.

What is included

The TMP planning form includes details of the risk assessment that has been done by the applicant for planning the TTM methodology for the activity. It should outline each identified risk, along with the associated control for it, and then any additional commentary as a minimum.

This is where the CAR Manager can see what risks have been considered and what the proposed mitigation strategy was (remember that some risks may be identified but no control or mitigation is proposed).

The form also includes information related to particular authorisations that may be needed. In Table 5 below, the authorisations have been included along with the RCA duty they relate to for reference.

Authorisation	RCA Duty
Alterations to controlled street parking	Network access
Impacts on permanent traffic signals	Network access
Where all vehicular traffic to a road is prohibited (road closures)	Regulatory
Public transport impacts	Network access
Use of portable traffic signals (are they approved for use by Waka Kotahi)	Regulatory
Over dimensional route impact	Network access
Rail corridor impact	Regulatory
Use of temporary road safety barrier systems	Regulatory

Table 5 - Authorisations and their Relationship to RCA Duties

Also included is space to include detailed information on transport impact assessment and the proposed mitigations that have been factored into the TTM methodology.



TMP General Form

Purpose

The purpose of the TMP general form is to provide key information relating to the activity and the proposed TTM methodology.

Audience

The primary audience for the TMP general form is the on-site TTM crew who will be implementing the TTM.

The form should be read by the CAR Managers in conjunction with the TMP planning form as it provides crucial information that is not contained within the TMP planning form.

What is included

The TMP general form contains key implementation related information relating to the activity and TTM methodology. It should be noted that it doesn't contain the background planning information as this is not strictly relevant to on-site implementation.

In Table 6 below, an overall list of the information that is included is provided along with relevance to the peer review, network access coordination, or regulatory duties to the RCA.

Information Supplied	RCA Duty Relevance
Organisational details	Peer review – to understand who is doing what on site
Location and road characteristics	Peer review and NAC – to understand where the work is occurring and the type of environment they're working in
Programme of work	Peer review and NAC – to understand the planned dates and duration of the activity as well as the TTM specific timing details
Details of the planned activity	Peer review and NAC – to understand what activity is occurring
Staging and phasing of the activity and TTM	Peer review and NAC – to understand how the activity will be completed and TTM staging to support it
General activity risks	Peer review – the identified risks and their controls that apply to the entirety of the activity or all TMDs. Note that risks specific to only certain TMDs are addressed on the TMD form(s)
General environmental risks	Peer review – the identified risks and controls for environmental risks that apply to the entirety of the site. Note that risks specific to only certain TMDs are addressed on the TMD form(s)
Transport aspects affected	Peer review, NAC, and regulatory – identifies the specific transport aspects that are affected by the proposed activity and TTM. Note that some of this carries across from the TMP planning form (but not all, and there are additional ones included in the TMP general form)
Proposed temporary speed limits	Peer review and regulatory – to understand the use of the temporary speed limit control for risk, as well as providing the details of the temporary speed limits for regulatory approval
Traffic control devices	Peer review and regulatory – specific to portable traffic signals and temporary barrier systems as additional traffic control devices that can be used. Provides

Information Supplied	RCA Duty Relevance
	notification that either of those devices are planned for use in the TMP
Contingency planning	Peer review – demonstrates planning for residual or transferred risk that may arise from the proposed TTM methodology
Practice note alignment	Peer review – helps to understand what practice notes have been utilised in developing the TTM methodology
Traffic management drawings (TMDs)	Peer review – lists out the TMDs supplied with the TMP to help understand how they fit into the TTM methodology
Contact information for relevant parties involved	Peer review – useful for being able to contact the appropriate PCBU personnel for liaison
Approval section	This is only for the contracting PCBU peer reviewer to provide their approval of the TMP (this is NOT for AT to approve the TMP)
RCA acceptance section	Regulatory – this is for AT to fulfil its regulatory duty to approve specific aspects of the TMP (use of TCDs, use of TSLs, and road closures)

Table 6 - Information within TMP General Form and Relevance to RCA Duties



TMD Form

Purpose

The TMD form is intended to be attached to each set of TMDs that relate to a specific TTM methodology.

For example, if an activity had multiple TTM methodologies, including a TMD that was a stop/go operation, a TMD that was for a two-lane diversion, and a TMD that was for an unattended shoulder closure, there would be three TMD forms, one for each of the distinct TTM operations.

Another example would be if the TTM methodology required four different stop/go operations for four different phases of activity, then there would be four TMD forms – one for each different stop/go operation.

Audience

The primary audience for the TMD form is the on-site personnel for implementation of the TTM.

However, the TMD form is also a critical part of the overall TMP and useful for peer reviewers to help them with their understanding of the TTM methodology and management of risks.

What is included

Included within each TMD form is information specific to each TTM layout planned for the activity. Table 7 below details each section of information and its relevance to the RCA duties.

Information Supplied	RCA Duty Relevance
TTM specific deployment and removal times	Peer review and NAC – this is to understand the specific operational hours of the TTM layout (recognising that different TTM layouts will have different operational hours which may affect network access).
Specific risks that relate only to the TMD	Peer review – to understand risks that have been identified and how they will be managed.
Delay information specific to the TMD	Peer review and NAC – to understand what delay impacts there will be and how they will be managed specific to the TMD.
TTM installation controls and the TTM installation methodology	Peer review – to understand how the TTM will be installed for the specific TMD (recognising that the installation will differ between TTM layouts).
Active TTM controls to be used, and the monitoring of TTM controls for the active site operation	Peer review – to understand how the active TTM layout will operate (and specific controls) as well as how the active TTM will be monitored by the on site crew (again, recognising that the active site operation will differ between TTM layouts).
TTM removal controls and the TTM removal methodology	Peer review – to understand how the TTM will be removed for the specific TMD (and again, recognising that the removal will differ between TTM layouts).

Table 7 - Information within TMD Form(s) and Relevance to RCA Duties

Appendix C - Frequently Asked Questions

Content Specific FAQ

Question: Should there be a separate TMD Form for each TMD relating to the installation, maintenance, or removal of TTM?

Answer: No, the explanatory note in 2.15 of the TMP General Form specifies that no additional TMD forms are required for installation, maintenance, and removal of TTM TMDs – see Figure 12 below.

2.15.1. Installation, Maintenance and Removal TMDs

Installation, maintenance and removal diagrams may be used in conjunction with any other stages, phases or operations and do not require overarching 3. TMD Form documents

Figure 12 - Extract of TMP General Form 2.15

Question: Do these guidelines apply to other RCA representatives within AT who become part of the consult, coordinate and cooperate conversations?

Answer: The short answer is yes, but it will take time and more specific content from the NAC Guidelines to more successfully integrate other SMEs from AT into the process.

Question: Will the review process of an NZGTTM TMP take longer than the existing process with CoPTTM-based TMPs?

Answer: Yes, undoubtedly. This process will require more comprehensive peer reviewing of the risk assessments completed by the applicants.

Question: What if AT is also the contracting PCBU in the process?

Answer: These guidelines do not change even if AT is the contracting PCBU in the process.

Question: Should the unattended layout be included within the TMD form for an active work site or should it have its own TMD form?

Answer: This is not a simple yes or no situation. The complexity of the work activity will influence whether it makes sense to include the unattended within an overall active site TMP form, or whether it should have its own TMP form.

Less complex sites will likely favour rolling the unattended into the active TMP form package as there are benefits to keeping the packages simple and easy for the STMS to utilise (being able to clearly see the methodology to install the unattended from an active TTM setup and vice versa keeps things simpler.

Where the sites become more complex, or multiple active setups utilise the same unattended setup, or there are multiple unattended layouts that could be utilised for the



same active setup, then the unattended layout having its own TMP form will make more sense and easier for the STMS to utilise.

Ultimately, it's up to the contractor PCBU designing the TTM to select the most appropriate method but this content can help give clarity to them should they seek advice from the RCA.

Question: How do you address perceived 'overuse' of TTM when peer reviewing a submission?

Answer: This is likely to be a common occurrence where the CAR Manager perceives that the applicant is essentially throwing signs and cones at a site in the name of 'safety'. The way to address this will be for the CAR Manager to ask the applicant to explain how the specific control (or set of controls) that is perceived to be 'overused' is contributing to lowering the risk for the site. What is the risk that the control is intended to be managing?

Question: Are the NZGTTM TMP forms the only forms that can be used or would be accepted by AT?

Answer: No, NZGTTM is clear that the forms provided in the library are examples only and not mandatory. Figure 13 below outlines the recommended information that should be recorded¹³. When responding to applicants, CAR Managers should make it clear that the forms are not mandatory, but that AT expects any TMP submission to include the same level of information as included in the example TMP forms.

¹³ NZGTTM, Pages 38 - 39

TMP documents

The risk assessment, fundamental TTM controls, and the detailed site design should be documented. This creates a record that allows communication with the contracting PCBU, TAO, STMS, work crews and assurer. The most important person to communicate the risks and the site design to is the STMS, because they set up the site and manage the real world risks to workers and road users.

As the TMP has several audiences, it needs to include:

- traffic management plan reference
- traffic management plan approval
- organisations involved
- contact information
- project overview - activity and environment context
- risk register - including controls and residual risks
- consultation - record of who was consulted
- communication - the communication plan
- proposed TTM details - a description of time, location, plant, and equipment
- contingency plans - if something changes or goes wrong what is the alternate plan?
- quality, assurance and control - how will the quality of TMP and its delivery be assured?
- peer reviews - who, when and recommendations
- diagrams - geometric design information

An example TMP form has been included in the example forms guidance. It is not mandatory. A PCBU is encouraged to consider their needs and whether their own form is required.

It's important that a document capturing of the operational decisions and activities is prepared. The documented decision is a critical record should the worst happen, and somebody get hurt.

Figure 13 - Extract of TMP Documents Section of NZGTTM



Potential Questions from Applicants and PCBUs

Question: Can you please just tell me what to do?

Answer: The NZGTTM sets out a series of responsibilities and principles, including an operational workflow diagram which sets out the process for how an applicant or PCBU should apply a risk-based approach. This is further supported by a number of technical documents in the NZGTTM library which can be accessed via the NZTA website.

Question: Why is taking so much longer to get my approval?

Answer: As there is less prescriptive reference material in NZGTTM than there was in the CoPTTM, TTM solutions need to demonstrate clear evidence that the lowest total risk has been achieved in the submitted TMP. This consequently requires more detailed review of the risk assessment and TMP that has been submitted to ensure that AT's risk concerns are addressed as well.

Applicants need to ensure that their TMP submissions are well thought out, well-presented and have sufficient evidence to demonstrate they have completed their risk assessment thoroughly. This will help speed up the process.

Conversely, poorly thought out and presented TMP solutions will take longer to process as questions will be raised that need answering by the applicant.

Question: Can I just use the CoPTTM to do my TMPs?

Answer: No. You must follow the principles of the NZGTTM and complete risk-based TMPs where AT has adopted NZGTTM as the required approach. AT expects applicants to transition to NZGTTM-compliant risk-based TMPs. This includes demonstrating that site-specific risks have been assessed and addressed through appropriate TTM methodology.

If you are unsure whether NZGTTM applies to your application, please contact AT or check current requirements on the AT website.

Question: What qualifications do I need to submit a TMP?

Answer: Under the NZGTTM, there is no centralised qualification requirement (like CoPTTM had). Instead, it is the responsibility of the applicant's PCBU to ensure that the person preparing the TMP is competent to do so.

This means the TMP planner must have the skills, knowledge, and experience to identify site-specific risks and develop a risk-based TTM methodology.

Question: What qualifications do you have as CAR Managers to do a peer review on my risk assessment?

Answer: CAR Managers are not undertaking a technical or detailed re-assessment of your risk analysis. Their role is to carry out a structured peer review to confirm that your TMP and risk assessment meet AT's procedural, regulatory, and network access requirements, and align with AT's documented risk appetite as the RCA.



While CAR Managers may come from a range of professional backgrounds, they are trained in the NZGTTM framework, understand AT's network-specific risks, and are skilled in applying AT's peer review process.

Their role is not to validate your methodology or override your PCBU's decisions, but to identify any obvious gaps or conflicts and ensure AT can meet its obligations as a road controlling authority.

Question: Can I just use less TTM on the road now?

Answer: Not automatically. The NZGTTM encourages smarter, risk-based decisions — not simply using less TTM but using the right TTM for the specific risks at your site. If a reduced setup can be clearly justified through your risk assessment and still achieves the lowest total risk, then yes, a smaller footprint or fewer controls may be appropriate.

Question: Why is the NZGTTM a better approach than the CoPTTM?

Answer: The NZGTTM is a better approach because it shifts the focus from rigid compliance with prescriptive layouts (as in CoPTTM) to a risk-based, context-sensitive process. This allows PCBU planners to develop safer, more efficient TTM solutions tailored to the unique risks of each site, rather than applying a one-size-fits-all standard.



Appendix D - Conditions of Approval/Acceptance

AT General Excavations Conditions – Utilities

Below are a set of definitions for common terms in this set of conditions.

Term	Definition
Work(s)	Maintenance or construction work in, on, along, over, across or under the Transport Corridor or any other work in a Road Corridor that the applicant can carry out.
National Code	National Code of Practice for Utility Operators' Access to Transport Corridors.
Transport Corridors	Includes Road Corridors, Motorway Corridors and Railway Corridors as defined in the National Code.
Utility structure	Any tower, pole, cabinet, post, pipes, cables, chambers, drains, street furniture assets, or other structure lawfully upon or in or over a Transport Corridor; and includes any equipment that must be removed with the Utility Structure if the Utility Structure is removed; but does not include: <ul style="list-style-type: none"> a) any part of a bridge or culvert; b) any fence, gate, or cattle stop erected in accordance with this Act or the LGA 1974; c) anything provided for the assistance or control of Traffic; and d) any Utility Structure that was erected when the land was not a Road.
Road Corridor	Includes roads as defined in the National Code and includes all land from boundary to boundary (including the berm and carriageway).
Carriageway	The portion of the road primarily for the use of travelling vehicles, including the sealed shoulders.
Road	<ul style="list-style-type: none"> a) A street, road, public footpath, or service lane and any other place to which the Public have access, whether as of right or not; and b) Land that is vested in a Territorial Authority for the purpose of a road as shown on a deposited survey plan; and c) All bridges, culverts, ferries, and fords that form part of any road, street, or any other place referred to in paragraph (a) or paragraph (b).
Reasonable costs	<p>Costs that Auckland Transport can reasonably charge to the Bill Payer for services in processing a CAR application, or for impacting AT services and the Road Corridor</p> <p>OR (from the AT Bylaw)</p> <p>Any amount stated or described as such in a schedule of fees or charges (or similar) issued by Auckland Transport from time to time, including costs, charges or fees, and which may include liquidated damages for unauthorised occupation, disruption or use.</p>
Reasonable conditions	A set of conditions that Auckland Transport can reasonably impose on an applicant as part of their network access approval



Term	Definition
Works Access Permit (WAP)	A written permission from the Corridor Manager to enable Works on a Road Corridor to proceed
Permit to Enter	Written authority from KiwiRail to enable physical access to Railway Land (being the equivalent to the WAP for Roads)
Work site	Any one area of Work being carried out in, on, along, over, across or under the Transport Corridor pursuant to a WAP or Permit to Enter and as approved by the Corridor Manager
Warranty Period	A guarantee or promise given by one Party to another stating that a product or service is free from defects and that the warranting Party will, without charge, repair or replace defective Works within a given period. Typically this would be two years.
Traffic Management Plan (TMP)	An approved site-specific plan, which addresses the management of movement of vehicles, cyclists and pedestrians through or past the Work Site and the safety needs of both the Public, the Contractors and (for Railway Corridors) persons who access the Railway Land
Approved TMP	Means the TMP that has been approved by the contractor PCBU <i>and</i> authorised by Auckland Transport in relation to network access coordination and regulatory approvals that AT is responsible for
Working day	The definition of Working Day is set by the relevant legislation under which an application is being sought
Road assets	
Traffic Control Committee (TCC)	
AT Parking Services	
My WorkSites (MWS)	The online portal by which CAR applications are made to Auckland Transport by all applicants
Bill Payer	The party who is nominated to pay all Auckland Transport fee's associated with a CAR application
Contractor	A PCBU engaged to undertake and complete relevant works or part of works
Applicant	The party applying in MWS for a Corridor Access Request to complete work and in who's name the CAR is issued (note this is not a party who is applying <i>on behalf</i> of an applicant)

Specific conditions

The utility operator must:

1. Carry out all Work in Transport Corridors in accordance with the National Code and/or KiwiRail's Specifications for Working in Railway Corridors.
2. Undertake all Works in compliance with the Acts of Parliament and mandated codes of practice that relate to their industry and the type of Work described within the plans and methodology submitted.
3. Install assets more or less in the location shown on the approved plans; and agree the exact location and position with the Road Corridor Manager before Work commences.



4. Locate any utility structures in the Road Corridor in the agreed position shown on the drawings and clear of the carriageway, road corridor furniture and kerbs, drains, manholes, etc.
5. Install utility structures agreed to be within the trafficable part of the Road flush with the surface and designed to withstand full heavy traffic loading (NZTA's HN-HO-72 Traffic Loading).
6. Provide a full description of the construction methodology, reinstatement, resurfacing and compaction in accordance with the National Code and Auckland Transport standards.
7. Make the Works available at all times for inspection by any person representing the Road Corridor Manager.
8. If requested, pay the reasonable costs of the Road Corridor Manager in connection with the processing of this notice and for the monitoring and auditing of the Works.
9. Keep a full copy of the Works Access Permit/ Permit to Enter and reasonable conditions on the work site at all times during the Works.
10. Undertake remedial action on non-conforming Work within the timeframe set by the Road Corridor Manager, where reasonable and practicable.
11. Gain all the necessary consents, approvals and permits from the relevant statutory and regulatory authorities at its own cost.
12. Keep plans of the installed Work and make them available to the Railway Corridor Manager (in all cases) and Road Corridor Manager (on request).
13. Compensate the Road Corridor Manager for any damage or costs incurred to the Road Corridor due to the Work or for costs resulting from the removal of abandoned installations, utility structures, components and equipment that belong to the Utility Operator.
14. Repair all Road Corridor assets damaged as a result of the Works, should the Road Corridor Manager determine these are necessary prior to the end of the Warranty Period.
15. Restore to their original condition any surface or utility structure that was damaged or removed as a result of the Works.
16. Control the surface water channels so as to cause minimal interference to existing flows.
17. Fully restore the surface water channels at the completion of the Works.
18. Notify the Road Corridor Manager of any maintenance Work it proposes to undertake within the Warranty Period.
19. Have in place an approved Traffic Management Plan for the Work site at least two days prior to Work commencing on the Work Site.
20. Provide the Road Corridor Manager with notice of commencement of Work on the work site.
21. Ensure that the Work is carried out in accordance with the approved TMP for the work site.



22. Comply with instructions from an officer of the NZ Police in respect of traffic management and safety.
23. Comply with reasonable instructions from a duly authorised agent of the Road Corridor Manager in respect of traffic management and safety.
24. Complete Works in the Road Corridor within a reasonable timeframe. Any delays must be notified to the Road Corridor Manager.
25. Protect and maintain all Road Corridor signs, markers, signals, barriers and associated marking and replace them to the appropriate industry standard where they have been damaged by the Works.
26. Complete and submit a Works Completion Notice form within 10 working days of when the Works are complete.
27. Identify the location of all underground services and notify all affected Utility Operators of the Works.
28. Stop Work as necessary to meet the requirements of Section 10 of the Historic Places Act 1993.

General conditions

29. The warranty period starts from the date the Road Corridor Manager has given signed acceptance that the Work is complete.
30. Unless the Works stated in the WAP have started on the work site, the agreement relating to the Works will only remain valid for six months from the date of approval on the WAP.
31. The Road Corridor Manager must manage all applications relating to road corridor access in accordance with the timeframes and processes in the National Code.
32. The Road Corridor Manager may:
 - a. Assess the suitability of any action proposed by the Utility Operator during the warranty period and impose reasonable conditions that will maintain the integrity of the road assets.
 - b. Arrange for remedial Work to be done and recover the costs incurred from the Utility Operator, if the Utility Operator fails to act within the agreed timeframe.
 - c. Instruct the Utility Operator to stop Work and leave the work site (having made the site safe) if the Works are not complying with the relevant reasonable conditions including any plans, relevant conditions or specifications contained in the National Code, or permission requirements.
33. In granting this WAP, no vested right is created.
34. This WAP is not transferable without the written permission of the Road Corridor Manager.
35. Written notification must be provided to adjoining property owners, occupiers, business associations, and other affected parties not less than 5 working days prior to the commencement of Works. The written notification must include the name of



the Utility Operator and/or Contractor, the nature of the Works, and the likely duration and contact details.

36. If your work has a duration of 28 days or longer you will need to install project signs that specify the proposed dates and contact details of the project principal. These signs must be removed once work has been completed.

Traffic management conditions

37. Where removal/reinstatement of parking meters has been proposed and agreed within the TMP for the Works, the logistics must be coordinated with AT Parking Services (paidparking@at.govt.nz) with the following conditions:
 - a. Supply duration of works, a tentative date when parking meter can be reinstated (if not a permanent removal), and a purchase order number (to cover the cost of removal/reinstatement of parking meters) to paidparking@at.govt.nz. This must be done a minimum of 5 working days prior to work commencing.
 - b. Upon completion of works, AT Parking Services must be notified for parking meter reinstatement via email to paidparking@at.govt.nz
38. Where public transport is being impacted by the Works, contact AT Service Disruptions at service.disruptions@at.govt.nz and confirm actual work dates a minimum of 5 business days prior to work commencing.
39. Rubbish and recycling collection – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding access for rubbish and recycling collection.
40. Rail crossings – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding having KiwiRail approval before commencing work where your TTM equipment is on the same road, and within 100m of any rail crossing.
41. Noise and vibration planning – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding noise and vibration plans that must be submitted to Auckland Council.
42. Over dimension and heavy vehicle routes – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding impacts on heavy vehicle and over dimension routes.
43. The accepted TMP methodology includes the resolution of temporary controls. Please ensure the following conditions are adhered to:
 - a. No works are permitted to start unless the resolution has been passed by the TCC or a dispensation has been granted by the TCC.
 - b. The temporary controls are to be removed, and the permanent controls reinstated prior to completion of the Works. Failure to do this will result in AT having this done and the costs being passed on to the Bill Payer.
 - c. Should an extension of time be required for the resolution, you must prepare and submit an amendment to the resolution for approval by the TCC before the original resolution expires.



44. Temporary no parking signs have been utilised in the authorised TMP for the Works. They may only be used as a deterrent and do not give legal authorisation for the utility operator to tow away offending vehicles.
45. The temporary loading zone shown in the authorised TMP is only to be used for loading and unloading of work vehicles. It shall not be used for parking of work site vehicles beyond what is required to load or unload those vehicles.
46. Auckland Transport retains the right to provide ongoing feedback to the applicant regarding their TTM should new risks be identified, or it becomes clear that the mitigation for existing risks is not effective.
47. Redundant TTM should be removed from the site during all unattended periods (daily, weekends, public holidays, for example) and at the completion of the Works.

Traffic management auditing conditions

48. TTM auditing requirements for L2LS, L2 and L3 roads - a fully documented TTM Site Condition Reviews (SCR) shall be completed by a suitably experienced and AT verified TTM Auditor independent of the STMS on:
 - a. The first day of TTM operation.
 - b. At least one in any 10 (or less) working day period thereafter (for example, if the worksite is 21 working days, a minimum of three SCRs will be completed).
 - c. In addition, the next working day after any SCR with a result of Unacceptable or Dangerous.
 - d. In addition, at least once in every 10 calendar days of the unattended phase (although not necessarily the first day/night) worksite presence on the road network.
 - e. Immediately after the completion of the activity, to ensure all risks are removed/eliminated and there is no redundant TTM equipment left behind.
 - f. Copies of all SCR shall be kept with the STMS and remain available on site with the TMP (when the site is active).
49. Copies of completed TTM SCRs plus any relevant photos/evidence which allow the verification of the audit finding are also to be made available to AT RCA to enable the provision of feedback to the auditor. This could be by:
 - a. Upload to the WAP on MyWorkSites; or
 - b. Sent to notifications@at.govt.nz; or
 - c. Other accepted means of verification to satisfy AT that the monitoring is being met (contact AT to discuss your proposal).



AT General Conditions – Non-Excavation

Below are a set of definitions for common terms in this set of conditions.

Term	Definition
Work(s)	Maintenance or construction work in, on, along, over, across or under the Transport Corridor or any other work in a Road Corridor that the applicant can carry out.
National Code	National Code of Practice for Utility Operators' Access to Transport Corridors.
Transport Corridors	Includes Road Corridors, Motorway Corridors and Railway Corridors as defined in the National Code.
Utility structure	Any tower, pole, cabinet, post, pipes, cables, chambers, drains, street furniture assets, or other structure lawfully upon or in or over a Transport Corridor; and includes any equipment that must be removed with the Utility Structure if the Utility Structure is removed; but does not include: <ul style="list-style-type: none"> e) any part of a bridge or culvert; f) any fence, gate, or cattle stop erected in accordance with this Act or the LGA 1974; g) anything provided for the assistance or control of Traffic; and h) any Utility Structure that was erected when the land was not a Road.
Road Corridor	Includes roads as defined in the National Code and includes all land from boundary to boundary (including the berm and carriageway).
Carriageway	The portion of the road primarily for the use of travelling vehicles, including the sealed shoulders.
Road	<ul style="list-style-type: none"> d) A street, road, public footpath, or service lane and any other place to which the Public have access, whether as of right or not; and e) Land that is vested in a Territorial Authority for the purpose of a road as shown on a deposited survey plan; and f) All bridges, culverts, ferries, and fords that form part of any road, street, or any other place referred to in paragraph (a) or paragraph (b).
Reasonable costs	<p>Costs that Auckland Transport can reasonably charge to the Bill Payer for services in processing a CAR application, or for impacting AT services and the Road Corridor.</p> <p>OR (from the AT Bylaw)</p> <p>Any amount stated or described as such in a schedule of fees or charges (or similar) issued by Auckland Transport from time to time, including costs, charges or fees, and which may include liquidated damages for unauthorised occupation, disruption or use.</p>
Reasonable conditions	A set of conditions that Auckland Transport can reasonably impose on an applicant as part of their network access approval.
Works Access Permit (WAP)	A written permission from the Corridor Manager to enable Works on a Road Corridor to proceed.
Permit to Enter	Written authority from KiwiRail to enable physical access to Railway Land (being the equivalent to the WAP for Roads).



Work site	Any one area of Work being carried out in, on, along, over, across or under the Transport Corridor pursuant to a WAP or Permit to Enter and as approved by the Corridor Manager.
Warranty Period	A guarantee or promise given by one Party to another stating that a product or service is free from defects and that the warranting Party will, without charge, repair or replace defective Works within a given period. Typically this would be two years.
Traffic Management Plan (TMP)	An approved site-specific plan, which addresses the management of movement of vehicles, cyclists and pedestrians through or past the Work Site and the safety needs of both the Public, the Contractors and (for Railway Corridors) persons who access the Railway Land.
Approved TMP	Means the TMP that has been approved by the contractor PCBU <i>and</i> authorised by Auckland Transport in relation to network access coordination and regulatory approvals that AT is responsible for.
Working day	The definition of Working Day is set by the relevant legislation under which an application is being sought.
Road assets	
Traffic Control Committee (TCC)	
AT Parking Services	
My WorkSites (MWS)	The online portal by which CAR applications are made to Auckland Transport by all applicants.
Bill Payer	The party who is nominated to pay all Auckland Transport fee's associated with a CAR application.
Contractor	A PCBU engaged to undertake and complete relevant works or part of works.
Applicant	The party applying in MWS for a Corridor Access Request to complete work and in who's name the CAR is issued (note this is not a party who is applying <i>on behalf</i> of an applicant).

Specific conditions

The applicant must:

1. Undertake all Works in compliance with the Acts of Parliament and mandated codes of practice that relate to their industry and the type of Work described within the plans and methodology submitted.
2. Make the Works available at all times for inspection by any person representing the Road Corridor Manager.
3. If requested, pay the reasonable costs of the Road Corridor Manager in connection with the processing of this notice and for the monitoring and auditing of the Works.
4. Keep a full copy of the Works Access Permit/ Permit to Enter and reasonable conditions on the work site at all times during the Works.
5. Undertake remedial action on non-conforming Work within the timeframe set by the Road Corridor Manager, where reasonable and practicable.
6. Gain all the necessary consents, approvals and permits from the relevant statutory and regulatory authorities at its own cost.



7. Keep plans of the installed Work and make them available to the Railway Corridor Manager (in all cases) and Road Corridor Manager (on request).
8. Restore to their original condition any surface or utility structure that was damaged or removed as a result of the Works.
9. Control the surface water channels so as to cause minimal interference to existing flows.
10. Fully restore the surface water channels at the completion of the Works.
11. Have in place an approved Traffic Management Plan for the work site at least two working days prior to Work commencing on the work site.
12. Provide the Road Corridor Manager with notice of commencement of Work on the work site.
13. Ensure that the Work is carried out in accordance with the approved TMP for the work site.
14. Comply with instructions from an officer of the NZ Police in respect of traffic management and safety.
15. Comply with reasonable instructions from a duly authorised agent of the Road Corridor Manager in respect of traffic management and safety.
16. Complete Works in the Road Corridor within a reasonable timeframe. Any delays must be notified to the Road Corridor Manager.
17. Protect and maintain all Road Corridor signs, markers, signals, barriers and associated marking and replace them to the appropriate industry standard where they have been damaged by the Works.
18. Complete and submit a Works Completion Notice form within 10 working days of when the Works are complete.
19. Stop Work as necessary to meet the requirements of Section 10 of the Historic Places Act 1993.
20. Carry out all Work in Transport Corridors in accordance with the National Code and/or KiwiRail's Specifications for Working in Railway Corridors.

General conditions

21. Unless the Works stated in the WAP have started on the work site, the agreement relating to the Works will only remain valid for six months from the date of approval on the WAP.
22. The Road Corridor Manager must manage all applications relating to road corridor access in accordance with the timeframes and processes in the National Code.
23. In granting this WAP, no vested right is created.
24. This WAP is not transferable without the written permission of the Road Corridor Manager.
25. Written notification must be provided to adjoining property owners, occupiers, business associations, and other affected parties not less than 5 working days prior



to the commencement of Works. The written notification must include the name of the Utility Operator and/or Contractor, the nature of the Works, and the likely duration and contact details.

Traffic management conditions

26. Where removal/reinstatement of parking meters has been proposed and agreed within the TMP for the Works, the logistics must be coordinated with AT Parking Services (paidparking@at.govt.nz) with the following conditions:
 - a. Supply duration of works, a tentative date when parking meter can be reinstated (if not a permanent removal), and a purchase order number (to cover the cost of removal/reinstatement of parking meters) to paidparking@at.govt.nz. This must be done a minimum of 5 working days prior to work commencing.
 - b. Upon completion of works, AT Parking Services must be notified for parking meter reinstatement via email to paidparking@at.govt.nz
27. Where public transport is being impacted by the Works, contact AT Service Disruptions at service.disruptions@at.govt.nz and confirm actual work dates a minimum of 5 business days prior to work commencing.
28. Rubbish and recycling collection – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding access for rubbish and recycling collection.
29. Rail crossings – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding having KiwiRail approval before commencing work where your TTM equipment is on the same road, and within 100m of any rail crossing.
30. Noise and vibration planning – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding noise and vibration plans that must be submitted to Auckland Council.
31. Over dimension and heavy vehicle routes – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding impacts on heavy vehicle and over dimension routes.
32. The accepted TMP methodology includes the resolution of temporary controls. Please ensure the following conditions are adhered to:
 - a. No works are permitted to start unless the resolution has been passed by the TCC or a dispensation has been granted by the TCC.
 - b. The temporary controls are to be removed, and the permanent controls reinstated prior to completion of the Works. Failure to do this will result in AT having this done and the costs being passed on to the Bill Payer.
 - c. Should an extension of time be required for the resolution, you must prepare and submit an amendment to the resolution for approval by the TCC before the original resolution expires.



33. If your work has a duration of 28 days or longer you will need to install project signs that specify the proposed dates and contact details of the project principal. These signs must be removed once work has been completed.
34. Temporary no parking signs have been utilised in the authorised TMP for the Works. They may only be used as a deterrent and do not give legal authorisation for the utility operator to tow away offending vehicles.
35. The temporary loading zone shown in the authorised TMP is only to be used for loading and unloading of work vehicles. It shall not be used for parking of work site vehicles beyond what is required to load or unload those vehicles.
36. Auckland Transport retains the right to provide ongoing feedback to the applicant regarding their TTM should new risks be identified, or it becomes clear that the mitigation for existing risks is not effective.
37. Redundant TTM should be removed from the site during all unattended periods (daily, weekends, public holidays, for example) and at the completion of the Works.
38. Hoardings - this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding the use of hoardings or fencing, including:
 - a. Ensuring all pedestrian traffic has unobstructed access at all times
 - b. Ensuring the hoarding or fencing does not obstruct visibility for traffic entering or exiting side roads
 - c. That a meeting must be held on site with an AT Road Corridor Inspector prior to installation to verify that the hoardings or fencing can be installed in accordance with the accepted TMP methodology

Traffic management auditing conditions

39. TTM auditing requirements for L2LS, L2 and L3 roads - a fully documented TTM Site Condition Reviews (SCR) shall be completed by a suitably experienced and AT verified TTM Auditor independent of the STMS on:
 - a. The first day of TTM operation.
 - b. At least one in any 10 (or less) working day period thereafter (for example, if the worksite is 21 working days, a minimum of three SCRs will be completed).
 - c. In addition, the next working day after any SCR with a result of Unacceptable or Dangerous.
 - d. In addition, at least once in every 10 calendar days of the unattended phase (although not necessarily the first day/night) worksite presence on the road network.
 - e. Immediately after the completion of the activity, to ensure all risks are removed/eliminated and there is no redundant TTM equipment left behind.
 - f. Copies of all SCR shall be kept with the STMS and remain available on site with the TMP (when the site is active).



40. Copies of completed TTM SCRs plus any relevant photos/evidence which allow the verification of the audit finding are also to be made available to AT RCA to enable the provision of feedback to the auditor. This could be by:
- a. Upload to the WAP on MyWorkSites; or
 - b. Sent to notifications@at.govt.nz; or
 - c. Other accepted means of verification to satisfy AT that the monitoring is being met (contact AT to discuss your proposal).



AT General Conditions – Global TMP

Below are a set of definitions for common terms in this set of conditions.

Term	Definition
Work(s)	Maintenance or construction work in, on, along, over, across or under the Transport Corridor or any other work in a Road Corridor that the applicant can carry out.
National Code	National Code of Practice for Utility Operators' Access to Transport Corridors.
Transport Corridors	Includes Road Corridors, Motorway Corridors and Railway Corridors as defined in the National Code.
Utility structure	Any tower, pole, cabinet, post, pipes, cables, chambers, drains, street furniture assets, or other structure lawfully upon or in or over a Transport Corridor; and includes any equipment that must be removed with the Utility Structure if the Utility Structure is removed; but does not include: <ul style="list-style-type: none"> i) any part of a bridge or culvert; j) any fence, gate, or cattle stop erected in accordance with this Act or the LGA 1974; k) anything provided for the assistance or control of Traffic; and l) any Utility Structure that was erected when the land was not a Road.
Road Corridor	Includes roads as defined in the National Code and includes all land from boundary to boundary (including the berm and carriageway).
Carriageway	The portion of the road primarily for the use of travelling vehicles, including the sealed shoulders.
Road	<ul style="list-style-type: none"> g) A street, road, public footpath, or service lane and any other place to which the Public have access, whether as of right or not; and h) Land that is vested in a Territorial Authority for the purpose of a road as shown on a deposited survey plan; and i) All bridges, culverts, ferries, and fords that form part of any road, street, or any other place referred to in paragraph (a) or paragraph (b).
Reasonable costs	<p>Costs that Auckland Transport can reasonably charge to the Bill Payer for services in processing a CAR application, or for impacting AT services and the Road Corridor.</p> <p>OR (from the AT Bylaw)</p> <p>Any amount stated or described as such in a schedule of fees or charges (or similar) issued by Auckland Transport from time to time, including costs, charges or fees, and which may include liquidated damages for unauthorised occupation, disruption or use.</p>
Reasonable conditions	A set of conditions that Auckland Transport can reasonably impose on an applicant as part of their network access approval.



Works Access Permit (WAP)	A written permission from the Corridor Manager to enable Works on a Road Corridor to proceed.
Permit to Enter	Written authority from KiwiRail to enable physical access to Railway Land (being the equivalent to the WAP for Roads).
Work site	Any one area of Work being carried out in, on, along, over, across or under the Transport Corridor pursuant to a WAP or Permit to Enter and as approved by the Corridor Manager.
Warranty Period	A guarantee or promise given by one Party to another stating that a product or service is free from defects and that the warranting Party will, without charge, repair or replace defective Works within a given period. Typically this would be two years.
Traffic Management Plan (TMP)	An approved site-specific plan, which addresses the management of movement of vehicles, cyclists and pedestrians through or past the Work Site and the safety needs of both the Public, the Contractors and (for Railway Corridors) persons who access the Railway Land.
Approved TMP	Means the TMP that has been approved by the contractor PCBU <i>and</i> authorised by Auckland Transport in relation to network access coordination and regulatory approvals that AT is responsible for.
Working day	The definition of Working Day is set by the relevant legislation under which an application is being sought.
Road assets	
Traffic Control Committee (TCC)	
AT Parking Services	
My WorkSites (MWS)	The online portal by which CAR applications are made to Auckland Transport by all applicants.
Bill Payer	The party who is nominated to pay all Auckland Transport fee's associated with a CAR application.
Contractor	A PCBU engaged to undertake and complete relevant works or part of works.
Applicant	The party applying in MWS for a Corridor Access Request to complete work and in who's name the CAR is issued (note this is not a party who is applying <i>on behalf</i> of an applicant).

Specific conditions

The applicant must:

1. Provide a monthly report outlining the location, date and reason for all Work carried out over that period. This should be supplied in Microsoft Excel format and uploaded into this Worksite in MWS via the comments section.
2. Undertake all Works in compliance with the Acts of Parliament and mandated codes of practice that relate to their industry and the type of Work described within the plans and methodology submitted.
3. Make the Works available at all times for inspection by any person representing the Road Corridor Manager.



4. If requested, pay the reasonable costs of the Road Corridor Manager in connection with the processing of this notice and for the monitoring and auditing of the Works.
5. Keep a full copy of the Works Access Permit/ Permit to Enter and reasonable conditions on the work site at all times during the Works.
6. Undertake remedial action on non-conforming Work within the timeframe set by the Road Corridor Manager, where reasonable and practicable.
7. Gain all the necessary consents, approvals and permits from the relevant statutory and regulatory authorities at its own cost.
8. Stop Work as necessary to meet the requirements of Section 10 of the Historic Places Act 1993.

General conditions

9. It is the applicant's responsibility to resolve all potential work clashes prior to undertaking work under this global CAR approval.
10. If your work has a duration of 28 days or longer you will need to install project signs that specify the proposed dates and contact details of the project principal. These signs must be removed once work has been completed.
11. Written notification must be provided to adjoining property owners, occupiers, business associations, and other affected parties not less than 5 working days prior to the commencement of Works. The written notification must include the name of the Utility Operator and/or Contractor, the nature of the Works, and the likely duration and contact details.

Traffic management conditions

12. Where public transport is being impacted by the Works, contact AT Service Disruptions at service.disruptions@at.govt.nz and confirm actual work dates a minimum of 5 business days prior to work commencing.
13. Rubbish and recycling collection – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding access for rubbish and recycling collection.
14. Rail crossings – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding having KiwiRail approval before commencing work where your TTM equipment is on the same road, and within 100m of any rail crossing.
15. Noise and vibration planning – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding noise and vibration plans that must be submitted to Auckland Council.
16. Over dimension and heavy vehicle routes – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding impacts on heavy vehicle and over dimension routes.
17. Temporary no parking signs have been utilised in the authorised TMP for the Works. They may only be used as a deterrent and do not give legal authorisation for the utility operator to tow away offending vehicles.



18. The temporary loading zone shown in the authorised TMP is only to be used for loading and unloading of work vehicles. It shall not be used for parking of work site vehicles beyond what is required to load or unload those vehicles.
19. Auckland Transport retains the right to provide ongoing feedback to the applicant regarding their TTM should new risks be identified, or it becomes clear that the mitigation for existing risks is not effective.
20. Redundant TTM should be removed from the site during all unattended periods (daily, weekends, public holidays, for example) and at the completion of the Works.

Traffic management auditing conditions

21. TTM auditing requirements for L2LS, L2 and L3 roads - a fully documented TTM Site Condition Reviews (SCR) shall be completed by a suitably experienced and AT verified TTM Auditor independent of the STMS on:
 - a. The first day of TTM operation.
 - b. At least one in any 10 (or less) working day period thereafter (for example, if the worksite is 21 working days, a minimum of three SCRs will be completed).
 - c. In addition, the next working day after any SCR with a result of Unacceptable or Dangerous.
 - d. In addition, at least once in every 10 calendar days of the unattended phase (although not necessarily the first day/night) worksite presence on the road network.
 - e. Immediately after the completion of the activity, to ensure all risks are removed/eliminated and there is no redundant TTM equipment left behind.
 - f. Copies of all SCR shall be kept with the STMS and remain available on site with the TMP (when the site is active).
22. Copies of completed TTM SCRs plus any relevant photos/evidence which allow the verification of the audit finding are also to be made available to AT RCA to enable the provision of feedback to the auditor. This could be by:
 - g. Upload to the WAP on MyWorkSites; or
 - h. Sent to notifications@at.govt.nz; or
 - i. Other accepted means of verification to satisfy AT that the monitoring is being met (contact AT to discuss your proposal).



AT General Excavation Conditions - Non-Utilities

Below are a set of definitions for common terms in this set of conditions.

Term	Definition
Work(s)	Maintenance or construction work in, on, along, over, across or under the Transport Corridor or any other work in a Road Corridor that the applicant can carry out.
National Code	National Code of Practice for Utility Operators' Access to Transport Corridors.
Transport Corridors	Includes Road Corridors, Motorway Corridors and Railway Corridors as defined in the National Code.
Utility structure	Any tower, pole, cabinet, post, pipes, cables, chambers, drains, street furniture assets, or other structure lawfully upon or in or over a Transport Corridor; and includes any equipment that must be removed with the Utility Structure if the Utility Structure is removed; but does not include: <ul style="list-style-type: none"> m) any part of a bridge or culvert; n) any fence, gate, or cattle stop erected in accordance with this Act or the LGA 1974; o) anything provided for the assistance or control of Traffic; and p) any Utility Structure that was erected when the land was not a Road.
Road Corridor	Includes roads as defined in the National Code and includes all land from boundary to boundary (including the berm and carriageway).
Carriageway	The portion of the road primarily for the use of travelling vehicles, including the sealed shoulders.
Road	<ul style="list-style-type: none"> j) A street, road, public footpath, or service lane and any other place to which the Public have access, whether as of right or not; and k) Land that is vested in a Territorial Authority for the purpose of a road as shown on a deposited survey plan; and l) All bridges, culverts, ferries, and fords that form part of any road, street, or any other place referred to in paragraph (a) or paragraph (b).
Reasonable costs	<p>Costs that Auckland Transport can reasonably charge to the Bill Payer for services in processing a CAR application, or for impacting AT services and the Road Corridor.</p> <p>OR (from the AT Bylaw)</p> <p>Any amount stated or described as such in a schedule of fees or charges (or similar) issued by Auckland Transport from time to time, including costs, charges or fees, and which may include liquidated damages for unauthorised occupation, disruption or use.</p>
Reasonable conditions	A set of conditions that Auckland Transport can reasonably impose on an applicant as part of their network access approval.
Works Access Permit (WAP)	A written permission from the Corridor Manager to enable Works on a Road Corridor to proceed.
Permit to Enter	Written authority from KiwiRail to enable physical access to Railway Land (being the equivalent to the WAP for Roads).



Work site	Any one area of Work being carried out in, on, along, over, across or under the Transport Corridor pursuant to a WAP or Permit to Enter and as approved by the Corridor Manager.
Warranty Period	A guarantee or promise given by one Party to another stating that a product or service is free from defects and that the warranting Party will, without charge, repair or replace defective Works within a given period. Typically this would be two years.
Traffic Management Plan (TMP)	An approved site-specific plan, which addresses the management of movement of vehicles, cyclists and pedestrians through or past the Work Site and the safety needs of both the Public, the Contractors and (for Railway Corridors) persons who access the Railway Land.
Approved TMP	Means the TMP that has been approved by the contractor PCBU <i>and</i> authorised by Auckland Transport in relation to network access coordination and regulatory approvals that AT is responsible for.
Working day	The definition of Working Day is set by the relevant legislation under which an application is being sought.
Road assets	
Traffic Control Committee (TCC)	
AT Parking Services	
My WorkSites (MWS)	The online portal by which CAR applications are made to Auckland Transport by all applicants.
Bill Payer	The party who is nominated to pay all Auckland Transport fee's associated with a CAR application.
Contractor	A PCBU engaged to undertake and complete relevant works or part of works.
Applicant	The party applying in MWS for a Corridor Access Request to complete work and in who's name the CAR is issued (note this is not a party who is applying <i>on behalf</i> of an applicant).

Specific conditions

This work is covered under Part 1 of Auckland Transport Activities in the Road Corridor Bylaw 2022

The applicant must:

1. Identify the location of all underground services and notify all relevant utility operators or other parties of your Work (see www.beforeudig.co.nz).
2. Hold and maintain (or the Developer will procure that the Contractor will) construction insurance [for at least the aggregate contract price of the Works and the estimated cost of reinstatement of the Licensed Area] with a reputable insurer in relation to the Works for the duration of the Construction Period.
3. Carry out all Work in Transport Corridors in accordance with the National Code and/or KiwiRail's Specifications for Working in Railway Corridors.
4. Undertake all Works in compliance with the Acts of Parliament and mandated codes of practice that relate to their industry and the type of Work described within the plans and methodology submitted.



5. Install assets more or less in the location shown on the approved plans; and agree the exact location and position with the Road Corridor Manager before Work commences.
6. Locate any utility structures in the Road Corridor in the agreed position shown on the drawings and clear of the carriageway, road corridor furniture and kerbs, drains, manholes, etc.
7. Install utility structures agreed to be within the trafficable part of the Road flush with the surface and designed to withstand full heavy traffic loading (NZTA's HN-HO-72 Traffic Loading).
8. Provide a full description of the construction methodology, reinstatement, resurfacing and compaction in accordance with the National Code and Auckland Transport standards.
9. Make the Works available at all times for inspection by any person representing the Road Corridor Manager.
10. If requested, pay the reasonable costs of the Road Corridor Manager in connection with the processing of this notice and for the monitoring and auditing of the Works.
11. Keep a full copy of the Works Access Permit/ Permit to Enter and reasonable conditions on the work site at all times during the Works.
12. Undertake remedial action on non-conforming Work within the timeframe set by the Road Corridor Manager, where reasonable and practicable.
13. Gain all the necessary consents, approvals and permits from the relevant statutory and regulatory authorities at its own cost.
14. Keep plans of the installed Work and make them available to the Railway Corridor Manager (in all cases) and Road Corridor Manager (on request).
15. Compensate the Road Corridor Manager or Utility Operator for any damage or costs incurred to the Road Corridor due to the Work or for costs resulting from the removal of abandoned installations, utility structures, components and equipment that belong to the Utility Operator.
16. Repair all Road Corridor assets damaged as a result of the Works, should the Road Corridor Manager determine these are necessary prior to the end of the Warranty Period.
17. Restore to their original condition any surface or utility structure that was damaged or removed as a result of the Works.
18. Control the surface water channels so as to cause minimal interference to existing flows.
19. Fully restore the surface water channels at the completion of the Works.
20. Notify the Road Corridor Manager of any maintenance Work it proposes to undertake within the Warranty Period.
21. Have in place an approved Traffic Management Plan for the Work site at least two days prior to Work commencing on the Work Site.



22. Provide the Road Corridor Manager with notice of commencement of Work on the work site.
23. Ensure that the Work is carried out in accordance with the approved TMP for the work site.
24. Comply with instructions from an officer of the NZ Police in respect of traffic management and safety.
25. Comply with reasonable instructions from a duly authorised agent of the Road Corridor Manager in respect of traffic management and safety.
26. Complete Works in the Road Corridor within a reasonable timeframe. Any delays must be notified to the Road Corridor Manager.
27. Protect and maintain all Road Corridor signs, markers, signals, barriers and associated marking and replace them to the appropriate industry standard where they have been damaged by the Works.
28. Complete and submit a Works Completion Notice form within 10 working days of when the Works are complete.
29. Stop Work as necessary to meet the requirements of Section 10 of the Historic Places Act 1993.

General conditions

30. The Warranty Period starts from the date the Road Corridor Manager has given signed acceptance that the Work is complete.
31. Unless the Works stated in the WAP have started on the work site, the agreement relating to the Works will only remain valid for six months from the date of approval on the WAP.
32. The Road Corridor Manager must manage all applications relating to road corridor access in accordance with the timeframes and processes in the National Code.
33. In granting this WAP, no vested right is created.
34. This WAP is not transferable without the written permission of the Road Corridor Manager.
35. Written notification must be provided to adjoining property owners, occupiers, business associations, and other affected parties not less than 5 working days prior to the commencement of Works. The written notification must include the name of the Utility Operator and/or Contractor, the nature of the Works, and the likely duration and contact details.
36. If your work has a duration of 28 days or longer you will need to install project signs that specify the proposed dates and contact details of the project principal. These signs must be removed once work has been completed.
37. The site and activity is subject to Auckland Transport audit at all times. Any breaches of the conditions may result in penalties, financial and/or other penalties maybe imposed on the applicant.



Traffic management conditions

38. Where removal/reinstatement of parking meters has been proposed and agreed within the TMP for the Works, the logistics must be coordinated with AT Parking Services (paidparking@at.govt.nz) with the following conditions:
39. Supply duration of works, a tentative date when parking meter can be reinstated (if not a permanent removal), and a purchase order number (to cover the cost of removal/reinstatement of parking meters) to paidparking@at.govt.nz. This must be done a minimum of 5 working days prior to work commencing.
40. Upon completion of works, AT Parking Services must be notified for parking meter reinstatement via email to paidparking@at.govt.nz
41. Where public transport is being impacted by the Works, contact AT Service Disruptions at service.disruptions@at.govt.nz and confirm actual work dates a minimum of 5 business days prior to work commencing.
42. Rubbish and recycling collection – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding access for rubbish and recycling collection.
43. Rail crossings – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding having KiwiRail approval before commencing work where your TTM equipment is on the same road, and within 100m of any rail crossing.
44. Noise and vibration planning – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding noise and vibration plans that must be submitted to Auckland Council.
45. Over dimension and heavy vehicle routes – this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding impacts on heavy vehicle and over dimension routes.
46. The accepted TMP methodology includes the resolution of temporary controls. Please ensure the following conditions are adhered to:
47. No works are permitted to start unless the resolution has been passed by the TCC or a dispensation has been granted by the TCC.
48. The temporary controls are to be removed, and the permanent controls reinstated prior to completion of the Works. Failure to do this will result in AT having this done and the costs being passed on to the Bill Payer.
49. Should an extension of time be required for the resolution, you must prepare and submit an amendment to the resolution for approval by the TCC before the original resolution expires.
50. Temporary no parking signs have been utilised in the authorised TMP for the Works. They may only be used as a deterrent and do not give legal authorisation for the utility operator to tow away offending vehicles.
51. The temporary loading zone shown in the authorised TMP is only to be used for loading and unloading of work vehicles. It shall not be used for parking of work site vehicles beyond what is required to load or unload those vehicles.



52. Where the application is specific to sites that are solely for a site access, this WAP and TMP are only issued for the provision of a site access for construction Works not taking place in the AT road corridor. Should additional non-excavation construction Works be required in the AT road corridor, a new TMP must be submitted for authorisation under this WAP.
53. [This is specific only to sites that are issued under a non-excavation CAR] This WAP is only issued for conducting non-excavation construction Works in the AT road corridor. Should construction Works be required in the AT road corridor that include excavation then a new CAR application must be made, and new WAP issued by AT.
54. Note that the applicant may be liable for any damage incurred to any assets on the footpaths or carriageway. It is recommended to record (through photo's and/or video) the condition of the assets prior to commencing work, and periodically throughout the Works (including at completion).
55. Redundant TTM should be removed from the site during all unattended periods (daily, weekends, public holidays, for example) and at the completion of the Works.
56. No Works (including storage of materials or equipment associated with the Works) shall be stored on the AT road corridor outside of the Work site areas designated in the authorised TMP.
57. Auckland Transport retains the right to provide ongoing feedback to the applicant regarding their TTM should new risks be identified, or it becomes clear that the mitigation for existing risks is not effective.
58. Hoardings - this is a reminder to please ensure that the provisions in the accepted TMP methodology are followed regarding the use of hoardings or fencing, including:
59. Ensuring all pedestrian traffic has unobstructed access at all times
60. Ensuring the hoarding or fencing does not obstruct visibility for traffic entering or exiting side roads
61. That a meeting must be held on site with an AT Road Corridor Inspector prior to installation to verify that the hoardings or fencing can be installed in accordance with the accepted TMP methodology

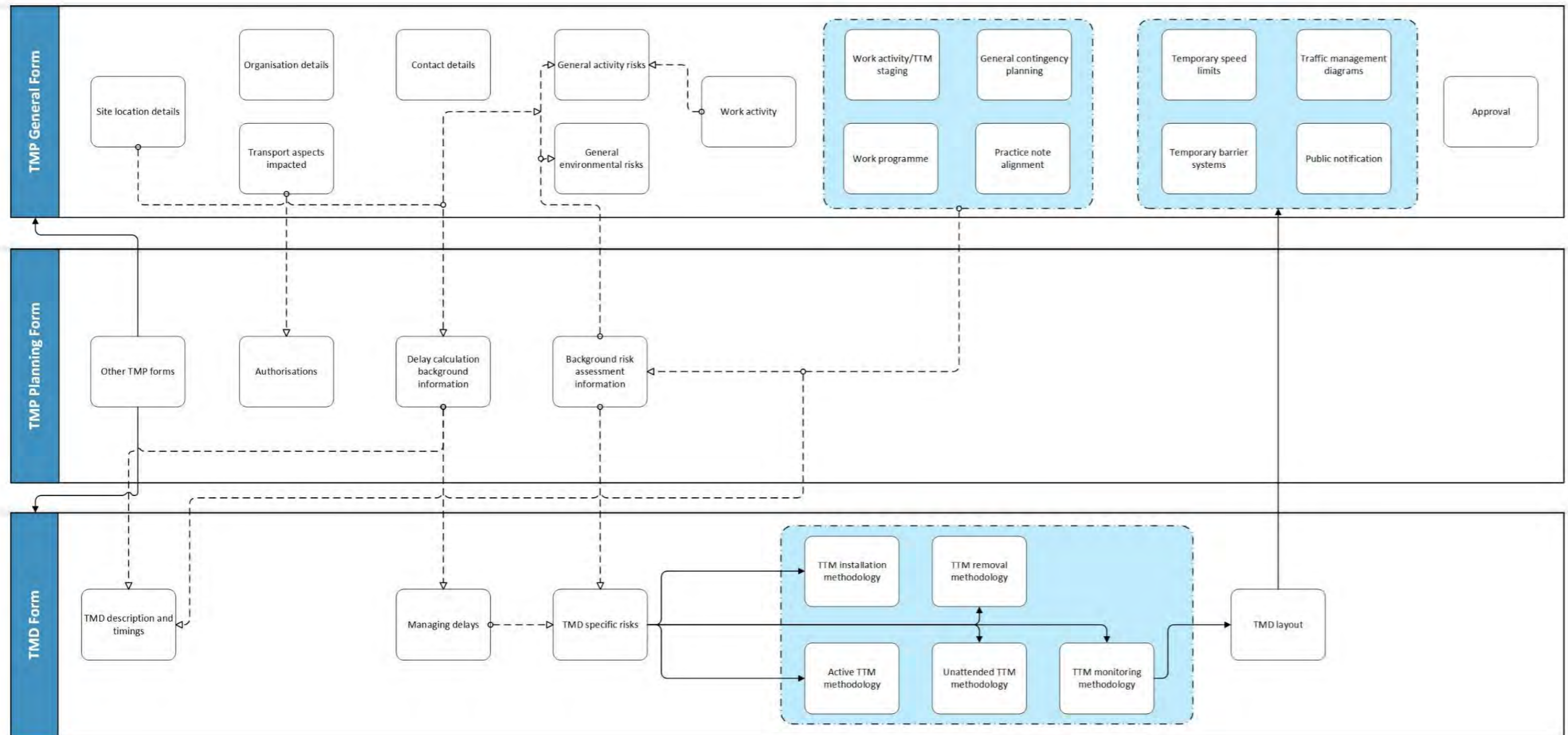
Traffic management auditing conditions

62. TTM auditing requirements for L2LS, L2 and L3 roads - a fully documented TTM Site Condition Reviews (SCR) shall be completed by a suitably experienced and AT verified TTM Auditor independent of the STMS on:
 - a. The first day of TTM operation.
 - b. At least one in any 10 (or less) working day period thereafter (for example, if the worksite is 21 working days, a minimum of three SCRs will be completed).
 - c. In addition, the next working day after any SCR with a result of Unacceptable or Dangerous.
 - d. In addition, at least once in every 10 calendar days of the unattended phase (although not necessarily the first day/night) worksite presence on the road network.



- e. Immediately after the completion of the activity, to ensure all risks are removed/eliminated and there is no redundant TTM equipment left behind.
 - f. Copies of all SCR shall be kept with the STMS and remain available on site with the TMP (when the site is active).
63. Copies of completed TTM SCRs plus any relevant photos/evidence which allow the verification of the audit finding are also to be made available to AT RCA to enable the provision of feedback to the auditor. This could be by:
- a. Upload to the WAP on MyWorkSites; or
 - b. Sent to notifications@at.govt.nz; or
 - c. Other accepted means of verification to satisfy AT that the monitoring is being met (contact AT to discuss your proposal).

Appendix E – NZGTTM Form Relationships



Appendix F – CAR Submission Flowchart

