

Guidebook for writing TCC and Traffic Ops Reports



Transport Controls Unit

June 2024

Auckland Transport – Network Operations Planning

Guidebook

A guide to preparing reports required for decision making by the Traffic Controls Committee or Traffic Operations Manager for traffic and parking controls

2024

Transport Controls Unit

Version 3.01

July 2024

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

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

Purpose

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

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

Introduction

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

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

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

Other decisions in relation to traffic controls which are not covered by bylaws have traditionally been delegated to various individual officers for approval. Those delegations have now for the most part been consolidated down to just the Traffic Operations Manager having these powers. Where those decisions form part of a wider project that includes decisions that must be made by resolution it is more appropriate for the TCC to be satisfied with the proposals in their entirety. In such cases the report to the TCC must cover all aspects of the proposal. In cases where no decisions need to be made by resolution, the Traffic Operations Manager can make the decision on their own.

Navigating this document

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1 Section 1 – General Information

1.1 What is a report document?

The report is the document containing recommendations to be considered by the [Traffic Control Committee](#) (TCC) or the Traffic Operations Manager under delegated authority in order to resolve or approve traffic and parking controls, restrictions and prohibitions along with the associated traffic control devices legislations.

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

It must be noted here that a signed report is required before any construction starts that will result in permanent changes to the traffic controls on the road network. This may also apply to long-term temporary changes. The signed report indicates that the formal legal decision has been made to have those traffic controls on the public road. A temporary traffic management plan will not be approved for work involving permanent changes to traffic controls without this legal decision being made and evidenced by a signed report.

1.2 What are the types of reports?

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

- **TCC reports** are prepared for the restrictions and controls for which the Traffic Control Committee has authority to resolve. These TCC Reports are discussed in more detail in [Section 1.4](#).
- **Traffic Ops reports** are prepared for the traffic controls that do not need to be resolved, but can be approved by an officer who has been delegated the authority to approve the control – the Traffic Operations Manager. These Traffic Ops reports are discussed in more detail in [Section 1.13](#).
- Sometimes a report needs to be amended to correct an error in the report or plan or because the resolution was not installed as resolved in the report or plan. The **amendment reports** are used to correct minor errors in a previously approved resolution or Traffic Ops report where those corrections do not require additional consultation. More details on amended reports can be found [here](#).

1.3 Why do we need these reports?

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

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

Effective enforcement may be jeopardised where:

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

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

1.4 What is a resolution?

The [Local Government \(Auckland Council\) Act 2009](#) establishes Auckland Transport as the Road Controlling Authority for the Auckland transport system under the [Land Transport Act 1998](#) and empowers it act as the “council” for the purposes of sections of the [Local Government Act 1974](#) relating to roads. In making the AT Traffic Bylaw 2012, AT has relied on the power to allow for matters of detail on the specific traffic and parking controls that will apply in designated locations by way of resolutions passed under the framework of the bylaw. AT’s Board of Directors has delegated the power to make such resolutions to the Traffic Control Committee.

In the jargon that has developed around this process once the report is tabled at the TCC meeting and passed by the Committee, it becomes known as a ‘resolution’. Together with the minutes of the TCC meeting, the resolution becomes the legal record of authority to install and place restrictions on the roading network. There are various Auckland Transport departments that use resolutions to support infringement notice issues and prosecutions, should infringements be challenged.

1.5 Who has delegated authority to pass resolutions?

Since the creation of AT, the AT Board of Directors has delegated the authority to pass bylaw resolutions and make other traffic control decisions to the Traffic Control Committee. The delegation of these powers was most recently passed at the meeting of the AT Board of Directors in July 2021. The Board delegates to the AT Chief Executive the power to appoint members to the committee. The current members were appointed to the Committee in December 2023. The membership is subject to periodic changes.

The Traffic Control Committee currently consists of:

Group Manager Parking Services
Group Manager Road Corridor Access and Coordination
Transport Design and Standards Manager
Group Manager Network Operations Planning
Infrastructure and Fleet Specification Manager
Group Manager Road Network Operations

1.6 The Role of the Traffic Control Committee

The TCC acts as a formal decision-making body in a local government setting. It is mostly concerned with the process being followed correctly – particularly consultation and overall justification for proposals. The Committee expects to be able to rely on the technical expertise of the reporting officers to come to an accurate and honest decision. So, the reporting officers need to provide all the relevant details, analysis, survey results

and data in their reports to ensure the Committee has all of the information it needs to make legally robust decisions. The Committee is primarily concerned with matters of process and does not intend to be seen as providing a final design review function. The Committee has an expectation that the technical designs comply with standards or a departure from standards is explained. The Committee also expects the technical designs to have been agreed to by the relevant AT staff with the necessary skills to assess the technical aspects of the proposal. However, the Committee members do understand technical matters and will question the technical aspects and accuracy of a report if they have any concerns.

1.7 Traffic Control Committee meeting schedule

The Committee meet fortnightly, usually on Friday mornings. Currently, a quorum of three members is required in order to have a TCC meeting.

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

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

1.8 Extraordinary items

Reports that miss the regular agenda but cannot wait until the next regular meeting may – at the Committee’s discretion – be accepted to a meeting as extraordinary items. The reporting officer may request an item be submitted after the deadline for the regular agenda has closed but will need to provide sufficient explanation of the reason the item missed the regular agenda deadline and why it cannot wait until the next regular meeting. Additionally, the reporting officer may be called upon to justify why, if the report has already been delayed to this point, it cannot wait until the next regular meeting. The Transport Controls Manager will decide whether to allow the item to be submitted to the Committee as an extraordinary item and the Committee will decide whether or not to accept the item onto the agenda for that meeting.

1.9 Extraordinary meetings

If there is a safety (or similarly urgent) reason or an unusually large number of items to be considered, the Committee can be asked to convene an extraordinary meeting to review resolutions outside their regular meeting schedule. A quorum of three members is needed to hold the extraordinary meeting. The decision to use this process is made by the Chairperson on the advice of the [Transport Controls Manager](#) and the meeting is set up by the [TCC Secretary](#). A copy of the agenda for the extraordinary meeting (even if that is just the single report at issue) must be provided to all Committee Members irrespective of whether they will be able to attend the meeting.

1.10 Written unanimous decisions

If there is a safety (or similarly urgent) reason, the Committee can be asked to review a resolution without holding a meeting. These are known as written unanimous decisions. The written decision becomes valid once all the Committee Members affirm their support for the recommendations by way of an email or signed copy of the WUD cover sheet. (In practice this is always done by email). The decision to use this process is made by the Chairperson on the advice of the [Transport Controls Manager](#) and the process sending the report to the committee members is completed by the [Transport Controls Unit](#).

1.11 The list of restrictions and controls resolved by the TCC

1.11.1 Resolutions for vehicle and road use

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

1.11.2 Resolutions for parking

[No stopping at all times](#)(NSAAT markings)
[Restriction on stopping, standing and parking by time/day](#)
[Clearway](#)
[No stopping off the roadway](#) (berm parking prohibition)
[Angle parking](#)
[Loading zone](#)
[Bus stop](#)
[Pick-up/Drop-off parking](#)
[Small passenger service vehicle \(PSV\) stand](#) (replaces taxi stand)
[AT Local vehicle](#) (on-demand rideshare service)
[Paid parking – linear](#)
[Paid parking – zone](#)
[Time restricted parking – linear](#)
[Time restricted parking – zone](#)
[Off-street car park and parking building parking places](#)
[Parking for specified class of motor vehicles displaying approved permits or liveries](#)

[Car share parking](#)
[Reserved parking](#)
[Mobility parking](#)
[Residents only parking](#)

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

1.11.3 Resolutions for controls under the Local Government Act

[Pedestrian mall](#)
[Transport shelter](#) (bus shelter)
Fixing street levels
Removing cattle stops
Bridge weight limits

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

1.12 Templates used for TCC decisions

These reports are used for projects which include traffic control and parking control components listed in [1.11.1](#), [1.11.2](#), [1.11.3](#) and [1.14](#).

The report templates can be found on the Transport Controls Unit's [template library](#). They are updated from time to time, so it is important to always start a new report by obtaining the latest version of the template.

- [Permanent Traffic and Parking Changes](#)
- [Temporary Traffic and Parking Changes](#)
- [Confirmation of Existing Controls](#)
- [Amended Resolution](#)

1.13 What is a Traffic Ops report?

Where the national legislation allows for the use of traffic controls by the road controlling authority but does not specify that the decisions for them should be made by way of bylaws, the decision-making power can be delegated to an individual officer for approval. Auckland Transport has delegated most of these powers to the Traffic Operations Manager. (Although these powers are also delegated to the TCC).

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

The Traffic Operations Manager should only make these decisions where there are no other linked matters that require a decision by the Traffic Control Committee. In those cases – where the report includes decisions that must be made by the TCC – the report writer will need to use the [resolution template](#) for approval by the TCC. Some matters might be considered of such significance that they should be resolved by the Committee even if technically they could be approved by the Traffic Operations Manager. This would be decided on a case-by-case basis.

1.14 The list of traffic controls able to be approved by the Traffic Ops Report

[Traffic island](#) (raised or flush)
[Road hump](#) (vertical devices)
[Traffic calming device](#) (horizontal devices)
[Pedestrian crossing](#)
[School crossing point](#) (kea crossing)
[School patrol](#) (for kea crossing or pedestrian crossing)
[Footpath / Carriageway](#)
[Traffic signal \(mid-block\)](#) (for example, a pedestrian or fire station signal)
[Traffic signal \(intersection\)](#)
[Stop control / Give way control](#)
[Roundabout controlled by \(give way, traffic signals\) / Low-speed roundabout](#)
[Metering signal control](#) (in advance of a roundabout)
[Flush median](#)
[Edge line](#)
[Shoulder marking](#)
[Keep clear zone](#)
[No passing restriction](#)
[Traffic lanes \(without arrows\)](#)
[One way give way](#) (with priority) / [at a bridge](#) / [at a tunnel](#)
[Variable lane control](#) (variable or dynamic)
[Slow vehicle bay](#)
[Passing bay or lane](#)
[Delineators](#)
[Home zone](#) (non-bylaw shared zone)
[Advisory road marking](#) (sharrow, “slow” wording, friction treatment)
[Non-standard road marking](#)
[Advance warning of control or road / lane change](#)
[General or symbolic warning sign](#)
[Permanent hazard warning](#)
[Location / direction / destination information sign or marking](#)
[Road / lane information sign or marking](#)
[Roadway art](#)
General interest sign
Street name sign with advertising billboard

1.15 The template used for Traffic Ops reports

These reports are used for projects which include traffic control components solely from those listed in [1.14](#).

The report templates can be found on the Transport Controls Unit's [template library](#). They are updated from time to time, so it is important to always start a new report by obtaining the latest version of the template.

- [Permanent Traffic Control Changes](#)
- [Permanent Warning or Advisory Signs or Markings](#)
- [Nu-Lite Sign Approval Report](#)
- [General Interest Signs Approval Report](#)
- [Roadway Art Approval Report](#)

1.16 What is a temporary report?

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

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

It is possible to create temporary no stopping restrictions, loading zones, bus stops, authorised vehicle parking spaces, resident parking areas, etc. that can be enforced by AT Parking Wardens. The Committee's policy on temporary no stopping at all times markings is found in [Appendix C](#).

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

1.17 The template used for temporary reports

These reports are used for projects which include temporary traffic and/or parking controls.

The report templates can be found on the Transport Controls Unit's [template library](#). They are updated from time to time, so it is important to always start a new report by obtaining the latest version of the template.

- [Temporary Traffic and Parking Changes](#)

1.18 What is a Confirmation of Existing Controls Report?

Given the long and varied history of local government in the Auckland region there are some traffic and parking controls that are well established on the road, but AT does not have easy access to the formal records of the decisions made by the relevant road controlling authority at the time they were first put in place. Where such traffic controls are located in the vicinity of a new project that requires a resolution they should be included in the report for that project. But where it is considered useful for enforcement or other purposes for AT to have a formal decision on record of those controls but there is no new project nearby to be combined with, then these controls can be covered by a Confirmation of Existing Controls Report which is prepared internally by the Transport Controls Unit. Such a report will set out the existing controls with only very minor scope for inconsequential changes and additions.

1.19 What is a Roadway Art Report?

With the rise of "tactical urbanism", which is the use of short-term, low-cost controls and road markings to test safer and more people-friendly spaces, the concept of roadway art was developed as an amendment to the TCD Rule. This allows – under limited

circumstances – for ‘roadway art’ to be applied to the surface of the roadway portion of the road. Roadway art is not a traffic control marking and is not included in Schedule 3 of the Traffic Control Devices Rule 2004. However, as the legislation gives AT the power to apply these non-standard markings on the road, a formal decision is required by the Traffic Operations Manager to apply these markings and this is covered by the [Roadway Art Report](#). If roadway art is being applied as part of a broader project a standard report will be used but this stand alone report can be used if the roadway art is the only thing being approved.

[What to do if the roadway art is being included as part of a larger proposal in a Permanent Traffic and Parking Changes report](#) – There are conditions that need to be met to apply roadway art on a road and it is important to establish that those conditions for the roadway art have been met. To that end, text has been written to demonstrate this. This text can be found in the template report, but is also given below.

In accordance with the requirements of 5.6(1) of the Land Transport Rule: Traffic Control Devices 2004 the location of the proposed artwork is a lower risk environment (the operating speed has been [Choose an item](#). less than 30km/h). The proposed roadway art does not resemble and is not similar to a traffic control device, nor would it mislead road users about the meaning of any traffic control device. The roadway art will not be visually integrated into a marking specified in Schedule 2 of that Rule.

1.20 What is a Permanent Warning or Advisory Signs or Markings Report?

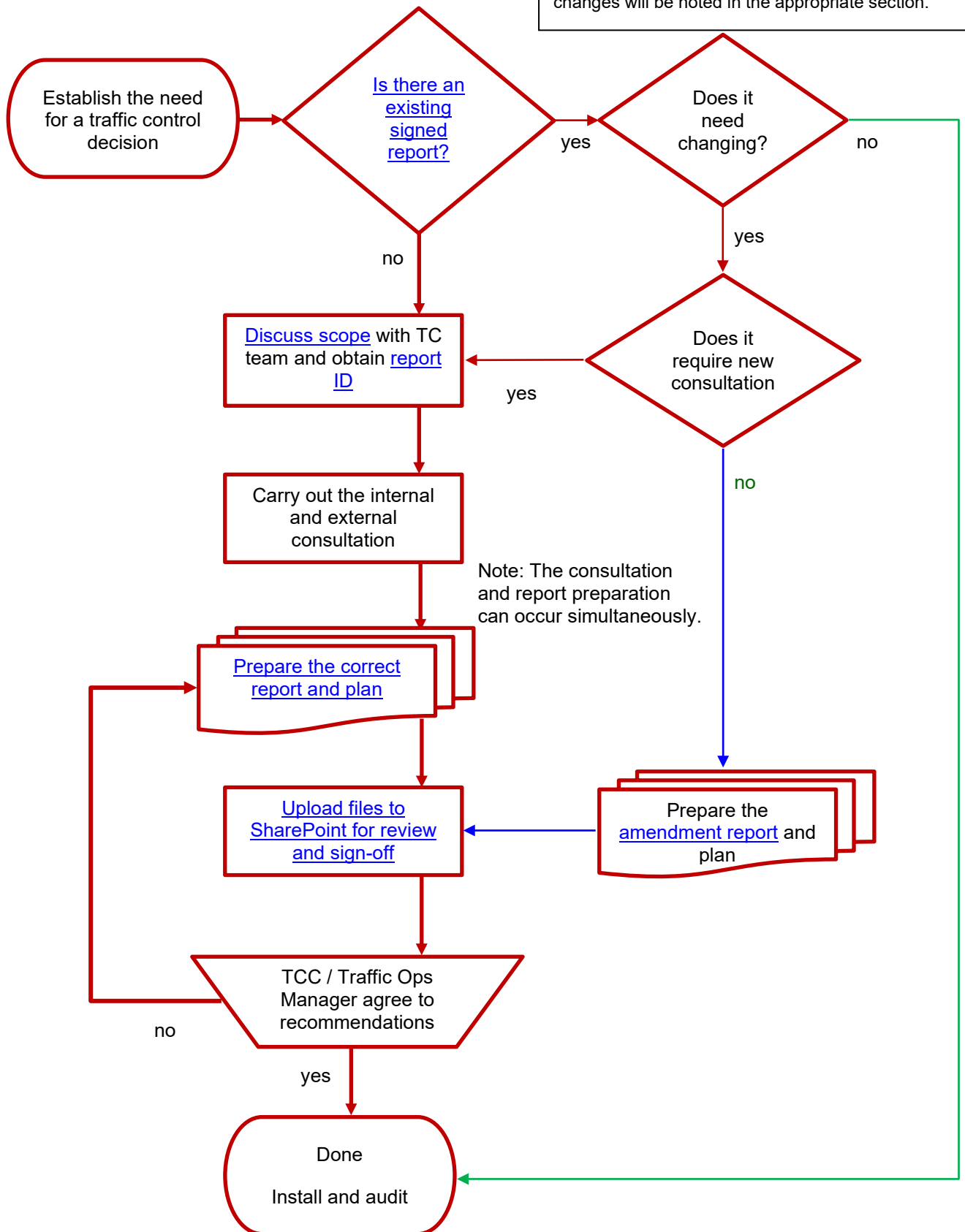
A formal decision should be obtained for all controls established on the roads in order to justify any changes made to the road and to track the decision making for financial audit purposes. AT have allowed some flexibility in this regard, by focussing on the regulatory controls. However, a record of decision is useful for non-regulatory controls to establish that a formal decision has been made by an officer with the delegated authority to make that decision. The Permanent Warning or Advisory Signs or Markings Report provide for a Traffic Operations Manager decision for signs or road markings that warn road users of advance controls or road/lane changes, permanent hazards, advise road users of direction, location or destination information or road or lane information. If these controls are linked to matters that require a decision by the Traffic Control Committee, the controls should be incorporated into the [TCC Report](#). Where they are not linked to other matters, they are set out in the [Permanent Warning or Advisory Signs or Markings report](#).

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2 Section 2 – The Report

2.1 The process flow chart

NOTE: This section is suited to internal AT projects. Where differences exist for external projects, the changes will be noted in the appropriate section.



2.2 Where to start

Before you begin any part of the resolution process, you need to check if there are any existing TCC resolutions or Traffic Ops approvals in place. If you are checking the SharePoint libraries where the resolution documents are stored, there is a [guide](#) on the Transport Controls Administration page (under Administration Topics: Guides) that will show you how to search for existing resolutions and approvals. There is, additionally, a GIS layer in Mahere that displays resolutions and approvals, although it needs to be understood that not all of the SharePoint files can be displayed in GIS. You must include this information in your search when finding the most recent active resolution. Training in how to use GIS may be required for this.

Once you have established that you need to resolve an area, you will need to complete a site visit. Sections [2.6](#), [2.7](#) and [2.10.3](#) of this guidebook outline the established method for field measurements and suggest several questions you should be evaluating, so look for these issues (or others) while you are in the field.

2.3 Reporting Officer

The reporting officer must be a member of AT staff or seconded to AT for the duration of the process. They will be responsible for tracking the progress of the item and identifying and addressing any issues with the process, including delays and comments from reviewers or the Committee.

The reporting officer needs to provide the WBS code and, when a project has gone or will go through the Design Review Panel process, the DRP number, to the TCC Secretary when either they or their consultant requests the report ID. The reporting officer is responsible for proofreading the report for grammar and other issues before it is submitted to the review process. They or their representative (like a team admin or colleague) will be uploading the item to the review process and will be tracking the progress of their item through the review process. It will be up to the reporting officer to address any issues raised by a reviewer, as well as identify when their review is being delayed and act accordingly. If a reviewer has not responded to the review in a reasonable timeframe, it is the reporting officer's responsibility to contact that reviewer to address the reason for delay.

If there is an issue with the review software, they will need to contact the [Senior Resolutions Systems Developer](#) regarding the problem with the software.

2.4 Report ID

Fill in a copy of the [request for report ID form](#) with the appropriate information and email it to the [TCC Secretary](#) to request a report ID.

Most internal projects should have a WBS code for the project. Only use a team cost code if there really is no relevant WBS code available. Note that there is a hourly cost that will be charged to the WBS or cost code for the Transport Controls Unit review and other Transport Controls Unit services.

In the box for AT Project Manager record the name of the AT staff member responsible for the report. If the request for an ID number is being made by a consultancy in relation to a report being prepared for a developer as a resource consent condition, the person named in this box will be the External Resolutions Facilitator.

If the report will be prepared entirely in-house, use “In-house” for the consultancy.

Cost Code / WBS	DRP Number	Primary Road Name	Secondary Road Name(s)	Subrub	Local Board	AT Project Manager	Consultancy	Report ID (AT office use only)
		Mahurangi East Road	Muncaster Road, Tamatea Drive	Warkworth	Rodney	John Smith	Traffic Plans	
		Mayfield Road		Glenfield	Kaipatiki	Joe Bloggs	In-house	
		Road 1	Road 2, Road 3, Hunua Road	Hunua	Franklin	External Resolutions Facilitator	Roads'R'Us	

2.5 Extent of the report

Many areas have multiple restrictions and/or controls and to ensure they can be enforced by AT or the Police there needs to be a record of the legally valid decision made to put each of them in place. Regardless of your project, the strong preference is for the extent of your report to be to the nearest street intersections or at the least, from your reference/datum point to your controls. Your drawing shows every control on both sides of the road within those boundaries. For example, if your project is the bus stops on Blockhouse Bay Road near Powell Street, it is preferable to incorporate the traffic islands and NSAAT markings on the road between Henry Street and Himikera Avenue. Creating block resolutions in a manageable size will provide us an updated document that can also be used as an accurate legal document in court hearings. The impact of other controls in the area that you are resolving may also be relevant information for the decision makers and so this is another reason why they need to be shown in the drawing.

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

It is a better use of time and budget to incorporate existing controls in the vicinity of your proposal, particularly if there is an existing enforcement issue in the area. However, if time or budget constraints do not allow for increasing the scope of work, you may include the existing controls as is. If any controls require changing, it will be the responsibility of the team that would normally resolve that control to make the change. If the relevant team is unable to upgrade the control within your resolution, you may show the control in grey and not resolve it within your report (although it is still preferable to show the control in black and resolve it as is). Note that any controls you are changing as part of your proposal must be included in their entirety. It is not possible to resolve, for example, half a bus stop or a portion of no stopping at all times markings.

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

because this provides better customer service than having multiple proposals for the same section of street consulted on separately.

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

Bus stops should be made TDM-compliant where it is feasible or convenient to do so.

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

2.6 Transport Design Manual standards

The Auckland Transport Code of Practice (ATCOP) has been replaced by the [Transport Design Manual \(TDM\)](#). Only where the TDM does not cover an aspect of design, can you revert to ATCOP.

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

The report is to state in the Strategic alignment section whether or not the controls comply with the TDM. If they do not, the report is to explain how the departure has been agreed to or what AT-approved process was used to obtain a departure from the standards (DfS).

2.7 Finding the reference points

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

Generally, we have used the intersection of prolonged kerb lines as our first choice for locating the datum point as this is fairly easy to establish in the field and kerb lines seldom change. Obviously, there are some disadvantages to this approach given that there are valid health and safety concerns involved in standing in the roadway to find this point; we are moving to more kerb lines these days than in the past. Additionally, when the approach to an intersection has wide sweeping curves it might not be as easy to have two people find the same datum point. The second most used method is the prolongation of a clearly established property boundary, i.e., one with a good fence line or where two significant buildings in fully built-up areas – such as two commercial buildings – meet at

a property boundary and can be verified in Council's GIS data. Trees, smaller buildings, and driveways are not acceptable to use as these may change over time and without notification or records.

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

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

Private roads – It is acceptable now to use certain private access roads as part of your datum point. If the access road has an acceptably straight kerb line and the access is for a school, hospital or shopping centre, the prolongation of the access road with the street may be used in place of a street intersection. Ideally, you want to choose a driveway that has been constructed in the manner of a road, with kerbs and a kerb radius at the access.

Property boundaries – If there are no appropriate extended kerb lines to use, property boundaries may be used instead. Property boundaries can be a tricky case. While the boundary itself is acceptable to use, establishing that boundary can be difficult in the field. If there is a fence line that matches both in the field and in GIS, you may use the fence line. It is assumed that fences have been constructed on the boundary line, but you must confirm this by matching the field conditions with GIS. Buildings may not be used to determine property boundaries. The exception to this is where two buildings meet in fully built-up areas and this would be evaluated using the same criteria as fence lines, i.e., the field location must match the GIS property boundary information.

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

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

2.8 Taking the measurements

In order to balance accuracy with safety, measurements should be taken by running the measuring wheel along the kerb face. This can be done either in the kerb channel as close to the kerb face as practicable or along the top of the kerb or both (moving perpendicularly between the kerb channel and top of the kerb as needed to avoid

obstacles). Measurements can be taken along the footpath in cases where starting at the extended kerb line would put the person into a dangerous position. The measurements still need to be based on the length of kerb, though, so once you've gone past the dangerous section, transfer the wheel to the kerb channel or top of kerb and continue the measurements along the 'kerb face'.

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

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

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

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

2.9 General hints, tips, and report writing guidelines

- a. **Important** – *You will include all restrictions and controls on both sides of the road within the nearest street intersections surrounding your proposal (include both sides of the intersection). If this is beyond the scope of work for your proposal, you can talk to one of the [Senior Resolutions Specialists](#) to adjust the extent of your resolution.*
- b. **Important** – *You must show the NSAAT markings within a cycle lane (including protected cycle lanes), and you now resolve them with a separate recommendation – but referring to the cycle lane label. New markings will be shown in blue, existing markings will be shown in black. The recommendations for the [cycle lane and NSAAT markings](#) are given in the list of recommendations.*
- c. **Important** – *If a design element in your proposal does not meet TDM standards and you are unable to bring it to TDM standards, whether because of project deadlines or budget, the relevant team needs to be informed so that they may upgrade the control, if needed.*
- d. **Important** – *For the resolution plan, do not measure from an aerial, GIS or AutoCAD. Measurements must be taken in the field.*
- e. **Important** – *Do not use 'P' for a restriction label.*
- f. **Important** – *Close out your internal and external consultations. The TCC will no longer accept reports that don't demonstrate the consultations have been properly closed out.*

- g. **Important** – *Always start with a new template. The templates are updated on a reasonably frequent, but random, basis and older versions cannot be submitted to the agenda.*
- a. **Important** – *A signed report is required before any construction starts that will result in permanent changes to the traffic controls on the road network. This may also apply to long-term temporary changes.*
- h. Discuss your proposals with a [Resolutions Specialist](#) very early in your investigations to seek advice on the scope of the report.
- i. The reporting officer must be an Auckland Transport staff member.
- j. Internal reports will not be accepted or reviewed without a cost code/WBS number. It is the responsibility of the AT officer to provide this code or enter the information in the report.
- k. If it is mentioned in the report, it should probably be shown in the drawing. Conversely, if it's not mentioned in the report, ask yourself if you really need to show it in the drawing. For example, if the bus shelter needed to be located to a specific spot because of a tree, then discuss the tree in the report and show the tree in the plan. Otherwise, trees only clutter and confuse the drawings. More detail on what is needed in a resolution plan can be found in [Section 3](#).
- l. When you are ready for the review and signatures, you will need to initiate a new review process on the [Reports – Review and Sign-off](#) library. You will need to upload the final Word document for the report and the .pdf conversion of the plan. Combine all the sheet of a plan into a single .pdf file if there is more the one sheet as the review software only allows the upload of a single .pdf file. A guide on how to initiate a review process and upload your documents can be [found here](#). You need to obtain the .dwg files from your consultant in case the reviewers require access to those files. You will need to have the consultant either include all relevant x-refs or (preferably) have them bind the x-refs to the drawing before sending. AutoCAD files should be sent to [Transport Controls](#) to store on an ACAD-dedicated library.
- m. The review process has been designed to take two weeks to complete. It is still your responsibility to track the progress of your item through that process. It will obviously take longer if the review finds errors you have to correct.
- n. Because the court system holds AT to a higher standard than the general public, the TCC Secretary might not accept TCC reports that have noticeable errors in spelling, grammar, syntax, punctuation or formatting. Proofread your reports before submitting.
- o. Use the [Report Review checklist](#) to identify any potential errors that could get your report or plan rejected at some stage of the process.
- p. In the templates, text highlighted in yellow is to be replaced with appropriate wording. Text in black is not to be edited. Text in red is to be noted, then deleted. Text boxes are to be deleted when the instructions have been followed. Where there is a choice of words or phrases to use, choose the appropriate one and delete the remainder. Where the template provides a drop-down list of choices, you are

expected to use those words. If no choice is appropriate to use, contact the [Transport Controls Unit](#).

- q. Clarity is a key point in writing the report. Remember your audience are the prosecutors and adjudicators who need to find the legal information quickly and understand it easily. The public are also your audience so reports need to be written in such a manner as to be understandable to a lay audience. Avoid using engineering terminology where you can and if you must use engineering terms, define them.
- r. Don't use TLAs (and now you know why). Don't use engineering terminology. Don't use AT-specific terminology, like CRM (it is "customer request" instead). NZTA is referred to as New Zealand Transport Agency (Waka Kotahi). It is not NZ Police; it is the New Zealand Police, etc.
- s. Don't use people's names in your report. People should be referred to by their title or position, not their name. Departments are referred to by department name. People who respond to the external consultation should not be named. And unless it is necessary for the context of their comment they should not be identified by address (they should be identified by road name instead). For the external consultation respondents, you should use generic terms where possible, such as "business owner" or "resident", to refer to the members of the public. Company names are not to be used in a report.
- t. Don't mention internal processes in the report. There should not be any mention of the TCC, ELT or any other process that is internal to AT. Internal processes are not suitable information for a public document.
- u. Don't repeat information within the report and especially don't copy and paste from one section to another. The information you are presenting properly belongs in one section and should therefore not need to be repeated anywhere else.
- v. The Traffic Control Order section of the report is taken to court and it must include all relevant legal information, anything that a judge or adjudicator is likely to need to make a decision on the infringement. The body of the report may or may not be included, so write that section with both the TCC and an adjudicator in mind.
- w. Check the Recommendations section again to ensure that all information is exact and correct. Road names and resolution labels should be in bold type for clarity. "Default" conditions for a control are not bold, but any unusual/non-typical conditions are.
- x. Was the consultation properly closed out? Make sure it's clear in the report if it was. Also, the Committee will want to know if there were any comments after you had contacted the objectors. Include that information in the report as well.
- y. Engage with other teams to the extent possible. Other teams may have valuable insights for your project. Don't just let them know you have a proposal, sit down and talk to them when you can. Follow this up with an email for your records.
- z. The Traffic Control Committee meets fortnightly but final reports can be uploaded to the [Reports – Review and Sign-off](#) library at any time. They will be processed for inclusion in the next available agenda when the review is completed.

- aa. It is important to incorporate other relevant projects and legacy controls in the vicinity of the proposal you are working on. The Traffic Control Committee prefers that residents are only consulted once because this provides better customer service than having multiple consultations for the same area in a short time period.
- bb. Don't mention websites or links within a report. The adjudicator is unlikely to have access to the website and it's entirely possible the information on it would have been removed, changed, redirected or something else by the time anyone tries to access it. If the adjudicator thinks the information on the website (that they're not seeing) was important to their decision on the legality of the controls, it could affect how well we can defend the reports. Therefore, if the information is important to a legal decision, summarise the important information in the report, but without mention of the website or link.
- cc. We do not use "broken yellow lines" or any variant thereof in a report because it is not sufficiently self-explanatory of the control. It's always no stopping at all times road markings, markings or no stopping at all times restriction(s). Abbreviating it to NSAAT is fine, after you've defined the abbreviation, that is. For similar reasons, it is "pedestrian crossing", not "zebra crossing" and a "midblock pedestrian signal", not a signalised crossing. If you call it a pedestrian crossing, it needs to be what is defined in the [Traffic Control Devices Rule](#) as a pedestrian crossing, etc. As legal documents, we want to use language as it is given in legislation and avoid common or engineering terminology.
- dd. All paragraphs must be right/left justified. Spacing between paragraphs is 6pt before and after the paragraph with no spaces between paragraphs of the same style. Text is single line spacing. This must be formatted consistently throughout the report.
- ee. Using a bullet point list does not obviate the need for correct grammar and punctuation. You should treat this as if it were a single sentence (which it still is, by the way) and punctuate accordingly. You may use the Oxford comma or not as you wish.
- ff. The date should be written out in full using the month name, not given in numbers. Do not use a leading 0 in the date either. For example, it's 3 June 2016, not 3/6/2016 or 03 June 2016.
- gg. Proper English means numbers ten or less are spelt out. Excessively proper English means that numbers that are convenient to spell out (like twenty) are also spelt out. It is also unacceptable English grammar to start a sentence with a number.
- hh. When referring to a street address, use "No." It's No. 13 Great North Road, not no 13 Great North Road or no. 13 Great North Road, although #13 Great North Road or 13 Great North Road are acceptable.
- ii. Bus stops are referred to as "bus stops", not "stops".
- jj. The concrete areas in bus stop designs are referred to as "concrete hardstand areas".
- kk. **Important** – *Always start with a new template. The templates are updated on a semi-frequent basis and older versions may not be submitted to the agenda.*

Starting a new report by amending a previous one often results in stupid errors like forgetting to change a road name.

- ll. Do not delete any sections of the report template. If the section is not relevant, explain why it is not relevant rather than removing it.
- mm. Where a proposal extends over several roads and the issues are similar for each road, you may incorporate all the roads into one report if it does not make the resultant report too difficult to read.
- nn. Use the appropriate templates for the type of parking restrictions or traffic controls needed for the TCC or Traffic Ops reports. If you have any doubt, please contact one of the [Resolutions Specialists](#) to obtain the right template for your report.
- oo. Urgent issues are covered by the 'Written Decision of the Traffic Control Committee' report which is prepared by the [Transport Controls Unit](#). Refer to [Section 1.10](#) for more detail.
- pp. To start the review process, initiate a new review process and upload your final Word report along with your .pdf plan to the [Reports – Review and Sign-off](#) library. Contact the [Senior Resolutions Systems Developer](#) if the review process is not started within one business day.
- qq. The Traffic Control Committee meets fortnightly but new review processes can be initiated at any time – once the review process is completed, the reports will be processed for inclusion in the next available agenda.
- rr. Consultation is usually to be undertaken using drawings with an aerial photograph background.
- ss. Drawings submitted with TCC or Traffic Ops reports are not to have an aerial photograph background and are to comply with AT guidelines regarding colours and linetypes. See [Section 3](#) for more details on preparing the plan.
- tt. Measurements of traffic and parking noted on drawings are to be based on site measurements rather than measured from aerial photos. Aerial photos cannot represent the on-ground distance uphill and downhill. Reports may be audited once installed; any measurement discrepancy will require correction, which could be either preparing an amended report and submitting it to the TCC/Traffic Ops Manager for approval, or correcting the signs and markings on the ground to conform to the approved plan.
- uu. If the report is being prepared in-house, remove the row for “consultant/author” on the cover page, using the “delivered by” or “recommended by” row for the AT reporting officer information.
- vv. The reporting officer must be an Auckland Transport staff member.
- ww. Even though the recommendations in this guidebook and its associated list start the lettering at C, when copied into the report, the lettering should update correctly, However, Word does have issues with this, so the lettering needs to be checked and manually corrected where needed.

2.10 Writing the report

The same requirements for report writing here apply to both the permanent traffic and parking or traffic control changes templates and many apply to the temporary road works template as well.

While the most common use of a TCC or Traffic Ops report is to support enforcement, the primary purpose of these reports is to justify the decisions we make for the roads. Therefore, the reports must contain sufficient information to justify the decision. If the decision is ever called into question, the report needs to demonstrate that a robust process was followed.

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

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

Overall, the court system cares about the legalisation of the control. A significant part of determining this is the process followed. Therefore, your report should focus on the traffic controls, not the project, and the steps taken to legally resolve the control(s).

In general, most sections of the report only require a few paragraphs or so of text. It's important to show enough to demonstrate good engineering judgement and competence, but more than that isn't necessary.

The highlighted sections are the text that needs to be changed. The sections between the stars should be rewritten with appropriate wording for the specific project. In the highlighted sections not surrounded by stars, you choose the appropriate text or delete it if it isn't appropriate to your project.

2.10.1 Cover page

Local Board – there is a second drop-down list of Local Board names after the main list for cases where a project falls into more than one Local Board area. Choose all Boards that apply. Copy the second list if there are three or more Board areas involved.

Location – show all the street names that are mentioned in a recommendation. If there are too many street names to fit on two lines, choose the most important streets and identify them by name, but the non-important streets can be abbreviated as “and surrounding streets” or a similar description.

Street names are always spelt out in full: Road, Street, Avenue, etc, as in Great North Road. Never use the abbreviations Rd, St, Ave, etc. It will not be Edward Ave; it will always be Edward Avenue throughout the report. Well-established addendums can be included even though they are not strictly part of the road name, i.e., Customs Street East and Customs Street West can be used even though legally the road name is Customs Street.

Proposal Description – describe the elements of the proposal: no stopping at all times, bus stop, traffic islands, etc. If there are too many elements to describe them individually in one or two lines, identify the critical elements (generally, these are the ones that initiated the project). The non-critical elements can be abbreviated or summarised: “and other pedestrian improvements” or “and existing controls” for example.

Reporting Officer – this is the AT officer who will be responsible for this project, generally the Project Manager. This must be an AT staff member. For projects started internally this person will usually be the Parking Designer or Delivery Team/PM responsible for a project or the engineer responsible if the delivery team is not involved. For developers in relation to resource consents or temporary road works, this will be the External Resolutions Facilitator. Include the officer’s name and job title. Do not include the officer’s department or division information.

Reference numbers – include the WBS code. If the design will be going through the Design Review Panel, include the DRP number. If the design doesn’t qualify for a DRP review, show “N/A” in the area for the reference number. Do not delete the DRP line. For internal projects, delete the entire line for the ENG/RC reference number information as that information is for the Transport Controls team use only.

Signatory information – do not edit this table other than to add the correct Traffic Engineering Team Leader’s name and area. The remainder of the signatory information is for internal use only. Unlike previous versions of the report template, rows are not to be added or deleted.

Author information – fill in the information as appropriate for the consultant/author, delivered by and recommended by fields. This is a table, although the gridlines have been hidden, so any row that is not appropriate to the report should be deleted. There are no dates to be added to the table. The initiation of a review process for the item constitutes the project manager’s/reporting officer’s approval of the item and a date is not considered necessary information for this approval.

2.10.2 Title Block

Local Board, Location, Proposal Description, and Reporting Officer – this is a copy and paste from the cover page. Make sure that the text on all three pages that ask for this information (cover page, title block and traffic control order) are identical.

2.10.3 Origin and Desired Outcome

Show who or what brought the issue to AT’s attention. If the project was initiated by a group, describe the group: Waitemata Local Board for example. If the project was initiated by a customer request, state that it is a customer request, but do not name the customer. Describe the situation that precipitated the request. If the project was initiated by an event, such as a crash, describe the situation that led to the event. If the project is a forward works project, there will still be a study or event that added that project to the forward works list. Name the programme and describe why the project needs to be done.

Also describe in broad terms what the desired outcome of the project is. For example, if the problem is pedestrian safety, then the desired outcome would be to improve pedestrian safety.

In short, answer these questions: why are we doing this project and what do we hope to achieve from it?

2.10.4 Location

Describe the location of the proposal (including the Local Board area) and describe the general character of the surrounding area: residential, commercial, business industrial, etc. If there is anything unique or unusual about the area that affects how the proposal was designed, include a brief description of that characteristic(s). If there are any schools in the vicinity, include that information as well. If there are any unusual features or buildings/land use that affected or could affect the proposal (for example, a retirement home or hospital where the proposal includes pedestrian facilities), include a brief mention of them. Is there a significant existing parking demand?

Fill in the table with the road name, classification, Annual Average Daily Traffic (AADT), whether or not it is an Over-Weight or Over-Dimension route and what type of bus, cycle or pedestrian network it is. This information should be obtained from [Future Connect](#). Some of this information is in a drop-down menu format; choose the appropriate item from the list. For each road, state all designations that apply or “none” if the road is not designated as any of these routes. Also, for the bus, cycle or pedestrian network information, use the detailed information from Future Connect, e.g., it’s a Rapid Transit Network or Connector Cycle route, rather than a more general bus route or bike route.

Traffic counts can be taken from the [AT website information](#). If traffic count information is not available, estimates of the traffic volumes are acceptable, provided that the estimate can be justified.

All streets mentioned in a recommendation should be entered into the table. Add or delete rows in the table as needed.

If there were any other factors – conditions or constraints – that influenced the design of the proposal, they should be mentioned. These can be such factors as road geometry (road/lane width, road/intersection geometry, etc), traffic operation (delays, volumes, heavy vehicle rates, speeds, etc) or safety (crash history, conflict analysis, etc). For example, if there is an issue with the road or lane width, you would state the carriageway/lane width. However, if it didn’t affect your design, don’t include it in the report.

If a road is a cul-de-sac or within a parking zone, this needs to be stated in the report.

Any studies or data, like crash data, that were used to identify the problem or a potential solution are also included here. State what study was conducted or data gathered, the results of the study/data and the conclusion that was drawn from the study/data, if any conclusion could be drawn.

2.10.5 Proposal

This is your final design. Describe the elements that will make up the proposal, but don’t include measurements or distances. For example, it is proposed to install no stopping at all times (NSAAT) markings on Bairds Road and Cobham Crescent and relocate the bus stop from outside No. 238 Bairds Road to south of Cobham Crescent. Do not summarise the controls under a general statement, but state each individually, including any existing controls you are confirming in your proposal. You can separate your

proposal elements from the existing controls to make it more clear that some of the recommendations are confirming existing controls.

Existing controls – If you are confirming existing controls within your report, you must still have them examined by the appropriate team for reasonableness and appropriateness. You can change any part of existing controls not suitable to the current layout and function of the area. External consultation is not required for any restrictions or controls that have been in place since before AT came into existence unless you are making changes to the restriction or control. Any changes to the existing controls may require consultation.

Previously resolved controls – Sometimes, you will need to reference a previously approved resolution in your report. In order to provide sufficient legal information for an adjudicator to determine the validity of the subject resolution, the following information is needed: a description – general or specific – of the road or existing traffic controls, the Committee (or other legal body) that approved the resolution/report, when it was approved and how to identify it or find it. The format for this information is generally as follows:

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

Note that unless a report has been signed by the Committee, it is not a resolution and should not be referenced or referred to as a resolution. Therefore, the reports that have been reviewed by the TCC for a development, but cannot be resolved because they include roads that have not yet been vested to Council, would be referred to as a “report” and would not include the date the TCC considered the report, although referencing them by report ID is acceptable.

2.10.6 Strategic alignment – design standards

You must state whether or not your proposal meets the standards in the Transport Design Manual (TDM). If any part of the proposal does not meet the standards in the TDM, you must show how you obtained an AT-approved departure from standards.

Note that this should not be a discussion about the design. The Traffic Control Committee are not a design review committee. This is a discussion about the process. What they seek from this section of the report is an assurance that the correct internal processes were followed. So, where you’ve had to deviate from the standards, you must demonstrate that you’ve followed the correct internal policy for a departure from standards.

If the TDM does not apply to your proposal – for example, your proposal is limited to parking restrictions – justify why the TDM is not applicable to your proposal. Do not delete this section. Explain why it’s not relevant instead.

2.10.7 Strategic alignment – safety

AT is committed to various strategic goals and your report should reflect how your proposal aligns with those goals. You should explain how the proposal fits with the safe systems approach to design to align with AT’s commitment to [Vision Zero](#).

Additionally, if a safety audit was done, show the conclusions from the audit. What was the concern raised and what has been or will be done to mitigate it? Keep in mind, however, that the focus of this section is to demonstrate how we are moving to achieve safer roads. In other words, it's not about the audit itself; we can use how we applied the conclusions of the safety audit as the justification that demonstrates our commitment to safety. Even without a safety audit, you should still be able to say something about how your proposal improves the safety of the roads or, at the least, doesn't degrade the safety of the roads. For example, it is acceptable to explain why your proposed change for a parking restriction has no impact on safety in lieu of providing a safety discussion.

It is not acceptable to state that a proposal will improve safety without explaining why because that begs the question, how/why does it improve safety? You need to explain the statements you make because your audience are not typically engineers. You need to show your reasoning and explain your assessment in language a lay person would understand. Do not leave questions open. Tell us how your proposal improves safety and don't use engineering terminology in that discussion.

2.10.8 Strategic alignment – other (parking, PT, active modes, climate change etc.)

It is expected that AT projects (and desirable for projects lead by other parties) to be well aligned with the various strategic documents that guide Auckland Transport. To help ensure that robust decisions are made on the basis of all relevant information it is useful to refer to the strategic documents that guide operational projects.

Use this section of the report to state if the purpose of the project related to one or more of the more operational level strategic documents. Details of the [strategic documents](#) can be found on the AT and AC websites. In developing proposals consideration could be given, as appropriate, to:

- [Room to Move: Tāmaki Makaurau Auckland's Parking Strategy](#),
- [City Centre Bus Plan](#),
- [Auckland Freight Plan](#),
- [Accessibility Action Plan](#),
- [Regional Rapid Transit Pathway](#),
- [Auckland Network Operating Plan](#),
- [Auckland Council Transport Emissions Reduction Pathway](#), and
- [Waiheke 10-year Transport Plan](#).

It is not generally necessary to refer to the broader scene setting high level strategic documents like the Government Policy Statement, National Land Transport Programme, Auckland Plan 2050; the Regional Land Transport Plan, Auckland Transport Alignment Project, Future Connect or the Roads and Streets Framework.

However, in addition to stating how the project aligns with strategic documents it is also important to be aware of any potential for a project to be seen as being inconsistent with a strategic document. If there is some aspect of the proposal that would seem to be inconsistent with a strategic document explain why the proposal is still being made. For example, if alignment with another strategic document is considered to have more weight in that instance.

At the very least this section of the report requires report writers to turn their mind to these matters enough to assure themselves that the purpose of proposed design is not inconsistent with any of AT's guiding strategic documents.

2.10.9 Options assessment

This is where you show your engineering judgement. The Committee want to see what judgement you applied in getting from your initial issue to the proposed solution – what factors you considered and the implications of each.

Do nothing option – It is not sufficient to say, in effect, that we don't want to do nothing because that doesn't solve our problem. These reports are used to justify the TCC's decision, so we need information in them that will achieve that. To make a robust, defensible decision, the TCC need to see all aspects – the good, the bad and the indifferent. So, tell us what may happen on the road or to the road users if your proposal isn't implemented. Give us a prediction and justify that prediction with your engineering assessment.

Additionally, stating that something doesn't address an issue begs the question, how/why doesn't it address the issue? You want to be answering these unanswered questions in your report. Don't leave questions hanging; we need those answers to help justify the TCC's decision.

It should be kept in mind that the do-nothing option is not an option per se. It is not something that the reporting officer, designer, developer, etc chooses as an option to be considered or progressed. In effect, the 'decision to progress' with the do-nothing option is a result of the Committee declining the report. Therefore, this discussion should focus solely on the prediction and your engineering assessment of it and not contain any language about whether the option had been considered or why it was not progressed.

Options – You would have identified the desired outcome in section 1.1, but that would still likely be a set of possible specific solutions. In all but the simplest of projects, there will be different ways of doing effectively the same thing. Each one of those "solutions" should be an option discussed here along with their advantages, consequences and wider ramifications. Each option should describe the potential design, the engineering assessment of that option – good and bad – and why it was not progressed.

Following the pedestrian example from 1.1, you would discuss the various ways the pedestrian safety could be improved (traffic calming, pedestrian facilities, diverting pedestrians to a safer crossing area, etc). Even within the categories of traffic calming or pedestrian facilities, there are a variety of solutions and it should be shown why the one chosen was preferred over the other possible designs, e.g., why choose a pedestrian crossing over a midblock pedestrian signal.

It is acceptable to cite costs or standards as part of your justification. For instance, if the Transport Design Manual states that a pedestrian crossing should be installed on a raised table, that can be used as the justification for proposing a raised pedestrian crossing and not a flush crossing. Citing the standards won't provide a justification for preferring a crossing over a pedestrian signal, however; that will be your engineering assessment instead.

Additionally, comments received during consultation about changes someone wants to make to the proposal is a decision made on the design. In other words, if somebody asked you for a change, then you would have needed to evaluate that potential change and rendered a decision on whether or not to make that change. We must see that process. Therefore, internal or customer requests are an option that must be discussed here as well. This is particularly important for any comments the Local Board makes. If

the Board asks for a different design or a change to the proposal, that becomes an option that must be discussed here.

Proposal – The final option is the proposal. Describe any impacts or consequences of your proposal. Describe how the proposal meets the needs of the desired outcome. When evaluating your proposal, remember to look at the wider picture. Will the issue be moved elsewhere? For example, removing parking in one area is not likely to reduce the parking demand; it may instead transfer that demand to an adjacent neighbourhood. The Traffic Control Committee must know of any impacts or consequences from your proposal in order to demonstrate they've made an informed decision on it.

2.10.10 Consultation in general

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

The Traffic Control Committee want to see the report writer engage with the stakeholders to the extent possible. It is necessary to keep a written record of your consultation.

Multiple rounds of consultation – When there has been more than one round of consultation, the tables should show the results from the most recent round of consultation. After each table, provide a summary/history of the previous round(s) of consultation, starting from the beginning and including a discussion of the comments and feedback and how it led to the next round of consultation.

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

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

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

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

NSAAT road markings on narrow roads and cul-de-sac heads – If no stopping at all times road markings are being proposed on narrow roads (roads that are 7.0m or less in width) or around cul-de-sac heads, internal consultation for these markings is done by notification. Additionally, to reduce the timeframe surrounding this type of proposal, internal consultation may also be done simultaneously with external consultation. It must be remembered that external parties, including the Local Board, are still

consulted/notified for these types of resolutions; this change allows for the external consultation to run in parallel with the internal consultation. You must also show in your report whether the external parties were consulted or notified of the proposal.

2.10.11 Internal Engagement Analysis

Internal stakeholders should be consulted directly rather than being notified of the proposal giving them the opportunity to evaluate the proposal in light of their individual expertise. Internal consultation on many projects will now be done by way of the design review panel process instead of contacting individual teams directly or through the consultation team.

The table in the report is intended to show all parties affected by the proposal that the TCC want to see to ensure they make a good decision. If there were any teams or departments not impacted by the proposal, delete the row for that team or department. It is no longer necessary to justify why a team or department is not consulted; it will be assumed that that team or department is not impacted by the proposal.

Design Review Panel – When the Design Review Panel (DRP) is consulted, any team that is represented in the panel is not specifically identified in the list. In other words, the DRP row replaces those of the individual teams that participated in the design review through the DRP. If any internal teams were consulted in addition to the DRP, those teams would be identified separately in the list along with their outcomes and closeouts. Please note that comments coming from any member of the Panel are listed as comments from the Design Review Panel, and not as from the team member in the panel making the comment. Any teams consulted outside the Panel will show the team name for that comment.

Once again, there is no option for a ‘no response’ outcome. The Committee need to know the teams’ opinions in order to know whether or not the design is considered acceptable as they cannot make that judgement themselves. The “no concerns raised” outcome is not to be used if the consulted team did not respond to the consultation. If you have any difficulty getting a team to respond to your consultation, you are welcome to ask [Transport Controls](#) for assistance.

The closeout column in the table is to show the method and date of the closeout for the internal consultation. The method would be email, phone, meeting, etc.

Comment v No concerns outcome – If an internal team/DRP had a comment initially – whether or not that comment was resolved and the team/panel later supported the proposal – “Comments addressed below” is used as the outcome for that team. The only exception to this is if the team’s initial response to the consultation was that they supported the proposal with no additional comments or queries or that they had no comments. In those cases “No concerns raised” is shown as the outcome. In essence, if the team’s response to the consultation is something that could be responded to, the outcome is properly noted as a comment that needed to be and was addressed.

Addressing comments – Comments received during the internal consultation are discussed below the table. These are split into two categories – comments that were accepted by the designer and adopted into the proposal and comments that required explanation or were rejected by the designer and not adopted into the proposal.

The comments that were accepted by the designer and adopted into the proposal only require a very brief description of what was changed in the proposal. This should not be

more than one sentence in length; the goal here is to briefly show what changed and then move on. All relevant comments need to be shown. Note that this is not intended to be a bullet point list; therefore, you should not be using grammar or punctuation as a list. These are complete sentences and must be grammatically correct with the proper punctuation for a sentence. The bullet point highlights that are added are to distinguish one comment from the next for the purposes of readability.

For the comments that were rejected by the designer and/or not adopted into the proposal, show all comments received and your response to them. You may (and should if there are a number of comments) group similar comments in a single paragraph.

Summarise the comments for the Traffic Control Committee. Do not use direct quotes or copy and paste the information. Using the original comment or response can result in language that suggests you are responding to the Committee as if they'd made the comment and this is not the case. You are making a presentation to the Committee about something that happened in the past between third parties and was mostly hypothetical, from the Committee's perspective. Past tense, third person and subjunctive tenses are the typical style for writing this section.

Importantly, because we are judged on professionalism, you must correct any spelling, grammar, formatting, or syntax errors in the comments or responses. Additionally, use proper terminology, for example, changing "broken yellow lines" to "no stopping at all times road markings" and "zebra crossing" to "pedestrian crossing", etc. Summarising the comments and responses provides the opportunity to make these corrections.

Design comments – Comments from any of the teams that are visible in the template are discussed in the report, whether or not the comments appear to relate to the design of a control. Comments from other teams might need to be included in the report, depending on whether the comment relates – even indirectly – to the TCC's decision on the control. These are usually comments that can affect the location or type of control or some other aspect that might affect the TCC's decision, including potential impacts to public safety or reaction.

Multiple rounds of consultation – Occasionally, there will be projects that have undergone multiple consultations. For these projects, use the results/numbers from the most recent consultation to fill in the table. After the feedback discussion, provide a summary/history of the previous consultation(s). Briefly describe the consultation along with any outcomes, including substantive comments or changes to the plan and state the reason the subsequent consultation was done. Repeat this discussion for each consultation that was performed before the final consultation shown in the tables.

2.10.12 Local Board Engagement Analysis

The Local Board is contacted via the Elected Member Relationship Partner (EMRP) through the Engagement Hub teams.

The Traffic Control Committee want to align their decision-making to the AT Board directive that now requires a clear decision from a Local Board. Therefore, the previous "raised no objection" language that was used when a Board did not respond to a consultation is no longer used. Every effort (at least three reminders) must be made to obtain a response from the Board. This response could come from the Board members or the Transport Spokesperson – either is acceptable – although if the response is from the Transport Spokesperson, this information needs to be explicitly stated in the report.

If the Board still does not respond to the proposal after three reminders, this can be noted in the report as “The Local Board has been provided with the opportunity to respond to the proposal on date and been followed up on date, date, and date. The Local Board has raised no objection to the proposal.”

Any options the Local Board suggest are evaluated in the Options Assessment section in your report.

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

If there was anything in the Local Board consultation that needs to be noted, but cannot be included in the table in the report, there is space below the table to describe any additional details of the consultation.

Multiple rounds of consultation – Occasionally, there will be projects that have undergone multiple consultations. For these projects, use the results/numbers from the most recent consultation to fill in the table. After the feedback discussion, provide a summary/history of the previous consultation(s). Briefly describe the consultation along with any outcomes, including substantive comments or changes to the plan and state the reason the subsequent consultation was done. Repeat this discussion for each consultation that was performed before the final consultation shown in the tables.

Proposal crosses multiple board boundaries – If more than one board was consulted, repeat the information for all the boards engaged with.

2.10.13 Addressing feedback in general

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

To reiterate a point, *be brief*. There is generally no need to go into the details of the conversations with your respondents; briefly summarise the overall consultation. If there are important points within the consultation conversations, these could be written as a separate document to be appended to the report as needed.

Do not copy the original comment or response. You need to summarise both. If you use the original text, you end up with language that sounds like you are effectively responding to the Committee as if they’d been the commenter. You want to rewrite the comment and response from the perspective of the TCC’s reading of the report, that it was done in the past and between third parties. In effect, this should be a presentation for the TCC, not a response to the TCC. This summarisation will also provide the opportunity to correct any issues with the terminology, grammar, etc.

Private information – Do not disclose a particular response by name or house number as the approved resolutions are a matter of public record and we are subject to the provisions of the Privacy Act. Private information or any information that could identify a specific person must not be included in the report and a house number should only be

used if the comment does not make sense without being linked to a specific property, such as when discussing a bus shelter, especially if more than one bus shelter is being proposed and the consultation outcomes for each are different.

Comments from internal processes – The report should not refer to the ELT consultation review process or discuss any consultation guidance given to a project during that process. Similarly, if a report is declined by the TCC for deficiencies in the consultation section or given an approval conditional on making changes to the consultation section, this should not be referred to in the final version of the report. Merely make the required corrections and resubmit the report – it should stand on its own merits with those changes being fully integrated without drawing attention to the fact that instructions needed to be given on this point.

2.10.14 External Engagement Analysis

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

Consultations older than six months – Because conditions are constantly changing, a consultation that is more than six months old may not reflect the opinions of the current stakeholders/customers. Therefore, the Traffic Control Committee might not accept reports in which the last communication with the public was more than six months previous (i.e., more than six months have passed between the time of the most recent communication and the TCC meeting), so do not seek to put these items on the TCC agenda without the approval of the [Transport Controls Manager](#).

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

Fill in the table with the necessary information. Under methodology, show the number of people, businesses, etc that were consulted along with the method used for the consultation, whether it was by post, meeting, phone call, email, or some other method, for example: 12 via post.

If a consultation included using our website, public meeting, or any other method either in lieu of or in addition to the usual method of post, phone, etc, there is a separate table to fill in. Any consultation method used beyond the ones already mentioned are described in the last row of the second table.

You show the rest of the numbers below the table. For the residents and businesses consulted (both residents and businesses are combined into one total), state the number of responses received, the number of responses that were in support of the proposal, the number of responses that were opposed to the proposal and the number of responses that were neutral/had no opinion/had no comment on the proposal. You may also add the number of responses that were in support but with minor changes/comments, if that information is best presented separately from the other categories.

The text below the table is for any comments received. You should group similar comments in a single paragraph. To belabour a point, the Traffic Control Committee want to see a summary of the comment and response, not a direct quote or copy and

paste. Importantly, because we are judged on professionalism, you must correct any language, spelling, grammar, punctuation, formatting, or syntax errors in the comments or responses.

Number v percentage of respondents – This is a judgement call. You want the Committee to understand how significant a negative issue is so that they can make an informed and robust decision on your proposal. There will be times when more than one respondent objects to your proposal and in this case, you need a way to show how widespread the opposition is. Use either a number – e.g. three respondents – or a percentage – e.g. 14-percent of respondents – when discussing the feedback. As a general rule, use the method that provides a clearer picture of the level of interest. For example, if your consultation was a small number of people, then a number might give a better picture of how much opposition there was. However, if you consulted a large number of people, then a percentage might give a better picture how much opposition there was. In either case, use whichever method demonstrates more clearly to the Traffic Control Committee how much of an issue this opposition will be to AT.

Keep in mind that the consultation responses are not a numbers game. All comments, no matter how many respondents made them, are treated equally with a proper assessment conducted for each. We present these numbers so that the TCC can also see what a community feels is important.

Consolidating comments – If you exceed one page of comments, it is acceptable to give more focus to the most substantive comments and a briefer coverage to less substantive matters. Substantive comments are those which required some level of evaluation, whether or not they changed the proposal, particularly those that have a technical or engineering element to them. It is more important to demonstrate the quality of the engagement rather than the quantity.

A good method to do this is to group comments by theme. The themes can be as narrow or as broad as you need to keep the text to an acceptable length (the Committee prefer not to read pages and pages of text, so a good limit is around one to two pages for the External Consultation Analysis discussion – but obviously the more complex the project the more chance there are multiple elements discussed in the feedback). The goal of this section is to enable the committee to genuinely assess the feedback and responses to it. Showing this information in the report also demonstrates compliance with the statutory obligation to take account of public opinion in our decision-making process. Note there is nothing in that statement that mentions what the comment was, who made it or why. It's about showing that we listened to the community, evaluated their comments and revised the proposal, when necessary.

Many times, a customer will include a justification for their comment, such as not wanting parking removed because they would then have to walk further after parking their car. The important information is the concern. If condensing the text is necessary, you could remove the justifications from the comments and group them together under a theme of objecting to parking loss. Why they objected to the loss of parking is not as important as the fact that they objected to a loss of parking and that you evaluated each of those objections on its own merits. But use judgement and include the reasons in cases where it seems important for the Committee to understand an unexpected consequence of the proposal.

If you have a lot of public feedback, this will necessitate using broad themes for your discussion. Identify the theme and briefly touch upon the common types of comments within that theme in a reasonable amount of text. You will lose some details of the

comments, but if you have mentioned the important aspects of the feedback – the public opinion and how this affected your decision – this would generally be considered acceptable. Note that the summary of the responses to the feedback for this category of issues will likely need to be equally general. Make sure that if you have mentioned any specific concerns in the customer feedback, you have mentioned the response to those concerns, even if you don't go into great detail on those responses.

For example, a total of 17 residents commented on the safety of the proposal, with the majority of the responses focussing on: the proposal would not reduce speeds enough, the proposal did not accommodate drivers reversing from their driveways or the proposal did not provide adequate safety for pedestrians. These comments were evaluated with the result that the traffic calming proposed in the design should reduce speeds to an acceptable level and would accomplish more speed reduction than the installation of a pedestrian signal. Reducing the speeds by means of traffic calming would also improve pedestrian safety since crashes at lower speeds are generally more survivable. The design was located as far from driveways as possible, and the reduction in speeds should provide better sight lines for drivers reversing from their driveways. It should be noted that in this type of situation, it is generally recommended to reverse into a driveway, so the driver can pull forward into traffic upon leaving the driveway. Traffic is also more likely to stop for a driver reversing into a driveway. No changes to the design were deemed necessary to address these concerns.

Multiple rounds of consultation – Occasionally, there will be projects that have undergone multiple consultations. For these projects, use the results/numbers from the most recent consultation. After the feedback discussion, provide a summary/history of the previous consultation(s). Briefly describe the consultation along with any outcomes, including substantive comments or changes to the plan and state the reason the subsequent consultation was done. Repeat this discussion for each consultation that was performed before the final consultation shown in the tables.

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

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

Pedestrian mall – Declaring, or amending, a pedestrian mall requires the use of the special consultative procedure set out in section 83 of the Local Government Act 2002. This results in submitting two reports to the TCC – one to approve and adopt the Statement of Proposal consultation document and the final TCC report seeking the formal decision to declare the pedestrian mall.

The Statement of Proposal discusses the intent to create a pedestrian mall and seeks input on that proposal. It also sets out information about the public having a right to make an oral (or sign language) submission in response to the proposed pedestrian mall. These submissions are heard by the Traffic Control Committee as part of the project's consultation process. Liaise with the [TCC Secretary](#) on this.

The later TCC report is the decision to create the pedestrian mall. The report writer must ensure that the consultation section of this final report summarises the material presented at the hearing. Note that any submission made in this way should not be given greater weight in the report than those made in writing; but it should be noted in the report that the information was presented in a hearing.

2.10.15 Closeout

Briefly describe how all the various consultations – internal, Local Board and external – were closed out.

Show how and when the close out was done. By how, the Committee want to know the method of close out, email, letter, phone, meeting, website, etc. The time can be reported as a month and year, if the exact date is not known.

Show what was in the close out materials. Give a brief summary of the contents of the close out. In particular, the TCC want to know if the teams/external parties saw the final/revised plan and explanations for why their comments were or were not incorporated into the final proposal.

Lastly, state whether or not any team/stakeholders had any further comments after receiving the close out materials.

2.10.16 Traffic Control Order

This part of the report records the Traffic Control Committee's or Traffic Operations Manager's decision with respect to the traffic controls along with the legal information necessary to support that decision.

The title information should be a repeat of the title information from the cover page of the report.

2.10.17 Decision

This section comprises standard text and should not be edited. Generally, only the recommendations copied from the list of recommendations would be editable text.

2.10.18 Coming into effect

This is standard text for every report; it should be retained as is with very few exceptions and all of those exceptions must be at the direction or approval of the Senior Resolutions Specialists or Transport Controls Manager.

Revoked controls – If any controls are being revoked as part of the proposal, a specific Coming into Effect clause is added after the standard coming into effect clause:

The revocation of each traffic control, restriction or prohibition in recommendation(s) **insert pursuant letter(s) for the control(s) being specifically removed rather than replaced (e.g. F.)** takes effect either immediately or, if dependent on a traffic control device, the revocation

takes effect once the traffic control devices specified for it under the Land Transport Rule: Traffic Control Devices 2004 are removed.

Please note that unlike previous versions of the templates, there is now no need to reference the individual recommendation clauses for the controls being established. Because of this change, the above revoked controls clause must come after clause C in the report.

2.10.19 Drawings

Use the full drawing number, including the full range of all the sheets if there were more than one sheet. The sentence should be edited for proper grammar, so if the resolution plan comprised only one sheet, the first word “drawing(s)” should be replaced with “drawing”. If there were more than one sheet in the resolution plan, “drawing(s)” should be replaced with “drawings”.

Individual drawing sheets (and only the sheet numbers) will be referenced in the specific recommendation that applies to the controls shown on that sheet.

2.10.20 Decision

Each recommendation now comes with a title and text. Make sure that the underlined title is included when copying the text into your report.

Some recommendations have subclauses. Keep the formatting intact as shown in the list of recommendations.

If the drop-down menu in the text does not include the option required for your proposal, contact one of the [Senior Resolutions Specialists](#).

The recommendations section of the report sets out the legal wording of the decisions that the report is seeking to be made. Each control in the report should be covered by a combination of the recommendation and the relevant element in the drawing. To improve consistency and to try to ensure legal enforceability, the wording of the recommendations in the template should not be altered without specific confirmation from the Transport Controls Manager.

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

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

In the recommendation for the control(s) that are being shown in the plan with double arrows, include the following text in brackets after the last sentence: “(For the avoidance of doubt: ***insert label*** continues beyond the drawing to a point ***insert distance*** [north][south][east][west][choose an appropriate description] of the [northern][southern][eastern][western] [boundary of ***address***] [kerb line prolongation of ***street name***].)”. Replace the yellow highlighted text with the appropriate label, road name, distance (e.g., 22.5m), and address (e.g., No. 32 Manukau Road) or street name (Manukau Road). Choose the appropriate direction from the options given or describe the direction. Do not make any of the text bold type. Make sure the punctuation is correct.

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

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

Multiple labels – Where you have several controls of the same type, you may note them as a range of labels, e.g., A1 to A9 rather than stating each of them individually in a recommendation. Note that in order to use a range, the labels must be sequential on a road. This method is intended to make the important information in the recommendation more readable, so it’s recommended when stating each label individually would create too much bold text within the recommendation.

Single label for multiple controls – Where you are proposing multiple controls in the same area (note that these must be compatible traffic controls; this must not result in a conflict in controls), you should use a single label for readability. Choose the label from the more important traffic control as the label for both controls. For example, if an area is to become angle parking and time-restricted parking, use the time-restricted label, TR#, in both the angle parking recommendation and the time restriction recommendation so that TR# is resolved as angle parking and TR# is resolved as time-restricted parking.

2.11 After the report and plan are prepared

Once the report and plan have been prepared, it needs to go through an internal review. Firstly, though, the reporting officer should not accept a report that has significant grammatical issues. If the report has been prepared by a consultant, it is recommended to run it through a grammar checker and if the grammar checker flags too many items (say, more than about half a dozen), the report should be sent back to the consultant to correct the grammatical errors before continuing it through the process.

When the report is considered acceptable for grammar, spelling, formatting, punctuation, and syntax, the report and plan are sent to the internal review process. This is done by initiating a new review process on the [review library](#). There is a link to a [guide](#) at the top of the library, but you can also ask for training from the [Senior Resolutions Systems Developer](#).

It is the responsibility of the reporting officer to track the progress of their item(s) through the review process and address any issues or delays that arise during it. Contact the [Senior Resolutions Systems Developer](#) if you have any questions or need any help with the review process.

2.12 Frequently Asked Questions

Q. Which template should I use?

A. Firstly, you need to know what you are resolving. Once that’s been determined, choose the [Traffic and Parking Changes document](#) for any resolutions involving any

parking restrictions show in the lists in Sections [1.11.1](#), [1.11.2](#) and/or [1.11.3](#). These reports are approved by the Traffic Control Committee. Choose the [Traffic Control Changes document](#) for any report involving solely traffic control elements as shown in the list in Section [1.14](#). These are approved by the Traffic Operations Manager.

An easy method is to look through Sections [1.11](#) and [1.14](#). If your report uses any recommendations from Section 1.11, it's a [TCC report](#). If your report uses only recommendations from Section 1.14, it's a [Traffic Ops report](#). If you have any questions, please contact one of the [Resolutions Specialists](#). If you are preparing the report yourself, you are also welcome to ask one of the Resolutions Specialists to prepare the recommendations section of your report for you and you will then receive the correct template with the recommendations filled in.

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

A. This is determined by the scope which should have been done before you began your project. If you have any questions about your scope, ask one of the [Resolutions Specialists](#). It will probably take a meeting with one of the Resolutions Specialists to determine the correct recommendations. One method to determine what should be in your resolution is to go through the lists in sections [1.11](#) and [1.14](#) and see which controls are relevant to your project. The Resolutions Specialist can help internal AT staff with the [draughting of the recommendations and the drawing](#).

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

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

If the nearest street extents are too far apart, check to see if there is an existing resolution for the existing controls. They will be found on the Traffic Controls SharePoint pages. There is a [guide](#) on how to search the traffic controls libraries. If there is a resolution for your area and it still matches the controls on the ground, unless you are changing the markings/structures in your report or there is a discrepancy between the report and the controls on the ground, you don't need to do anything.

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

If you do resolve anything that is existing, the Committee will expect you to analyse it at a high level for reasonableness and appropriateness. This is our chance to correct any errors from previous construction or maintenance, so we need you to examine it or have the relevant team examine it. The report must also state the results of the evaluation. It is appropriate for the controls to be in place, but this aspect of the report does not need as much investigation and justification as your new proposals. Consultation would seldom need to focus on a control that has been in place since before AT was established.

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

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

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

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

Q. I can't fit the signatures onto the same page with other text. What should I do?

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

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

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

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

A. The answer to this one depends more on how clear the report would be than any single criterion. If you are resolving something simple like NSAAT markings at an intersection, then putting both streets into a single report is preferable. Resolving multiple bus stops along a single route could also be done as a single report, although if there are different issues for each bus stop, you should consider resolving the bus stops with complications in separate reports. You may also separate your streets into groups that each have similar issues and prepare a single report for each group of streets, provided the reports will still be clear and understandable.

If there are so many issues with each street that putting them all into a single report could confuse your audience (the public, lawyers and adjudicators), then it would probably be

best to provide separate reports. Remember the judges and prosecutors need to be able to find their relevant information quickly and easily and write your reports accordingly.

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

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

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

A. After you have finished your report and plan, you will need to initiate a review process and upload your documents to the [Reports – Review and Sign-off](#) library for the review to occur. Firstly, initiate a new review process. Then it is a matter of following the steps through the initiation. The software has been set up so that the next step of the process opens when the previous step is completed. You will need to combine multiple plan files into a single pdf since the file upload step only allows for a single .pdf file to be uploaded. If the step 1 review is not started within one day, contact the [Senior Resolutions Systems Developer](#). There is a link to a [guide](#) on how to initiate a review process and upload the files at the top of the Reports – Review and Sign-off page.

There is no need for paper resolutions and physical signatures with the digital review process. Once you have initiated the review process, the review and outcomes will be handled through the process. It is the intended goal that your report will automatically be sent to the agenda once all the appropriate approvals have been acquired, but you are still responsible for any delays during the review process. You will be notified of any approvals or rejections you receive. It is your responsibility to follow the signature process, so if the reviewers don't complete their review after a reasonable time frame, generally around four or five days, follow up with them.

You do need to obtain the .dwg files for the plan in case any of the reviewers require access to the original drawing. You will need to have the consultant either include all relevant x-refs or have them bind the x-refs to the drawing before sending. It is preferable to get the AutoCAD file with bound x-refs. It is acceptable if the consultant does not include their title block. These files are to be sent to the [Transport Controls Unit](#) for storage on a dedicated ACAD library.

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

A. If there is a reason the report cannot wait until the next regular TCC meeting, you may request that your fully reviewed report be submitted to the next TCC meeting along with the reason the report missed the regular agenda and the reason it cannot wait until the next regular meeting. You must obtain approval from the [Transport Controls Manager](#) before arranging with the TCC Secretary for a report to the Committee as a possible [extraordinary item](#). The Secretary will ask the Committee to accept it onto the

agenda for that meeting. It is still the Committee's decision on whether to accept an extraordinary item to the agenda.

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

If you have a safety or other urgent issue, and have obtained the approval of the Transport Controls Manager or the Traffic Control Committee chairperson, you may ask the [TCC Secretary](#) to process your fully reviewed report at an [extraordinary meeting](#) or as a [written decision](#). You will need to provide the secretary with the justification for needing the report submitted immediately. The secretary will then submit the resolution to the Committee members outside the regular meeting schedule.

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

A. Firstly, you will need to rewrite the report to address whatever issues the Committee discussed that resulted in the denial. Treat the report as a new one (although you continue to use your report ID), but add a sentence or paragraph that answers whatever question(s) the Committee asked. Do not mention the TCC or the original denial; answer the query as if it had been a part of your original analysis. You may need to undergo a full or partial review process a second time if your edits make substantive changes to the report. If you need to restart the review process, it's the same process as submitting any report. Upload your revised files to the [Reports – Review and Sign-off](#) library and request the [Senior Resolutions Systems Developer](#) start a new step 1 review. Please note that you can't initiate a new process with the same report ID. You will need to replace your existing files on SharePoint with your revised files. There is a [review process guide](#) that will help you through the file replacement process.

Q. The Traffic Control Committee approved my report with conditions. What do I do now?

A. If you have received a conditional approval for your report, you will be given five (5) business days to comply with the conditions that were set. Generally, this will mean editing the report and/or plan to satisfy the Committee's comments on it. If you are needing to edit the report, you must use the version of the report found on the review library. If you are editing the report yourself, you may edit it through the review library. If you are having a consultant make the edits, download a copy of the report from the review library and send it to the consultant to edit. Confirm with them that they did edit the version that was sent to them. Limit your edits to only the comments made by the Committee. If you change any part of the report that they have not asked you to change, you could be affecting their decision and this is not allowed.

Once you have made the required edits to the report and/or plan, replace the files on the review library and contact the TCC Secretary to inform her that the changes have been made. She will then confirm whether your edits satisfy the conditions. If the TCC's conditions have been met, the report will be processed and a link to the signed copy will be sent to you.

There will be occasional conditions that require you to work with someone on the edits, but even if you are not required to obtain assistance, you may always contact the [Senior Resolutions Systems Developer](#) for help with the report writing or plan.

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

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

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

If, however, the plan shows the proposal as it was intended (for example, the NSAAT markings were placed between two driveways, but the plan showed the length of 'A1' as 32.5m and it was measured to be 29.0m in the field), then you would prepare an [amended report](#) and plan. The amended report would state that the original plan had 'A1' as 32.5m and it is to be amended to 29.0m. A very brief justification why the change(s) needed to be made and discussion of why internal consultation is not needed for this change or what minor internal consultation was undertaken and its results are all that is necessary in the amended report.

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

Your report ID would be your original ID with an "A" appended to it. For example, if your original ID was 99999, then your amended ID will be 99999A. A second amendment for the same project would replace the "A" with a "B", e.g., 99999B. Make sure that your plan shows the new ID and that your recommendations all refer to the correct drawing number and date. (This process and ID number is also used for paid parking zones where the only change is to the amount of the charges.)

Initiate a new review process and upload your amended report and plan to the [Reports – Review and Sign-off](#) library. The amended report will generally only require the first stage review, although it is possible one or more of the step 2 reviews will need to be undertaken. Once the Senior Resolutions Specialists are comfortable that the amendment was done correctly, the report will pass to the TCC Secretary for inclusion in the next TCC agenda.

Please note that the amended resolution template is not to be used if any external consultation or significant internal consultation will be required as a result of the change. In that case, you would need to prepare a new TCC Report and plan. Also note that if you have a temporary resolution that has expired, you may not use the amendment process to extend the expiry date. You will need to prepare a new temporary resolution. If the current temporary resolution has not yet expired, the amendment process is generally appropriate to extend the expiry date.

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

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

As with a permanent report, you will need to initiate a new review process and upload a pdf of the resolution plan along with the Word file of the report to the [Reports – Review and Sign-off](#) library. Once the report has completed the review process, it will be processed for inclusion in the next TCC meeting agenda.

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

A. This is something of a judgement call, but generally if your project will be longer than two years, it becomes a permanent control and you will follow the process for a permanent traffic or parking control. If you have any questions, contact the [Transport Controls Unit](#). Please note that this two-year period includes any amendments you may request that extends the end date of the original report. In other words, it is not two years for each document; it is two years in total.

Q. I need to amend a temporary resolution. How do I edit the template for a temporary amendment?

A. The amendment template has been primarily set up for amending permanent reports, so there is some editing that will need to be conducted for it to function as an amendment to a temporary report.

In the title section for each section of the document (the cover sheet, the report and the Order), add a line for operating times and include the start and end dates for the temporary controls. Please note that if you are amending a prior temporary report to extend the end date, you're not asking the TCC to make a decision on the start date and that must be the same start date as the original temporary report.

When you copy the recommendations from the original report, you will be replacing all of the recommendations in the template, including the boilerplate recommendations at the end of the list with all of the recommendations from the original report, including the boilerplate recommendations at the end of the list in the original report. Please note that if your original report was on the old template and you are using the new amendment template, you cannot copy and paste recommendations as the language in each version of the template is incompatible with the other. You will need to rewrite all the recommendations – including the boilerplate recommendations – in the new format.

Make sure that you've updated any drawing number, date, etc in the Bylaw recommendations for the new drawing number, date, etc as well as corrected any part of any recommendations that needed to be revised as the purpose of the amendment. Note that any change you make to the recommendations other than the Bylaw

recommendation requires a discussion of the change in the report section of the document.

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3 Section 3 – The Plan

3.1 Introduction

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

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

3.2 AutoCAD basics

The AutoCAD drawing units should be set to metres or millimetres (the UNITS command will allow you to change units as well as precision). Drawings should be done to scale to the extent practicable. However, because of the occasional inaccuracy in GIS and the inability to show vertical curves in a two-dimensional plan, drawings are always stated to be “not to scale”. Additionally, there is no scale bar included in the drawing,

3.3 Layers

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

Layer Type	Plot Colour	Linetype	Notes
DIMENSION	black	ByLayer	For noting resolution areas as well as dimensions.
DATUM	black	ISO DASHED	The prolongation of the kerb line, for setting the zero point (e.g. the point of intersection).
DRIVEWAY	green - 104		The drawing should show the extent of the dropped kerb of the driveway vehicle crossing rather than the path of the driveway from the roadway to the property
KERBLINES	black		
PATH (FOOTPATH, SHARED PATH, CYCLE PATH)	orange - 30		Most plans for existing roads don't require this layer (unless a distinction from a cycle or shared path is needed). Plans for new developments should show the

			footpaths. Hatching should not be used, but if it is a necessity, you should use ACAD's diagonal hatching at a very high scale or use the ISO concrete hatching, again, at a sufficiently high scale that there is a minimum of orange colour in the plan. (Remember, we print at A4, so your hatching scale needs to be twice as high as you would normally use.)
NOTES			Notes can be done in any suitable colour.
PROPERTY	grey - 252		Property boundaries and addresses. Linetypes are solid lines, not dashed.
RAISED MEDIAN / TRAFFIC ISLANDS	magenta or black		Anything in the roadway that is a raised feature (e.g., traffic islands). Flush islands and flush medians are considered to be road markings.
SPECIAL VEHICLE LANES	green - 96		For symbols (and lane markings, if used) in special vehicle lanes, like cycle, bus and transit lanes.
EXISTING ROAD MARKINGS	grey - 8		Anything marked on the roadway, like the central reservation or existing lane markings.
ROAD NAME	black		

It should be noted that Acrobat does not recognise subtleties in the ACAD grey colours. If the grey you use is too dark, Acrobat will print it as black. If the grey you use is too light, Acrobat will not print it or it will be very difficult to read in the pdf. You may have to test several grey colours until you find one that prints as a medium grey in Acrobat.

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

For any controls/restrictions (other than paths) that are existing, but *will* be resolved, use **black**.

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

For special vehicle lanes that are proposed with a surface treatment, use **green** (colour 96) for the markings and in the case of bus or transit lanes for the green lane line to be marked inside the white lane line (which is shown with **blue** or **black** on the drawing).

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

An example is below in Fig A:

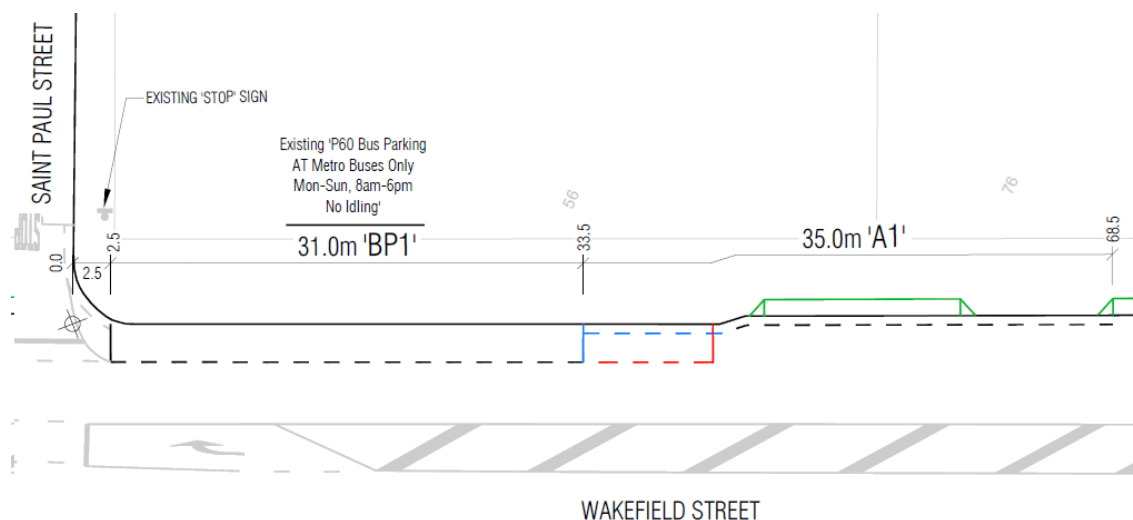


Fig A

It is better to not use any hatching in your plan. If you must hatch an area, the hatching itself must be visually minimal, it must fade into the background and not dominate the drawing. Making something a solid colour or using low-scale hatching gives too much visual weight to that area, which takes away from the critical, legal information about the traffic and parking controls. Footpaths may use ISO concrete hatching, but any other hatching should be diagonal at a very high scale.

It is recommended to name layers to conform to a recommendation. Signs may have their own layer and name, although the colour specified for the sign follows the same rules as for the restrictions (**grey** for existing and not resolved, **black** for existing and is being resolved, **blue** for proposed, and **red** for any signs to be removed).

Signs will not usually be shown on the resolution drawing as including them at specific locations on the drawing can cause problems for enforcement if they are not installed in that specified location. The exception to this rule is you show the stop or give way signs, signs for any traffic controls that can only be represented by signage (like turn bans) and any bus stop signs or parking signs that are being removed where a control is being removed or relocated as part of the proposal, but only if that control was evidenced solely by signs. If the removed or relocated control was evidenced by road markings, there is no need to show the removed signs and they would not be included in the plan.

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

3.4 Road marking linetypes

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

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

Linetype Name	Paint	Gap	Notes
CONTINUITY	1m	3m	
LANE	3m	7m	
NO OVERTAKING	13m	7m	These are the advance warning markings.
NSAAT 11	1m	1m	For less than 30m of NSAAT markings.
NSAAT 12	1m	2m	For more than 30m of NSAAT markings.

3.5 Font and Text height

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

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

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

We are running into problems with Acrobat not converting some AutoCAD fonts which means that plans that are printed from these .pdf files will not print some critical information and can also corrupt the agendas that the TCC Secretary builds. Swis721 CnBT and Swis721 LtCnBT styles (which are used as default MTEXT fonts) are known to cause pdf print issues; they must not be used in plans. We prefer that only certain AutoCAD fonts be used in the plans. We have used Swiss, Arial, and Roman without issues. Use only AutoCAD font styles that can be recognised as text by Acrobat. Please avoid using any proprietary font styles.

3.6 GIS Information

Auckland Council GeoMaps can be used to insert property information into your plans (boundaries and addresses), although it does not include kerb data.

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

3.7 Data points

Identifying a good datum point is also discussed in [section 2.7](#). The datum point should be chosen at the Point of Intersection of the extended kerb lines as in the Fig B example shown below. To achieve a usable datum point that can be reproduced in the field, you need straight segments of kerb. Do not create a datum point from a curved segment of kerb as it's not possible to accurately sight on a tangent line in the field. More importantly, we don't want anyone standing in the live lane long enough to judge a tangent point.

You may use certain private roads to shopping centres, schools or hospitals for determining your datum point so long as they meet certain criteria and have straight kerb lines which can be extended to a datum point. You can find more information on usable datum points in [2.6 Finding the reference points](#). If you use a property boundary as a datum point, emphasise the subject property boundary and the street addresses on either side. Include a note citing the boundary used. An example is shown in Fig C below.

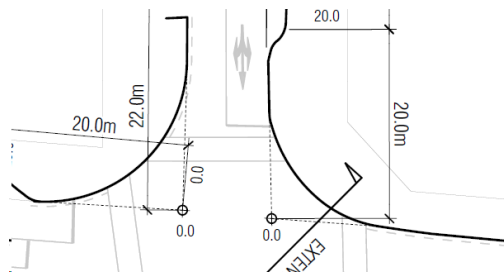


Fig B

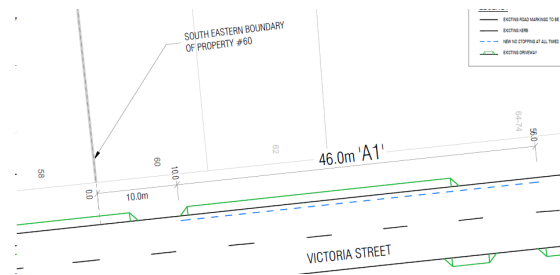


Fig C

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

If a control or restriction starts ahead of the extended kerb/property line, then the dimension line starts at zero and the distance between the datum point and the start of the dimension is shown as in Fig D below. If the control or restriction starts after the datum point, it's treated like any other dimension line (see Fig C above for an example). The prolongation of the kerb line to the far kerb is the zero point with the distance given to the start of the restriction or control.

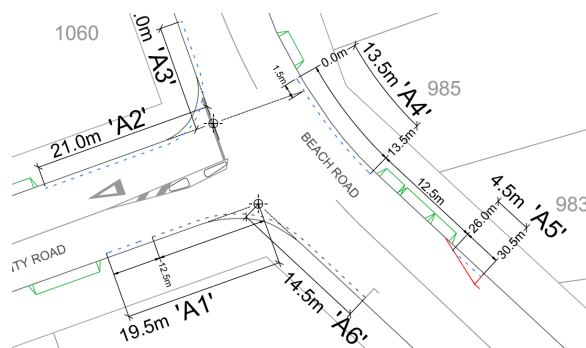


Fig D

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

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

boundary line may be used as an alternative to the extended kerb lines. See [2.6 Finding the reference points](#) for more information on when and how to use property boundaries.

Important note: Buildings, residential driveways and trees are not acceptable to use as data points as these are subject to change over time and without notice or prior records. (If no other option exists and two commercial buildings meet at a property boundary, this may be used as a datum point.)

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

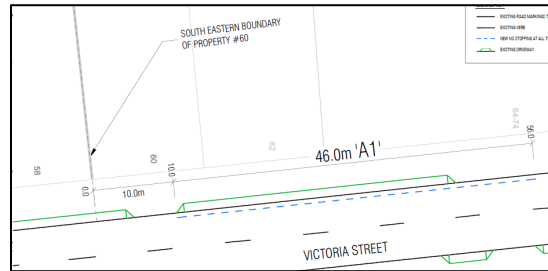


Fig E

3.8 Measurements

Additional information on taking measurements can also be found in [section 2.8](#). Measurements from the Point of Intersection to the start of the restriction/control or between restrictions should be done in a straight line. Kerb build outs and indentations are generally ignored when just measuring the distance to a point.

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

Most parking controls will be resolved separately for each road they are proposed on. However, parking controls can be continued from one road to another. If a parking control is continued from one road onto another road, the dimension line will follow the kerb line around the intersection, similar to Fig F below. The recommendation will also state all of the roads that the parking control is proposed on.

Figure F demonstrates the kerb line measurements. Figure G shows an example of a straight-line distance to the proposed restriction.

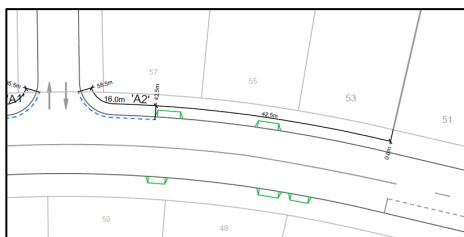


Fig F

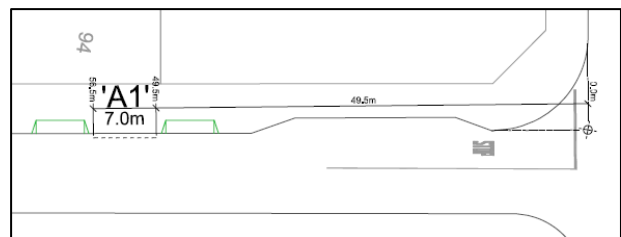


Fig G

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



Fig H

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

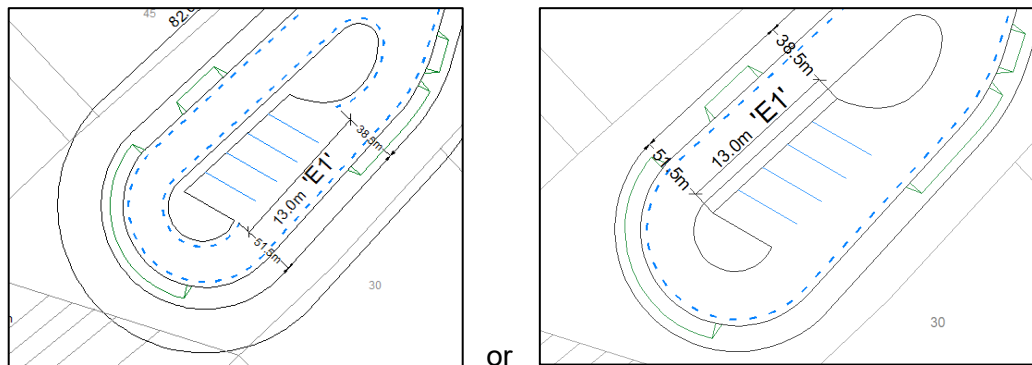


Fig I

Fig J

3.9 Running and restriction measurements

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

In many plans, it's best to have a running measurement line that shows the distances from your point of reference when the restriction doesn't begin at the reference point or there are gaps between restrictions. This further means that if you are proposing a single traffic control on a road that starts at your datum point (such as NSAAT markings at an intersection), there is no need for a running measurement and supplying the additional numbers will only clutter a drawing. In the case of a single traffic control being proposed at an intersection, show only the dimension line, length of the control and label. Do not provide a zero point or running distance.

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

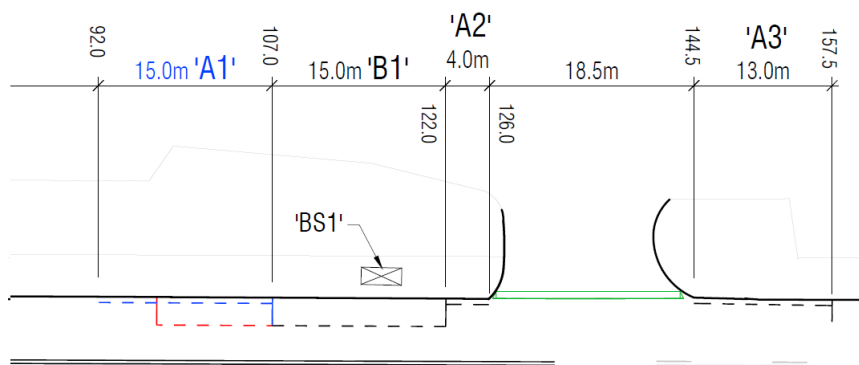


Fig K

3.10 Reference labels

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

If there is a number/hash (#) symbol after the label in the table below, the reference label will include a number for each control, e.g., A1, A2, A3, etc. If there is no number symbol after the label, all controls of that type will only have the reference label. For example, all edge lines are labelled EL in the plan with a leader from each EL label to the edge line it references. If the drawing is complicated so that it has multiple sheets and numerous instances of each type of control, it is preferable for the number to be a combination of the sheet number and the control. The first number in the label would be the sheet number, so no stopping prohibitions on sheet 2 would be labelled: A2-1, A2-2, A2-3, etc.

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

Restriction Type	Label	Restriction Type	Label
Advance Warning Signal	AW#	One Way Give Way with priority	OG#
Advisory Road Marking	AM	Other Special Vehicle Lane	OL#
Angle Parking	AP#	Paid Parking zone / non-zone	PP#
AT On-Demand Rideshare Parking	TS#	Parking Place	PA#
Authorised Vehicle Parking	AV#	Parking Zone	PZ#
Bicycle Parking	BI#	Passing Lane	PL
Bus Lane	BL#	Pedestrian Crossing	Z#
Bus Only Lane	BO#	Pedestrian Mall	PM#
Bus Parking	BP#	Pedestrian Signal	PS#
Bus Shelter	BS#	Pick-up / Drop-off	PD#

Bus Stop	B#	Police Vehicle Parking	PV#
Car Share Parking	CS#	Reserved Parking	PR#
Carriageway	CY	Resident Parking	YV#
Centreline	C	Road Hump	H#
Clearway	CW#	Roundabout (give way)	GR#
Contraflow Cycle Lane	CL#	Roadway Art	ART#
Cycle Lane	CL#	Roundabout (signalised)	SR#
Cycle Path	CP#	Metering signal (roundabout)	MR#
Delineators	D#	Roundabout (low speed)	LR#
Edge Line	EL	School Crossing Point	K#
Electric Vehicle Parking	EV#	School Patrol	
Flush Island	FI#	Shared Path	SP#
Flush Median	FM#	Shared Zone bylaw / non-bylaw	SZ#
Footpath	F	Shoulder Markings	SM#
Give Way Control	GW#	Slow Vehicle Bay	SL#
Give Way to Cyclists/Pedestrians	GC#	Small PSV Stand	TS#
Keep Clear Zone	KC#	Stop Control	S#
Loading Zone	LZ#	Time-Restricted Parking zone / non-zone	TR#
Mobility Parking	MP#	Traffic Calming Device	TC#
Modal Filter	MF#	Traffic Island	T#
Motorcycle Parking	M#	Traffic Signal (intersection)	SI#
No Parking off roadway (berm)	AO#	Traffic Signal (level crossing)	LC#
No Parking: time/day/class	AL#	Traffic Signal (midblock)	MS#
No Passing	NP#	Transit Lane	TL#
No Stopping: time/day	AT#	Variable Lane Control	V#
Non-Standard Road Marking	AM	Wide Centre-line	WC
No Stopping At All Times	A#		

Revoked controls – If you are revoking a control, add an ‘R’ in front of the normal label. For example, revoked NSAAT markings are labelled RA1, RA2, etc. A revoked bus stop will be labelled RB1, etc.

If you are completely replacing a control with another control, it’s not necessary to label the revoked control. You must still show the removed control in the plan; that information is critical to AT’s tracking. If, however, you are replacing part of a control, then the portion that isn’t being replaced must be resolved or revoked as appropriate and have the proper labels.

Leaders – most controls will not need or use a leader. This is to avoid cluttering the plan with too many lines. The controls that use leaders are certain no passing restrictions, traffic signal (or other intersection) controls that are identified with a dashed circle and any controls that don’t include a number with the label, like edge lines.

Note that if you are using the generic layout of lanes recommendation to include edge lines or other lane lines, such as centrelines, you do not label these items in your plan. The labels and leaders are used when you are specifically resolving that particular control.

Do not use leaders with other controls; the labels are placed at the dimension line. The exception to this is, when the dimension line area is too short to place the length and label of the control along the dimension line, the length and label can be called out in a clean area of the plan with a leader to the segment of the dimension line it references.

Footpath, shared path, and cycle path labels belong inside the outline of the footpath or shared/cycle path, making leaders unnecessary.

Leaders need to be consistent in design. They should all have arrows of the same size at the end of the leader. The font style of the text callout should be the same font style used in the labels.

3.11 Conditions

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

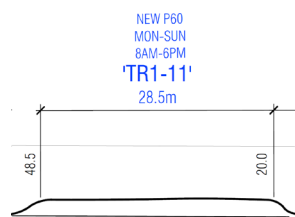


Fig L



Fig M

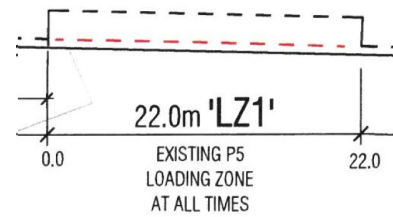


Fig N

3.12 Signs

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

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

new, and **red** for removed. Note that only the text of the sign is in quote marks. Do not extend the quote marks to cover any other aspect of the sign,

3.13 Road markings

Road markings should be done to scale. If the line should be 100mm in width, then the drawing should reflect that. Any gaps should also be to scale. The 1m line, 1m gap NSAAT marking needs to be clearly differentiated from the 1m line, 2m gap road marking and the 1m line, 3m gap for a continuity line marking.

The plans need to be drawn at a scale such that any edge line is clearly distinguishable from the kerb line in the plan. They need to be placed far enough away from the kerb line that repeated scans and prints at A4 don't blur the two lines together.

Edge lines are not numbered; in other words, there is no need to label them EL1, EL2, etc. All edge lines in the plan are labelled with EL. Edge lines are also not dimensioned. There will need to be a leader from the EL label to each specified edge line as shown in Fig O below.

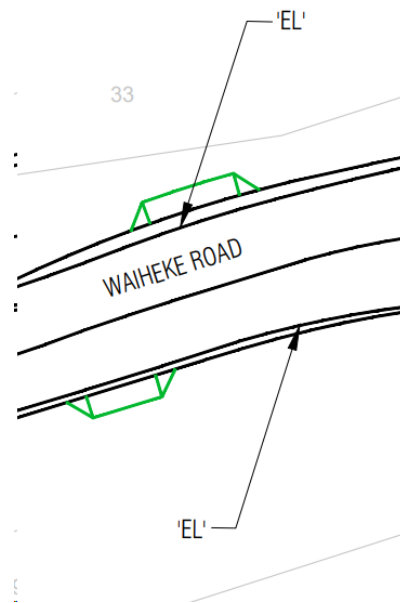


Fig O

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

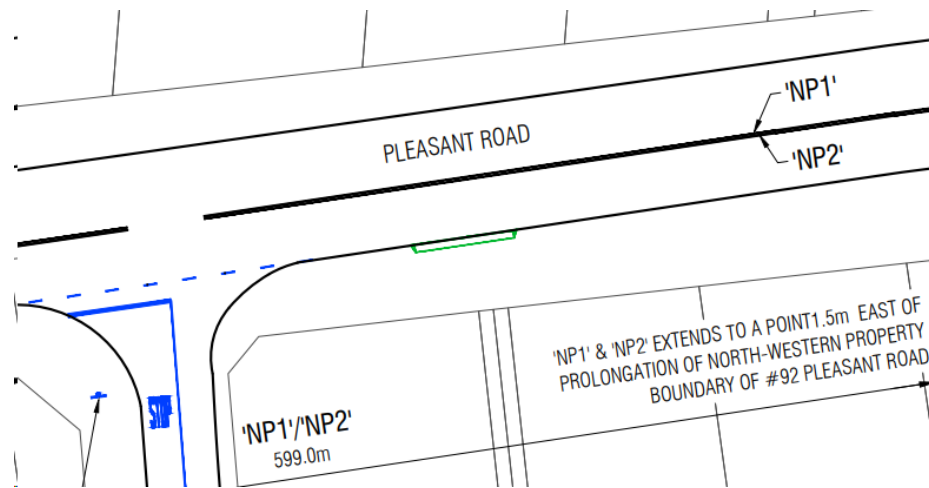


Fig P

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

If there are several roundabouts, stop or give way controls being proposed, each intersection should be numbered in the plan, e.g., GW1, GW2, S1, S2, etc for clarity.

3.14 Double arrows

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

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

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

Since you are not showing the end point, you will need to describe the end point in detail. In order to know whether or not an infringement has occurred, we need to know the exact start and end points of the subject control. Near the double arrows on the dimension line, add the following text: "Label continues to [a point XX.Xm [north][south][east][west] of] the [northern][southern][eastern][western] [boundary of address] [kerb line prolongation of street]". More than one label can be included in the text, so long as they all have the exact same end point. In this case, the text would read: "Labels continue to [a point XX.Xm [north][south][east][west] of] the [northern][southern][eastern][western] [boundary of address] [kerb line prolongation of street]".

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

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

Fig Q

or

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

Fig R

or

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

Fig S

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

There is also text added to the recommendation in the report as well. See [2.10.20 Recommendations](#) for details.

3.15 Bus stop design

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

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

3.16 Lane widths

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

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

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

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

3.17 Extent of report / Impact area

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

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

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

3.18 Referencing an existing resolution

Occasionally, you will need to reference an existing, currently valid resolution in the plan or it may seem useful to inform readers of the report that placed existing controls on a road. In order to provide sufficient legal information for an adjudicator to determine the validity of the referenced resolution, the information needed is: the Committee that approved the resolution, when it was approved and how to find/identify it. The usual format for referencing previous resolutions is shown below in Fig T.

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

Fig T

3.19 North arrow

The north arrow should be pointing in a generally upwards direction, i.e., at an angle between 45-degrees and 135-degrees after the sheet is rotated. We will be rotating the sheets to make the north arrow face upwards, so a north arrow facing to the left or right (90-degrees or 270-degrees) is still acceptable as rotating those sheets from landscape to portrait will correct the north arrow so that it points upwards.

An exception to this is when you are proposing controls along a segment of road that curves back on itself. At some point in the sheets, the north arrow may be facing downwards and that will be allowed.

Because we will be rotating drawings when necessary, you want your text to be readable when the sheet is rotated. It defeats the purpose of readability if we rotate your plan so that the north arrow is pointing north, but then some or all of the text is upside down. A plan will not be accepted or sent to a TCC agenda if we have to rotate the sheet to face the north arrow upwards and this makes any text come out upside down.

Please note this does not mean we will be requiring you to plot any sheets in portrait mode. You may submit all your sheets in landscape mode. Just recognise that we will be rotating them to portrait as needed for readability and if we do rotate your sheet, we cannot have upside down text or a downward-pointing north arrow.

Firstly, a bit of background in order to understand this requirement. Text can be read in multiple directions – from left to right, top to bottom or bottom to top. Text that is presented from right to left is upside down text and is thus disqualified as we don't allow upside down text in a plan.

Please note that text on drawings should ideally be in one direction, but will not be allowed in more than two directions and one of those directions must be that the text is read from left to right. In other words, you may not have a mix of text that is read from top to bottom and from bottom to top in a drawing.

3.20 Complex drawings

If a number of previous restrictions and controls are being revoked and replaced with the proposed restrictions and controls, and if showing both the revoked and proposed controls would make the drawing too difficult to read, you will need to prepare two sheets for the plan. The first sheet will show all controls – existing, resolved, new and removed/revoked. The second sheet would be a simplified sheet showing only the resolved and new controls.

It is no longer acceptable to show only the proposed restrictions and controls in the plan to simplify the drawing as some of our teams must track controls that are being removed from the roads.

Please do not provide a separate plan showing just the revoked controls. We must see the revoked controls within the context of the existing and new controls in order to know how to track and manage them.

3.21 Overview plans

For any resolution plans of three or more sheets that include two or more streets or intersections, an overview plan is required. If the plan is more than two sheets for a single road, it is preferred to have an overview plan.

Join lines will be needed if the plan extends beyond one viewport. Join lines should be placed between intersections, not within them.

3.22 Multiple sheets

If you have multiple sheets in your plan, order the sheets from north to south or from west to east as that is how people typically read them. Additionally, keep in mind that we will rotate your plans so that the north arrow is facing north – i.e., up, or as “up” as we can make it – and order your sheets appropriately so that your sheets still read from north to south or west to east.

Additionally, it is preferable to keep all north arrows pointing in the same direction so that your readers (and by “readers”, we specifically mean the Traffic Control Committee members and any adjudicators) do not have to mentally rotate the sheets as they are determining information about the controls. Again, sheets will be rotated to portrait mode when needed, and it is the position of the north arrow in the rotated plan that is of greater concern. In other words, if the north arrow points to 30-degrees, all sheets – landscape and portrait – should show the north arrow at 30-degrees.

3.23 Title blocks

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

The layout area must contain a compass point / north arrow and legend.

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

Consultancy Code / XLB / REPID / INITIALS / PROJ

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

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

Consultancy	Code
Auckland Transport (only for plans done in-house)	AT
Abley	A
Absolute Traffic	AB
AECOM	AEC
Arrive	ARR
Aurecon	AU
Beca	B or BECA
Blue Barn	BB
Calibre	CAL
Candor3	C3
CKL	CKL
Clearway	CL
Commute	COM

Edin Group	EG
EMACS	EM
Flow	F or FL
GHD	GHD
Harrison Grierson	HG
IPD Consulting	IPD
Johnstaff	JS
Link Alliance	LA
Max Movement	MAX
Mott MacDonald	MMD
Parallax	P
PTM	PTM
Stantec	ST
Stellar Projects	SP
TEAM Traffic	TT
Terra Consultants	TC
Traffic Design Group	TDG
Traffic Engineering Solutions	TES
Traffic Planning Consultants	TPC
WSP	WSP

Local Board	Mandatory Code
Albert-Eden	AELB
Aotea / Great Barrier	ALB or GBLB
Devonport-Takapuna	DTLB
Franklin	FLB
Henderson-Massey	HMLB
Hibiscus and Bays	HBLB
Howick	HLB
Kaipātiki	KLB
Māngere-Ōtāhuhu	MOLB
Manurewa	MLB
Maungakiekie-Tāmaki	MTLB
Ōrākei	OLB
Ōtara-Papatoetoe	OPLB
Papakura	PALB
Puketāpapa	PULB
Rodney	RLB
Upper Harbour	UHLB
Waiheke	WILB
Waitākere Ranges	WRLB
Waitematā	WLB
Whau	WHLB

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

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

3.24 Legend

The legend should only show the elements that are present in the specific plan. Do not use a generic legend for all drawings (although one legend may be used for all sheets in a plan). We don't want a situation where someone is searching for a restriction shown in the legend that isn't in the drawing.

3.25 Notes

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

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

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

No stopping off the roadway – If you are using the method to apply a no stopping off the roadway restriction without displaying the extent or applying any labels in your plan to identify exactly where the no stopping restriction is proposed, you will need to add a note to your plan so that the adjudicator is made aware of the restriction without having to read all the recommendations. The note will state that "parking off the roadway is prohibited on all roads in this drawing".

3.26 FAQ

Q. What should I show in my drawing?

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

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

Do not show a scale bar. A two-dimensional sheet of paper cannot accurately measure a three-dimensional road. All plans are drawn to scale, but are labelled NTS.

If you are removing a parking restriction or bus stop and it was only evidenced by signs, then you would show the sign being removed in red.

Q. What should I dimension?

A. You show the length of the restriction/control for any controls that are to be enforced. Certain other traffic controls would also show a length, like no passing restrictions, but some would not, like traffic islands or road humps.

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

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

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

Q. What size plan should I prepare?

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

Q. What scale should I use?

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

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

Q. Should I show the resolution extents?

A. Generally, no. It should be obvious in the recommendations and plan what the extent of your proposal is, and repeating that information only clutters the drawing. However,

there is one case in which you should show your extents. When there are two adjacent projects that are being done relatively simultaneously, both plans should show the boundary between projects, so that the Committee knows where one project ends and the other begins. In addition, you would include a note in your plan stating there is another adjacent report and giving its report ID number. Do not suggest in your note that the other project will be approved. If it's not legally resolved, it's just a report and the ID is a report ID, not a resolution ID.

Large projects can be separated into multiple pages. Use join lines to show where the pages overlap. Place the join lines where they would show enough of the previous/next page to be easy to read and understand. Additionally, place the join lines between intersections rather than adjacent to or within intersections.

3.27 Additional information

- b. **Important** – *A signed report is required before any construction starts that will result in permanent changes to the traffic controls on the road network. This may also apply to long-term temporary changes.*
- c. Aerial photos are not to be shown in the resolution plan for permanent changes. They may be used to develop the plan, but the layer must be turned off when plotting. They may be used for some types of temporary changes, for example where they are used as the TMP drawing for an event or a short-term construction report. But mid- to long-term temporary reports are best served by a proper drawing.
- d. Measurements given in the resolution plan for all parking controls and most traffic controls must be made in the field as distances derived from aerial photos or GIS may not be accurate (two-dimensional aerial photos cannot show the additional length inherent in a three-dimensional vertical curve). For this same reason, we don't show a scale bar or state a scale in the plan. Scale is always "Not to Scale" or NTS.
- e. Do not show scale bars, parking signs, building footprints, impervious surfaces, trees, cesspits, catchpits, pylons, water, electric, or sewer lines, contour lines etc, in the plans. The exception is if the item affects the proposal in some way, for example, the location of the bus shelter is constrained by a tree. In that case, you would show the tree that limits the shelter location. Or if a catchpit restricts the location of a pram crossing, then show the catchpit (but only the catchpit that affects the location of the pram crossing). Or if you are removing a sign that is the sole evidence for a traffic control (for a bus stop, this would be a sign that is not accompanied by the bus box markings), then show the sign in red and note the type of sign that's being removed (REMOVED 'BUS STOP' SIGN).
- f. Plot to A4 size when possible. If you plot to A3, it still needs to be readable when printed at A4. It also needs to be readable after repeated scans and printing.
- g. Only show in the legend what is in the specific plan or set of sheets that comprise that plan. Do not use a generic legend in all drawings.
- h. Do not use 'P' for a resolution label as it could lead to confusion between the label P2 or P5 and the P2 or P5 parking time restriction.

- i. Do not use right angle dimensions in the plan. It is not possible to accurately estimate a right angle in the field. For this same reason, do not use any tangent measurements in the plan.
- j. Do not use proprietary font styles as they may not print correctly in .pdf files. Swiss and Arial font styles are preferred, but most of the common AutoCAD default font styles should be acceptable. Swis721 CnBT and Swis721 LtCnBT styles (found as the default MTEXT font) are known to cause .pdf print issues, so they must not be used in plans.
- k. Include your .dwg files when submitting your plan. It's best to ask for all x-refs to be bound to the drawing file, but the x-refs may be sent as separate files along with the drawing file.

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4 Section 4 – Development Consents

4.1 Introduction

Development consent resolutions are one of the two types of reports which are not initiated as an internal AT project (the other being temporary reports for events or construction works). These reports generally fulfil the requirement of a resource consent condition and are initiated by and overseen by a third-party developer. The internal AT resolution process does not always fit the needs of a report driven by a development.

Development consent reports usually follow the same process as internal reports. Where the process differs, the differences are noted below. Therefore, if there is no section identifying how to prepare the development consent report below, use the process for the normal permanent report. You can find detailed discussions of each section of the typical permanent report in [Section 2](#) of this guidebook.

4.1.1 Approved in Principle process

If the report is proposing controls on any roads which are not yet vested (but are intended to be vested after the development is completed) then the report will have to undergo a two-stage ‘approved in principle’ process that requires a report be submitted to the TCC twice. Until the public roads are vested to Auckland Council, Auckland Transport is not the road-controlling authority so it cannot legally resolve any controls on the unvested roads.

An interim report will be submitted to the TCC agenda, but the Committee will not make a formal “carried” or “not carried” decision on the controls on the unvested roads. Instead, should they agree with the controls being proposed, they will approve the report “in principle”. After the meeting, a letter will be sent to the developer informing them of the Committee’s outcome for the report. This letter can then be presented to Council as evidence that the TCC supports the proposed traffic control as is required to obtain the certification under s224(c) of the Resource Management Act 1991. (If there is a combination of changes to already vested roads and new controls on unvested roads the committee will make formal decisions in regard to the vested roads on the interim report.)

Once all the roads have been vested to Council, the report needs to be resubmitted to the Traffic Control Committee for their formal decision. If any changes were made to the roads, road names, property addresses or the traffic controls, the report and plan must be updated for the changes before resubmitting to the Committee. It is possible that updating the report or plan would result in it undergoing a full or partial review process a second time, depending on the extent and impact of the changes.

The TCC is willing to consider these reports to assist the Developer to obtain their section 224(c) certificates even though these roads are not yet under AT’s control. In return for this a Developer who submits a report for this approval in principle is confirming their agreement and commitment to arranging (and paying) for their consultant to prepare the final version of the report and ensuring it is submitted to the TCC for resolution after the roads have been vested. Without this commitment from the Developer to finish the process after the roads are vested, it would not be an appropriate use of AT’s publicly-funded time and resources to assist Developers with their private commercial projects in this way.

4.1.2 TCC report and Engineering Approval

For a number of years, the practice had been to seek from Council their Engineering Approval (previously called engineering plan approval) before bringing a report to the TCC. However, this has caused numerous issues and does not necessarily best reflect the decision-making powers in relation to the traffic controls.

Therefore, going forwards it is the Transport Controls Unit's recommendation that developers seek to obtain the TCC's approval in principle for the traffic controls in the interim TCC report at the same time as seeking Engineering Approval. Running the two processes in parallel reflects that it is the TCC that holds the formal decision-making power over traffic controls, but the Council's EA reviewers hold the authority over the built infrastructure that is to be vested to Council. Combining the two processes will also streamline the consultation with the relevant AT departments and teams into a single step and reduce the possibility for inconsistent views to be expressed at different times.

The drawing and the majority of the report (or interim report in cases with unvested roads) should be drafted for inclusion in the package of documents prepared for obtaining Engineering Approval. The section of the report detailing the Consultation within AT will be finalised once the Engineering Approval consultation process has been completed. AT will endeavour to cover off the internal review processes normally undertaken as the step one and step two reviews as part of that consultation process. The report can then be completed and presented to the TCC. On vested roads, the TCC's decision is legally required before any physical works can be started on the road. But for an interim report covering unvested roads it is acceptable to commence the works first if there is a high level of confidence that the proposals will be acceptable.

4.2 Report ID

When requesting the report ID for a development consent report that includes any unvested roads the requester will be asked to provide the address of the development and contact information for the Developer to be used for the Developer's section 224(c) letter once the Committee have made their decision on the interim report.

Note that for the ID request form for a development consent, the AT Project Manager/Reporting Officer will be the External Resolutions Facilitator (a member of the Transport Controls Unit with a focus on these matters).

4.3 Design Standards

It is recommended that for best practice designs that produce good outcomes for the roads and the communities that will use them, Developers should look to align their roading designs to the AT Transport Design Manual. However, as a minimum they will have design standards set in out in laws such as the Land Transport Rule: Traffic Control Devices 2004 and those required through the Council consenting process. In this regard Developers are directed to the Council's [Auckland Design Manual \(ADM\)](#). Read in particular the Regulations tab > Section 8 Infrastructure Code of Practice > Chapter 3 Transport.

4.4 General report writing

Overall, the reports for a Developer-initiated project should be written in the same manner as an AT-initiated permanent report because this will eventually be reused as the final version once the roads are vested. TCC reports are about the traffic and parking

controls being proposed, the process that was followed to establish the controls, and the information provided to the TCC for their decision. They are not about the property development project that led to them being proposed. Once the roads are vested to Council, it becomes irrelevant that the controls were initially proposed as part of a development. So, the focus of the report – the engineering analysis and matters consulted on – needs to be directed towards these traffic controls.

Mention once in the Origin and Desired Outcome section that the report is part of a development process. There is no need to mention this again in the report. The Origin section should contain a mention of the resource consent or Engineering Approval (EA) identification, and if the engineering plans have been approved by Council, it is good information for the Committee to know, so also mention this fact in the Origin section of the report.

4.5 Vested and unvested roads

If the report is proposing controls on both vested and unvested roads, the report needs to include a list of the vested roads and a list of the unvested roads in the Location section. If the report is proposing controls solely on vested roads or solely on unvested roads, the report needs to clearly state this in the Location section.

A good method for establishing the legal status of a road would be to add a column to the table for the legal status and enter “vested” or “unvested” as appropriate for each road in the proposal.

4.6 Consultation

In order for AT to meet its statutory obligations under the Local Government Act and Land Transport Act and commitments to robust decision-making practices, a certain quality of engagement with relevant stakeholders within AT and the public is needed.

If it has been possible to follow the new approach of undertaking the TCC approval in principle process at the same time as seeking the Engineering Approval from Council the consultation section will describe the outcome of consultation undertaken for that combined process.

If the TCC process is being undertaken before the Engineering Approval, then an approach like the one undertaken for an internal AT project should be followed for consulting with the relevant AT departments and teams and such of the external stakeholders that are relevant.

However, if the Engineering Approval process has been undertaken separately before the TCC process then any internal AT team that was consulted during that process will not need to be consulted again for the report. However, any internal team that was not consulted, but is impacted by the proposal or TCC decision, will need to be consulted for the report. It is hoped that all impacted teams would be consulted during the Engineering Approval stage to avoid an additional consultation later for the report.

Under the recommended approach, consultation for the TCC process will be undertaken in conjunction with Engineering Approval consultation and then only any remaining relevant external consultation needs to be undertaken for the report to go to the TCC.

With greenfield developments there may be few directly affected neighbouring properties that would need to be directly consulted, but with brownfield developments and inner city

redevelopment there will need to be greater attention paid to conducting adequate public consultation with stakeholders to ensure that the TCC can understand the perceived impact of the development and the proposals to mitigate any valid concerns raised.

4.6.1 Internal and external consultation tables

The report will need to show information about the consultation with the relevant AT teams, noting that consultation was in combination with the Engineering Approval process and stating the outcome of that consultation. This should be either “no concerns raised” or “comments addressed below”. To determine which outcome is appropriate, [2.11.10 Internal Engagement Analysis](#) provides a detailed explanation.

The external parties are handled in the same manner. Any external stakeholders that were consulted robustly enough during EA are filled in on the table with the additional explanation that they were consulted during the engineering approval process. Any external consultation that was only done separately for the resolution process are also filled in with the explanation that they were consulted during the resolution process.

4.6.2 Feedback

The Traffic Control Committee must still see the quality of engagement for any teams or stakeholders that were consulted whether it was at the same time as the Engineering Approval process or separately. Therefore, the report must still include any substantive comments made by the team or stakeholder in the Analysis section of the report using the same format as a regular analysis of feedback. Show the team’s or stakeholder’s comment and the response to the comment. Focus on what, if anything, will be done about the comment.

For any parties that were consulted as part of preparing the report, you must include a discussion of the close out for those parties along with the comments and responses.

4.6.3 Local Board

Following a review of the process – including Local Board feedback – and given a number of difficulties that have been experienced in the past, the TCC has determined that consultation with Local Boards will no longer be required for Developer-initiated reports.

It is considered likely that any project that will have a significant impact on the traffic and parking controls of a local area would have come to a Local Board’s attention through other consenting processes. Matters with a smaller impact do not tend to result in any Local Board comment at this stage.

However, if during other processes the Local Board has made specific comments in relation to traffic and parking traffic controls relevant to the TCC’s decision, these should be referred to in this section of the report. If that did not happen then the report should merely note under the Local Board heading that:

“The recommendations in this report were initiated as part of a development project lead by a party external to Auckland Transport. There was no separate engagement with the Local Board specifically associated with the preparation of this report.”

4.7 Updating a report for return to the TCC

When returning a report to the TCC for final decision (or obtaining a new interim decision due to changes) it will need to be updated for the current conditions.

NOTE: It is strongly encouraged that consultancies providing a quote on a project that will go through this process make it clear to the Developer that there will be costs associated with these matters.

Report update – Road names must be updated for the Local Board-approved names.

Substantive changes to the traffic controls, especially changes that were made partway through the development process, should be mentioned in the report. The change is mentioned at the end of the Proposal section and the new proposal becomes a new option at the end of the Alternative section. The new option should include the reason for the change.

If any consultation was required for the change, that information is added to the end of the appropriate sections. Introduce the reason and methodology for any new internal or external consultation at the end of the respective consultation discussions in the Consultation section. Any feedback from the new round of consultation goes at the end of the respective internal and/or external consultation discussions. And the close out of the new round of consultation is included at the end of the Close out section.

Traffic counts should be less than three years old. Data from the Auckland Transport Traffic counts website may be used for existing road(s). For the new road(s), traffic counts may be estimated, provided the estimate can be justified.

If the speed limit has changed between the time of the original report and the returning report, update the speed limit information with the current speed limits. It is important to note that setting speed limits is a separate process from the rest of the traffic and parking controls covered by a TCC report. If a development requires changes to speed limits on existing vested and AT controlled roads a request must be put to AT's Road Safety Engineering team to undertake the process to legalise an appropriate speed on the road. Signs and markings may not be installed until the speed limit has been legalised. If there are unvested roads it is strongly urged that the Developer exercise their power as the road controlling authority before the roads are vested to set the safe and appropriate speeds for the private roads in their development before vesting them. The process for a developer to set the speed limits on what at that stage are their private roads is very easy compared to the requirements on AT once the roads are vested as public roads. AT will provide guidance on how to do this.

Plan update – The Local Board approved road names must be used in the plan.

The individual sections must show street addresses, if known. Street address information may be taken from Auckland Council's GeoMaps or LINZ information.

The traffic controls in the plan must match what has been marked on the ground. If the installed signs and markings are incorrect, they must be corrected to reflect the plan. If the proposal has been changed, the plan must be updated to show the current proposal.

4.8 AT policies

Footpaths and berm parking – We are experiencing parking situations in many new developments, due to most now including narrow roads and limited parking availability, which results in vehicles parking on the footpath or berm due to a public perception of insufficient on-street and off-street parking. It is intended that the rate of public transport ridership would increase, thereby requiring less of a need for multiple vehicles. However, until that point is reached, parking problems are likely to continue to occur in new developments. Therefore, it is now AT policy to include formal decisions for all footpaths and no stopping off the roadway controls within any new development so that we may enforce these parking issues where they are identified in future.

The report and plan must include and formally resolve footpaths and no stopping off the roadway (colloquially referred to as “berm parking prohibitions”) along all the roads for all new developments.

It is not expected or intended that the signs would be installed for the no stopping off the roadway at the time of development. Having the formal decision means that should a parking issue occur in future, it can be addressed then with AT merely installing the signs and starting enforcement; the legal decision for the prohibition has already been made.

Confirming existing controls – AT’s approach of confirming the existing controls in the vicinity of a project when we can’t easily find a covering report does not apply as a rule in the case of a report being prepared externally for a developer. AT cannot expect a third party to take responsibility for filling in these gaps for us. But as the drawing will need to show the existing controls anyway and it shouldn’t take too much more effort for a competent consultancy to include the relevant recommendations to cover them in a report, we do request that developers give consideration to covering these matters off as well. To be clear, this is at the discretion of the consultancy and developer agreeing to do this for the public good rather than something we insist on.

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Appendix A – Glossary

Abbreviation	Full Name
AT	Auckland Transport
AT Bylaws	Most relevant ones with regard to resolutions being AT Traffic Bylaw 2012 , AT Speed Limits Bylaw 2022 , Signs Bylaw 2022 (which incorporates election signs) and AT Activities in the Road Corridor Bylaw 2022
ATCOP	Auckland Transport Code of Practice
BYL	Broken yellow lines
EA	Engineering Approval (This is the Council process for approving a private Developer’s engineering plans.)
EMRP	Elected Member Relationship Partner
GIS	Geographical Information System
LGA74	Local Government Act 1974
NSAAT	No stopping at all times
NZTA	New Zealand Transport Agency (also known as Waka Kotahi)
Recommendation	This is a term that we use to refer to the individual recommendations for traffic and parking controls. These were in the past referred to as “pursuants”.
SSP	Stopping, standing, or parking
TCC	Traffic Control Committee
TCC Report	This is a report directed to the TCC containing controls that only the TCC can decide on. Predominantly, these are decisions made under bylaws.
TCD	Traffic control device (such as signs, markings, signals, delineators)
TCD Rule	Land Transport Rule: Traffic Control Devices 2004
TDM	AT’s Transport Design Manual
TMP	Traffic Management Plan (usually used in the temporary traffic management process)
Traffic Ops report	This is a decision-making report directed to the Traffic Operations Manager who holds the delegated authority to decide on traffic controls that do not require a decision made under the bylaw or by the TCC.

Appendix B – Names and Current Positions

DECISION MAKERS	
Resolutions	Managers
<p style="text-align: center;">Traffic Control Committee</p> <p style="text-align: center;">Sitting Members:</p> <p style="text-align: center;">Group Manager Parking Services</p> <p style="text-align: center;">Group Manager Road Corridor Access & Coordination</p> <p style="text-align: center;">Transport Design & Standards Manager</p> <p style="text-align: center;">Group Manager Network Operations Planning</p> <p style="text-align: center;">Infrastructure & Fleet Specification Manager</p> <p style="text-align: center;">Group Manager Road Network Operations</p>	<p style="text-align: center;">Traffic Operations Manager</p>
<p>Templates:</p> <p>(1) Permanent Traffic and Parking Changes report</p> <p>(2) Temporary Traffic and Parking Changes report</p> <p>(3) <i>Written Decision of the Traffic Control Committee report</i></p> <p>(4) Amended TCC report</p>	<p>Templates:</p> <p>Permanent Traffic Control Changes report</p> <p>Amended Traffic Ops report</p>
<p>Parking and Traffic Control Resolutions under the AT Bylaws.</p> <p>Refer to the lists under 1.11.1, 1.11.2, and 1.11.3</p>	<p>Traffic Control Resolutions under the Local Government Act 1974 and TCD Rule 2004.</p> <p>Refer to the list under 1.14</p>

TCC MEMBERS	
AT Positions appointed to TCC	Current Person Holding that Appointment
Group Manager Parking Services	John Strawbridge
Group Manager Road Corridor Access & Coordination	Tracey Berkahn
Transport Design and Standards Manager	Chris Beasley
Group Manager Network Operations Planning	Melanie Alexander
Infrastructure & Fleet Specification Manager	Edward Wright
Group Manager Road Network Operations	Andrew Allen

TRAFFIC OPERATIONS MANAGER APPROVALS	
Name and designation of the officer	Traffic Controls
Jared Plumridge Traffic Operations Manager Road Network Operations	All traffic controls listed in 1.14

STEP 2 REPORT REVIEWERS	
AT Position	Current Staff Member
Traffic Engineering Team Leaders	Danny Xu –South Mathew Rudez – Central Pragati Vasisht – North / West
Public Transport Services (to be used if the street is on a bus route, school bus route, near a transport station or could be used by a driver to get to or from a route or divert from a route – basically, if a bus can fit on the road, Public Transport will be consulted)	Stuart McAlpine
Parking Compliance	Garry Brown

TRANSPORT CONTROLS UNIT	
AT Position	Current Staff Member
Transport Controls Manager	Terry Sugrue
Senior Resolutions Specialists	Anthony Herath Ravi Reddy
Resolutions Specialists	Ramen Sharma Craig Price Lee Zhang
Senior Resolutions Systems Developer	Liam Amundsen
External Resolutions Facilitator	Joyce Paculaba
TCC Secretary / Resolutions Coordinator	Melanie Beeching

Appendix C – TCC Policies and Philosophy

(Things it helps to know about when doing reports)

The Process

General

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

Hence, the Committee has unanimously decided to not accept reports as extraordinary items in situations where it is merely that the report has missed the agenda cut-off deadline. It was confirmed that you will need an extraordinarily good reason for a report to be accepted as an extraordinary item because usually waiting two more weeks is not long compared to how long you delayed the process in completing the report.

You should therefore try to build into your planned time frame more scope for slippage during the final stages so that you do not need to be submitting reports at the last minute. We recommend that you plan your approach so that you are not asking people to review your report the day of the deadline. The review process has been designed to take about a fortnight and the agenda deadline is ten days in advance of the meeting, so you need to plan to have your report and plan ready for review at least one month ahead of your desired TCC meeting as these timeframes do not account for the time it takes to correct any rejected reviews or other errors. Do not leave your report with someone expecting them to finish your process for you. We will do what we can to help you, but the report remains your responsibility and you need to follow its progress and move it forwards when it stalls.

Extraordinary Items

If you wish to submit an item to the Committee as an extraordinary item, you must get permission from the [Transport Controls Manager](#). Two questions need answers: 1) what it is about his project that makes it vital that the decision be made at this meeting rather than the meeting two weeks later and 2) why was it not possible for the report to be ready with sufficient time to meet the agenda cut off? If the Transport Controls Manager thinks the Committee may find the answers acceptable, the report will be put to the TCC as a possible extraordinary item. The Committee makes its own decision whether or not to actually accept it onto the agenda.

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

Written Unanimous Decisions

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

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

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

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

The Report

NSAAT Markings – Driveways

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

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

NSAAT Markings – Cycle Lanes

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

If the markings are currently in existence in the cycle lane, they are shown in a black colour in the plan. If they are being installed along with the cycle lane or added as new markings to an existing cycle lane, they will be shown in blue in the plan. The NSAAT markings will be resolved along with the cycle lane.

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

Temporary NSAAT markings

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

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

Please note that the NSAAT markings will apply to everyone, including the contractors' vehicles. All vehicles, including the contractors' vehicles, can be issued an infringement notice if they park in the NSAAT marked area. Similarly, if a temporary loading zone is resolved for a construction site, it must only be used for loading and unloading. It cannot be used as a parking place for construction site workers.

Scope of the report

AT is a large organisation with various departments who may have different interests in traffic controls in an area. It is also an organisation that inherited its roads from various predecessor organisations with different decision-making processes. This means that there can be another department with a need for controls to be changed in the area of your project but who would not have been able to make those changes yet because they had other priorities. There can also be controls on the road that are not part of your project but need to be confirmed by your report because that will be easier than trying to locate a decision made decades ago by a different organisation.

In order to provide the best service to the community we serve the scope of your report is expected to expand enough to cover these matters. Because that is what is good for AT and for Auckland.

The Plan

Bus Stop Design

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

Bus stops being removed must be shown in the plan in red. This is still required even if the bus stop is not being formally revoked, but is instead being replaced by another control. We need this information as Public Transport Services track the bus stops being removed from the system.

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Appendix D – Recommendations

5 Explanatory notes

5.1 How to use these template recommendations

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

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

Notes are shown in **red** and examples are shown in **green**. These are provided for information purposes. Notes and other information in red should be deleted after reading and following the instructions where appropriate.

5.2 Revocation and effective date clauses of resolutions

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

Revocation clause:

“That any previous resolutions or decisions about traffic controls made under any bylaw or other Road Controlling Authority power are revoked to the extent that they are incompatible with the traffic controls resolved in this report.”

Effective date clause:

“The traffic controls, restrictions and/or prohibitions resolved in this report are resolved from the date the decision was made. Each control, restriction or prohibition takes effect and may be enforced either immediately or, if dependent on a traffic control device, once the traffic control devices specified for it under the Land Transport Rule: Traffic Control Devices 2004 are installed.”

5.3 Revocation and effective date clauses of parking zone resolutions

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

Savings clause:

“That any previous resolutions about [no stopping at all times] [bus stops] [Pmins] [small passenger service vehicle stands] [mobility parking] [loading zones] [state all other restrictions in the zone that are to be saved] in the **zone description** indicated as ‘**PZ#**’ in the attached drawing #XXXX, Rev X, dated XX/XX/XXXX made pursuant to any bylaw are saved by this resolution and continue in force in the current locations.”

Revocation clause:

“That any previous resolutions not covered by [\(insert clause letter for “savings” clause above e.g. F\)](#) made pursuant to any bylaw or other Road Controlling Authority power, to the extent that they are incompatible with the traffic controls resolved in this report are revoked.”

Effective date clause:

“The traffic controls, restrictions and/or prohibitions resolved in this report are resolved from the date the decision was made. Each control, restriction or prohibition takes effect and may be enforced either immediately or, if dependent on a traffic control device, once the traffic control devices specified for it under the Land Transport Rule: Traffic Control Devices 2004 are installed.”

5.4 Revocation and effective date clauses of Traffic Ops reports

The following “revocations” and “coming into effect” provisions are to be used in the Permanent Traffic Controls Changes report, which is used if and only if the report contains only traffic controls, none of which need a TCC decision.

Revocation clause:

“That any previous resolutions or decisions about traffic controls made pursuant to any bylaw or other Road Controlling Authority power, to the extent that they are incompatible with the traffic controls approved in this report are revoked.”

Effective date clause:

“The traffic controls, restrictions and/or prohibitions approved in this report are approved from the date the decision was made. Each control, restriction or prohibition takes effect and may be enforced either immediately or, if dependent on a traffic control device, once the traffic control devices specified for it under the Land Transport Rule: Traffic Control Devices 2004 are installed.”

5.5 Effective date clause of revoked/removed controls

The following “coming into effect” provision is to be used in any report where a control (or controls) is/are being explicitly revoked/removed rather than being replaced by another control. This is added as the very last clause in the recommendations. It is included with and must come after the standard effective date clause.

Effective date clause:

“The revocation of each traffic control, restriction or prohibition in recommendation(s) [insert pursuant letter\(s\) for the control\(s\) being specifically removed rather than replaced \(e.g. F.\)](#) takes effect either immediately or, if dependent on a traffic control device, the revocation takes effect once the traffic control devices specified for it under the Land Transport Rule: Traffic Control Devices 2004 are removed.”

If there are no controls being specifically revoked without being replaced by a conflicting control do not use this paragraph.

5.6 Revocation and effective date of temporary resolutions – special events

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

Signage clause:

“Signs for [this restriction] [these restrictions] may be erected up to **25 hours** before each start date and time as specified.”

Revocation clause:

“That excluding permanent ‘No Stopping’ areas evidenced by broken yellow lines, any other previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they are incompatible with the traffic controls described in this resolution are **suspended** for the time this resolution is operational.”

5.7 Revocation and effective date of temporary resolutions – road works

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

Signage clause:

“The traffic controls, restrictions and/or prohibitions resolved in this report are resolved from the date the decision was made. Each control, restriction or prohibition takes effect and may be enforced as specified below.

Start: [date] [time and date]

End: [date] [time and date]

Traffic Control Devices for [this restriction] [these restrictions] may be erected up to **25 hours** before each start date and time as specified.”

Note: that the date alone will usually be enough for long-term temporary controls, but the time might be relevant for shorter time periods. This sets out the overall period of the temporary controls but sometimes there will be limited controls within that period – like a construction loading zone that reverts to ordinary parking during the evening. Those time restrictions will be set out inside the recommendation.

Revocation clause:

“That any previous resolutions or decisions about traffic controls made pursuant to any bylaw or other Road Controlling Authority power, to the extent that they are incompatible with the traffic controls resolved in this report are **suspended** for the time this resolution is operational.”

5.8 Bylaw identification

In a change from previous report templates space will be saved in the recommendations by only setting out the full title of the bylaw once. This will be done as a standalone recommendation at the start of the recommendations:

Bylaw Clause:

“That for the purpose of these recommendations any reference to “the Bylaw” is a reference to the Auckland Transport Traffic Bylaw 2012 and that any references to “the Council Bylaw” is a reference to the Auckland Council Traffic Bylaw 2015.”

5.9 Drawing identification

In a change from previous report templates where the drawing was specifically referred to in each relevant recommendation from this report template moving forward it is intended that the drawing for each individual report will only identified once at the start of the recommendations. All subsequent recommendations for the individual controls will be taken as referring to that drawing. At most a sheet number (or sheet numbers) will be referred to in the individual recommendations.

Drawing Clause:

“That the drawing(s) identified as ***Insert drawing number(s), full range of sheet numbers, revision number and date of drawing*** forms part of this Traffic Control Order as a representation of the area covered by this decision. The labelled controls, restrictions and/or prohibitions in the drawing correspond to the references to those labels set out below unless otherwise stated.”

5.10 Local Government Act 1974 section 591

The law does not allow parking on the road by default. Leaving private property on the road without authorisation is arguably an encroachment and an offence under [section 357 of the LGA74](#). But that Act also allows for parking places to be provided. This process amounts to the authorisation required to make leaving private vehicles on the road legal. The [LGA74 section 591](#) and clause 19 of the AT Traffic Bylaw allow AT to provide a parking place on the road and a reference to this clause is included in the report along with any recommendations that establish a parking place or area or restriction to that parking place or area.

Previously each parking recommendation started by declaring that area to be a parking place but to streamline this we now propose to do a general recommendation applying to all the kerbside edges in the area of the report.

Parking place clause (general)

That pursuant to section 591(1)(d) of the Local Government Act 1974 and clause 19(1)(a) of the Bylaw the kerbside edges of all the roadways within the area covered by this decision are authorised for use as a parking place except for locations where parking is prohibited under the Bylaw or other legislation.

Note: parking inside the area of an intersection or within 6m of an intersection is prohibited under the Road User Rule and so is parking within 6m of a pedestrian crossing unless this is expressly allowed and indicated by signs or markings. The general

kerbside recommendation above will not allow for those areas to be parking places because they are prohibited by legislation. So, if it is specifically intended that parking be allowed for example across the top of a T-intersection or an indented bay next to a pedestrian crossing kerb build out then that space will need to be expressly resolved as a parking place to override the prohibition. For full coverage, both the general and the specific recommendations will be needed.

That pursuant to section 591(1)(d) of the Local Government Act 1974, clause 19(1)(a) of the Bylaw and clause [6.3(2) *intersections*] [6.5(3) *pedestrian crossings*] of the Land Transport (Road User) Rule 2004 the marked area(s) referred to as **PA#** on **Road Name(s)** on sheet(s) # are authorised for use as a parking place.

Example

That pursuant to section 591(1)(d) of the Local Government Act 1974, clause 19(1)(a) of the Bylaw and clause 6.3(2) of the Land Transport (Road User) Rule 2004 the marked area referred to as **PA1** on **Tahuhu Road** on sheet 1 is authorised for use as a parking place.

Note: where parking places are to be resolved beyond a cycle lane and so not at the kerbside edge, the following recommendation will be added:

That pursuant to section 591(1)(d) of the Local Government Act 1974 and clause 19(1)(a) of the Bylaw, the marked area(s) beside the central edge of the delineators or flush traffic islands separating the cycle lane from other lanes referred to as **PA#** on **Road Name(s)** on sheet(s) # are authorised for use as a parking place. For the avoidance of doubt, these parking places are not affected by the no stopping at all times markings within the cycle lane but are subject to all other relevant parking prohibitions under the Bylaw or other legislation.

Example

That pursuant to section 591(1)(d) of the Local Government Act 1974 and clause 19(1)(a) of the Bylaw, the marked areas beside the central edge of the delineators or flush traffic islands separating the cycle lane from other lanes referred to as **PA1 to PA15** on **Queen Street** on sheets 1 to 3 are authorised for use as a parking place. For the avoidance of doubt, these parking places are not affected by the no-stopping-at-all-times markings within the cycle lane but are subject to all other relevant parking prohibitions under the Bylaw or other legislation.

Note: in some locations (mostly – but not exclusively – rural) where the road does not have a formed kerb it will be suitable for vehicles to be parked partially or entirely on the road margin. An additional or alternative s591 wording will be required for this.

That pursuant to section 591(1)(d) of the Local Government Act 1974 and clause 19(1)(a) of the Bylaw, on roads within the area covered by this decision which do not have a kerb, the road margins and roadway edges of the roads are authorised for use as a parking place except for locations where parking would obstruct traffic on the roadway and locations where parking is prohibited under the Bylaw or other legislation.

5.11 Numbering style

Most recommendations are of a simple enough construction to be contained within a single paragraph. These are numbered with a capital letter followed by a full stop – A. B. C., etc. If the report is so large that it contains more than 26 recommendations use double capital letters – Y. Z. AA. BB. CC., etc. Occasionally, the individual recommendation is spread over two or more paragraphs at the same level of structure – in these cases the second paragraph is not numbered and is treated as an extension of the first paragraph.

However, some recommendations are complex and involve a number of linked paragraphs at different levels of structure – for example parking zones with permit schemes and pedestrian malls. In these cases, the top level of the structure stays the same – capital letters with full stop – A. B. C., etc. The second level is indented and uses capital roman numerals followed by a full stop – I. II. III., etc. The third level of structure is indented further and uses lower-case letters followed by a full stop – a. b. c., etc. The fourth level of structure is indented again and uses lower-case roman numerals followed by a full stop – i. ii. iii., etc. In the extremely unlikely event of another level being required the sequence could restart using round brackets rather than full stops.

A.
 I.
 a.
 i.
 (A)

5.12 Using these recommendations

Bold v regular text – Where the template recommendation uses bold text, the text in the report recommendation should also use bold text. Where the template has regular text, the report should also use regular text. If information needs to be replaced in the template, it should follow the same formatting as the template shows. For example, if the template has Road Name, the road name that replaces this text must also be in bold type. Where the template had Road Name, the road name that replaces this text will be in regular type.

(s) – For any nouns in the recommendation template that includes (s) at the end of the noun, it is intended that the user use either the singular or plural of that noun. Area(s) is to be replaced by “area” or “areas”; it is not to be left as “area(s)”. For example, it would be “in the area referred to as A1” or “in the areas referred to as A1 and A2”. Please proofread your recommendations for the proper usage of the language before submitting your report.

Default conditions – Some Soe traffic and many parking controls can have conditions applied to the controls, like operating times – between the hours of or at all times – or certain vehicle types – like any vehicle, goods vehicles, etc. In most of the cases where an operating time condition can be applied, “at all times” is the most common condition that is applied to the control. To reduce the amount of bold text within the recommendation language, the ‘default’ conditions of a control will be noted. If the default condition is what is applied to the traffic control or parking restriction, the text will not be in bold type. Any deviation from the ‘default’ condition will be shown in bold text.

5.13 The order of the recommendations

Whilst there is no set order for the recommendations, users of a report commonly look for certain recommendations more often than others. Therefore, to make it easier for the users of your report to find the information they seek, you want to start with the recommendations that are the purpose of the proposal. For example, if the purpose of your project is to create a bus lane, then the bus lane recommendation and any others associated with the bus lane should come at or near the beginning of the recommendations. Don't make a reader search what could be pages of recommendations (for the larger projects) looking for the ones that pertain to the project.

After this, recommendations tend to be ordered in terms of the more commonly enforced traffic and parking controls, such as no stopping at all times, parking restrictions, intersection controls, pedestrian crossings, traffic islands and road humps. Recommendations that are enforced by AT are usually placed ahead of those enforced by the New Zealand Police.

Traffic controls that are less commonly enforced are usually placed after the above, like edge lines, lane markings, etc.

Warning and advisory controls are placed at the end of the recommendations that establish traffic or parking controls.

Recommendations that revoke a traffic control are commonly grouped together at the very end of the recommendations. This allows a reader to quickly identify all traffic controls that are being explicitly revoked.

5.14 Revoking individual traffic controls

Whilst completely replacing an existing traffic control with a new traffic control revokes the existing traffic control under the standard revocation clause, if a control is not entirely replaced, it must be explicitly revoked. It is also occasionally preferred that a traffic control that is entirely replaced by another control still be specifically revoked.

An "R" is added in front of the usual label to denote revoked controls. The phrase "revoked" should come at the end of the clause and be in bold text. Any conditions that were originally applied to the traffic control are not included in the revocation (because conditions don't matter for something being removed).

It is important to note that the revocation is not revoking the traffic control itself, but is revoking the original decision for that traffic control. Therefore, the language to be used generally follows the same language as the general recommendation, but revokes the previous decision to provide/specify, etc the traffic control. In other words, if the original language provides the traffic control, then the decision to provide that control is revoked. This might be best illustrated with some examples.

- A. No stopping at all times revocation: That pursuant to clause 18 of the Bylaw, the previous decision to prohibit the stopping, standing or parking of any vehicle at all times on **Road Name** in the area(s) referred to as **RA#** as indicated on sheet(s) #, is **revoked**.
- A. Loading zone revocation: That pursuant to clause 19 of the Bylaw, the previous decision to specify a loading zone on **Road Name** in the area(s) referred to as **RLZ#** as indicated on sheet(s) #, is **revoked**.

- A. Traffic island revocation: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.7 of the Land Transport Rule: Traffic Control Devices 2004 the previous decision to provide a traffic island on **Road Name** in the area(s) referred to as **RT#** as indicated on sheet(s) #, is **revoked**.

There may be recommendations that don't conveniently conform to this format. In those cases, talk to [Transport Controls](#) for the appropriate revocation language to use.

6 List of recommendations for vehicle and road use restrictions

6.1 One-way road

Clause 7 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: New Zealand Police

Purpose: This restriction is implemented as a road safety measure.

- A. One-Way Road: That pursuant to clause 7 of the Bylaw, a one-way road control is imposed on **Road Name** (describe the extents of the one-way road) in the direction indicated on sheet(s) #.

Note: If a marked cycle lane will be added to the road, the [Special vehicle lane – cycle lane](#) recommendation needs to be included in the Recommendations section of the report.

If the cycle lane will also be a contra-flow cycle lane, along with the [Special vehicle lane – cycle lane](#) recommendation, the following form of the one-way road recommendation must be added.

Note: if there is a contra-flow cycle lane on a one-way road, use the recommendation below instead of the one above.

- A. One-Way Road (with contra-flow cycle lane): That pursuant to clause 7 of the Bylaw, a one-way road control is imposed on **Road Name** (describe the extents of the one-way road) in the direction indicated on sheet(s) #, except for the contra-flow cycle lane referred to as **CL#**.

Examples

One-Way Road: That pursuant to clause 7 of the Bylaw, a one-way road control is specified on **Captain Scott Road** (from West Coast Road to Glenmall Place) in the direction indicated on sheet 1.

One-Way Road (with contra-flow cycle lane): That pursuant to clause 7 of the Bylaw, a one-way road control is specified on **Federal Street** (from Fanshawe Street to 32 metres north of Swanson Street) in the direction indicated on sheets 1 and 2, except for the contra-flow cycle lane referred to as CL1-2.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.2 Prohibited left or right turn

Clause 8 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: New Zealand Police

Purpose: This restriction is implemented as a road safety measure.

- A. Prohibited right, left or straight ahead: That pursuant to clause 8 of the Bylaw, a **[right-turn] [left-turn] [straight ahead] [describe banned movements] ban** is imposed for **[all vehicles] or [insert specific types of vehicles prohibited and types of vehicles exempted from the prohibition]** from **Road Name** onto **Road Name** as indicated on sheet(s) #.

Note: Information on the drawing indicating the location of turn ban signs should be adequate to demonstrate which direction of travel is being banned from turning from one road into another road. If there is any room for doubt additional information can be added to describe the direction of travel

Examples

Prohibited right, left or straight ahead: That pursuant to clause 8 of the Bylaw, a **right-turn ban** is imposed for all vehicles from **Lincoln Road** onto the SH16 northbound off-ramp as indicated on sheet 3.

Prohibited right, left or straight ahead: That pursuant to clause 8 of the Bylaw, a **left-turn ban** is imposed for heavy vehicles longer than 12.6m from **Great South Road** onto Manukau Road as indicated on sheet 1.

Prohibited right, left or straight ahead: That pursuant to clause 8 of the Bylaw, a ban on going **straight ahead** is imposed for all vehicles except authorised vehicles, or buses, motorcycles, mopeds and cycles from **Albert Street** onto Lower Albert Street as indicated on sheet 1. An authorised vehicle for this purpose is any vehicle visiting, and making deliveries to, collections from or providing services to Commercial Bay properties.

Prohibited right, left or straight ahead: That pursuant to clause 8 of the Bylaw, a **right-turn ban** is imposed for all vehicles from north-westbound **Lloyd Avenue** onto New North Road as indicated on sheet 6.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.3 Restriction: Bus left or right turn

Clause 8 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: New Zealand Police

Purpose: This restriction is implemented as a bus priority measure.

- A. Priority bus right, left or straight ahead: That pursuant to clause 9 of the Bylaw, the requirement to [turn left] [turn right] [go straight ahead] [[describe direction](#)] applies to the arrow-marked [left] [right] [centre] lane on **Road Name** for all vehicles except [buses, motorcycles, mopeds and cycles](#) which may [go **straight ahead**] [**turn left**] [**turn right**] onto to the bus lane as indicated on sheet(s) #.

Example

Priority bus right, left or straight ahead: That pursuant to clause 9 of the Bylaw, the requirement to turn left applies to the arrow-marked left lane on **Lake Road** for all vehicles except buses, motorcycles, mopeds and cycles which may go **straight ahead** onto the bus lane as indicated on sheet 1.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.4 Prohibited U-turn

Clause 8 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: New Zealand Police

Purpose: This restriction is implemented as a road safety measure.

- A. Prohibited U-turn: That pursuant to clause 8 of the Bylaw, a U-turn ban is imposed on **Road Name** describe section of road where U-turns are prohibited as indicated on sheet(s) #.

Example

Prohibited U-turn: That pursuant to clause 8 of the Auckland Transport Traffic Bylaw 2012, a U-turn ban is imposed on **Northcote Road** at its intersections with the Northern Motorway ramps as indicated on sheets 1 and 2.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

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

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

Proposed by: Road Network Operations

Enforcement: New Zealand Police

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

- A. Layout of lanes restricted to road users travelling straight and/or turning: That pursuant to clause 9 of the Bylaw, section 334 of the Local Government Act 1974, and noting clauses 2.1 and 7.12 of the Land Transport Rule: Traffic Control Devices 2004, lanes, including lanes restricted to traffic required to turn or go straight ahead as indicated by arrow markings, are provided for on **Road Name** as indicated on sheet(s) #.

Example

Layout of lanes restricted to road users travelling straight and/or turning: That pursuant to clause 9 of the Bylaw, section 334 of the Local Government Act 1974, and noting clauses 2.1 and 7.12 of the Land Transport Rule: Traffic Control Devices 2004, lanes, including lanes restricted to traffic required to turn or go straight ahead as indicated by arrow markings, are provided for on **Alex Evans Street** as indicated on sheet 1.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.6 Special vehicle lane – bus lane

Clause 10 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: Parking Compliance

Purpose: This recommendation is used to restrict the use of a traffic lane to buses, motorcycles, mopeds, and cycles. The special vehicle lane can be set to apply at all times or at specified times on specified days.

Note: It may be possible to resolve longer SVLs without drawing the full length using the double arrow technique. But it is best to draw both ends if there is an intersection or other controls near the ends. Please discuss this with the [Transport Controls Unit](#) for more information.

- A. **Bus lane:** That pursuant to clause 10 of the Bylaw, the area(s) referred to as **BL#** on **Road Name** as indicated on sheet(s) **#** is specified as a special vehicle lane, in the form of a bus lane restricted to buses, cycles, mopeds and motorcycles [at all times] [between the hours of **operating time/days**].

Note: “At all times” is considered to be the “default” time period for a special vehicle lane. If “at all times” is chosen as the operating hours, the time period is not shown in bold text. Any deviation from an “at all times” condition will be shown in bold text.

Example

Bus lane: That pursuant to clause 10 of the Bylaw, the area referred to as **BL1** on **Fanshawe Street** as indicated on sheets 1 to 3 is specified as a special vehicle lane, in the form of a bus lane restricted to buses, cycles, mopeds and motorcycles at all times.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.7 Special vehicle lane – bus only lane

Clause 10 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: Parking Compliance

Purpose: This recommendation is used to restrict the use of a traffic lane to buses. The special vehicle lane can be set to apply at all times or at specified times on specified days.

Note: It may be possible to resolve longer SVLs without drawing the full length using the double arrow technique. But it is best to draw both ends if there is an intersection or other controls near the ends. Please discuss this with the [Transport Controls Unit](#) for more information.

- A. **Bus only lane:** That pursuant to clause 10 of the Bylaw, the area(s) referred to as **BO#** on **Road Name** as indicated on sheet(s) # is specified as a special vehicle lane in the form of a bus only lane restricted to buses [at all times] [between the hours of **operating time/days**].

Note: “At all times” is considered to be the “default” time period for a special vehicle lane. If “at all times” is chosen as the operating hours, the time period is not shown in bold text. Any deviation from an “at all times” condition will be shown in bold text.

Example

Bus only lane: That pursuant to clause 10 of the Bylaw, the area referred to as **BO1** on **Esmonde Road** as indicated on sheets 2 and 3 is specified as a special vehicle lane in the form of a bus only lane restricted to buses at all times.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.8 Special vehicle lane – cycle lane

Clause 10 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: Parking Compliance

Purpose: This recommendation is used to restrict the use of a lane to cycles.

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

- A. Cycle lane: That pursuant to clause 10 of the Bylaw, the area(s) referred to as **CL#** on **Road Name** as indicated on sheet(s) # is specified as a special vehicle lane in the form of a cycle lane restricted to cycles at all times, except where interrupted by bus stops.
- B. No stopping at all times: That pursuant to clause 18 of the Bylaw, the stopping, standing or parking of vehicles is prohibited at all times in the area(s) referred to as **CL#** on **Road Name** as indicated on sheet(s) #, except where interrupted by bus stops.

Note: All cycle lanes (including protected cycle lanes) must include the separate recommendation for BYLs.

Note: Use the recommendation below in place of the second paragraph above if the cycle lane will be occasionally outside a car parking area either in an indented parking bay or where the road was wide enough to allow for a cycle lane outside kerbside parking.

- B. No stopping at all times: That pursuant to clause 18 of the Bylaw, the stopping, standing or parking of vehicles is prohibited at all times in the area(s) referred to as **CL#** on **Road Name** as indicated on sheet(s) #, except where interrupted by bus stops or specified parking spaces.

Example

Cycle lane: That pursuant to clause 10 of the Bylaw, the areas referred to as **CL1** and **CL2** on **Portage Road** as indicated on sheets 1 to 3 is specified as a special vehicle lane in the form of a cycle lane restricted to cycles at all times, except where interrupted by bus stops.

No stopping at all times: That pursuant to clause 18 of the Bylaw, the **stopping, standing or parking of vehicles is prohibited at all times** in the areas referred to as **CL1** and **CL2** on **Portage Road** as indicated on sheets 1 to 3, except where interrupted by bus stops or specified parking spaces.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.9 Special vehicle lane – transit lane

Clause 10 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: Parking Compliance

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

Note: It may be possible to resolve longer SVLs without drawing the full length using the double arrow technique. But it is best to draw both ends if there is an intersection or other controls near the ends. Please discuss this with the [Transport Controls Unit](#) for more information.

- A. Transit lane: That pursuant to clause 10 of the Bylaw, the area(s) referred to as **TL#** on **Road Name** as indicated on sheet(s) # is specified as a special vehicle lane in the form of a transit and heavy vehicles lane restricted to passenger service vehicles, motor vehicles carrying not less than **[two (2)] [three (3)] persons** (including the driver), cycles, mopeds, motorcycles and motor vehicles having a gross vehicle mass exceeding 3500 kg [at all times] [between the hours of **operating time/days**].

Note: “At all times” is considered to be the “default” time period for a special vehicle lane. If “at all times” is chosen as the operating hours, the time period is not shown in bold text. Any deviation from an “at all times” condition will be shown in bold text as in the example below.

Example

Transit lane: That pursuant to clause 10 of the Bylaw, the areas referred to as **TL1** and **TL2** on **Constellation Drive** as indicated on sheets 1 and 2 is specified as a special vehicle lane in the form of a transit and heavy vehicles lane restricted to passenger service vehicles, motor vehicles carrying not less than **two (2) persons** (including the driver), cycles, mopeds, motorcycles and motor vehicles having a gross vehicle mass exceeding 3500 kg between the hours of **7:00am to 9:00am** and between the hours of **4:00pm to 6:00pm, Monday to Friday**.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.10 Special vehicle lane – other

Clause 10 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: Parking Compliance

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

- A. Other special vehicle lane: That pursuant to clause 10 of the Bylaw, the area(s) referred to as **OL#** on **Road Name** as indicated on sheet(s) **#** is specified as a special vehicle lane restricted to **specified class of vehicles** [at all times] [between the hours of **operating time/days**].

Note: “At all times” is considered to be the “default” time period for a special vehicle lane. If “at all times” is chosen as the operating hours, the time period is not shown in bold text. Any deviation from an “at all times” condition will be shown in bold text as in the example below.

Example

Other special vehicle lane: That pursuant to clause 10 of the Bylaw, the areas referred to as ‘**OL1**’ and ‘**OL2**’ on **Grafton Bridge** as indicated on sheets 2 to 4 is specified as a special vehicle lane restricted to **buses, cycles, mopeds, motorcycles and authorised taxis** between the hours of **7:00am and 7:00pm, Monday to Friday**.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

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

Clause 11 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: New Zealand Police

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

Note: The test for this clause to be used is that the road is “unsuitable due to size, nature or goods carried”. This implies some physical incompatibility of road and vehicle (or load), not the desires of people living next to the road. NB Clause 11(3) of the Auckland Transport Traffic Bylaw 2012 provides that AT staff delegated to do so may permit vehicles that are otherwise restricted or prohibited to use the road, e.g. loading/unloading goods/passengers at a property, for an emergency service, for road maintenance, or for maintenance by a utility provider.

- A. Traffic control by size, nature or goods (including heavy vehicles): That pursuant to clause 11 of the Bylaw, a prohibition on the use of **specific class of vehicle e.g. heavy vehicles over a certain weight, vehicles over a certain length or height, vehicles carrying dangerous goods** is imposed on [the full length of] **Road Name** [between Road Name and Road Name] [at all times] [between the hours of **operating time/days**] as indicated on sheet(s) #.

Note: “At all times” is considered to be the “default” time period for the above recommendation because this is acknowledging some physical incompatibility between the road and the vehicle class. That is not a thing that would usually have a time or day component. If you are thinking of applying an operating time condition, discuss this with the [Transport Controls Manager](#) before consultation. If “at all times” is chosen as the operating hours, the time period is not shown in bold text. Any deviation from an “at all times” condition will be shown in bold text.

*Note for drawing: Show on an overview-style drawing (in other words, on one sheet as opposed to split across multiple sheets) the relevant area of road shaded and labelled “area of **Name of class prohibition**”, e.g., “area of heavy vehicle prohibition”.*

Example

Traffic control by size, nature or goods (including heavy vehicles): That pursuant to clause 11 of the Bylaw, a prohibition on the use of vehicles with a **gross vehicle mass exceeding 3500kg** is imposed on **Barrys Road** at all times as indicated on sheet 2.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.12 Cycle path / Shared path

Clause 12 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: Parking Compliance

Purpose: This recommendation is used to fix the length, route and location of a shared or cycle path. A cycle path (which must be physically separated from the roadway) is intended for use only by cyclists but unlike a cycle lane it can be clearly marked as bi-directional. A shared path is intended for use by cyclists and pedestrians on the same path (although it is possible to advise the path users to have cyclists and pedestrians stay primarily on either side of a line with markings). Those users of the shared path are specified in the recommendation.

- A. Cycle path/Shared path: That pursuant to clause 12 of the Bylaw, the area(s) referred to as [CP#] [SP#] on **Road Name** as identified on sheet(s) # is specified as a [cycle path] [shared path for cycles, pedestrians; riders of mobility devices and riders of wheeled recreational devices].

Note: You must always Insert the separate recommendation paragraph below because the law does not currently make it illegal in drive a motor vehicle on a cycle path or a shared path - only on a footpath. But clause 11 of the bylaw can be used because the risk to safety makes motor vehicles incompatible with these paths.

- B. That pursuant to clause 11 of the Bylaw, motor vehicles are prohibited from the [cycle] [shared] path(s) referred to as [CP#] [SP#] on **Road Name** as indicated on sheet(s) #, except when crossing directly from the roadway to a driveway.

Examples

Cycle path: That pursuant to clause 12 of the Bylaw, the areas referred to as **CP1 to CP6** on **Otuwairoa Esplanade** as identified on sheet 2 is specified as a cycle path.

That pursuant to clause 11 of the Bylaw, motor vehicles are prohibited from the cycle paths referred to as CP1 to CP6 on Otuwairoa Esplanade as indicated on sheet 2, except when crossing directly from the roadway to a driveway.

Shared path: That pursuant to clause 12 of the Bylaw, the areas referred to as **SP1 to SP8** on **Hobsonville Road, Westpoint Drive and Westpark Drive** as identified on sheets 3A, 3B and 4 is specified as a shared path for cycles, pedestrians; riders of mobility devices and riders of wheeled recreational devices.

That pursuant to clause 11 of the Bylaw, motor vehicles are prohibited from the shared paths referred to as SP1 to SP8 on Hobsonville Road, Westpoint Drive and Westpark Drive as indicated on sheets 3A, 3B and 4, except when crossing directly from the roadway to a driveway.

Note: If a shared path or cycle path will be crossing a street either alongside an intersection of two roadways or just a midblock location where a cycle path or shared path meets a road) the legislation allows for priority to be given to either the users of the path or users of the roadway. If it is intended to give priority to the users of the path, then this needs to be made clear to drivers

on the roadway with a combination of a pedestrian crossing and a give-way control that informs drivers of the need to give-way to the cyclists and pedestrians. Add the clause below. The give-way markings and sign (including the supplementary description “give-way to cyclists and pedestrians”) need to be shown in the plan and the recommendation below added to the report.

- A. Give-way to cyclists and pedestrians: That pursuant to section 334(1) of the Local Government Act 1974 and noting clauses 10.3 and 11.4(5) of the Land Transport Rule: Traffic Control Devices 2004, a Give-way to cyclists and pedestrians control is imposed on **Road Name** at its intersection with the [CP#] [SP#] [cycle] [shared] path and [Z#] pedestrian crossing as indicated on sheet(s) #.

Example

Give-way to cyclists and pedestrians: That pursuant to section 334(1) of the Local Government Act 1974 and noting clauses 10.3 and 11.4(5) of the Land Transport Rule: Traffic Control Devices 2004, a Give-way to cyclists and pedestrians control is imposed on **Rorotu Avenue** at its intersection with the CP1 cycle path and Z1 pedestrian crossing as indicated on sheet 2.

Note: With a typical design, it is not legal for a cyclist to use a midblock pedestrian signal or pedestrian crossing because it requires a cyclist to use some area that is specified for pedestrians. However, a midblock crossing for cyclists can be formed using this same process. Specifically, the cyclist who wishes to cross the road will need to be directed up from the cycle lane or roadway (if there is no cycle lane) onto an area that would otherwise be footpath in order to wait before crossing the roadway. Specifying the footpath area a cyclist must travel as a shared path allows the cyclist to use that area along with pedestrians. Therefore, the area where this happens on both sides of the road and the crossing itself must be resolved separately as shared path. On the drawing, this area would look somewhat like a capital I or H depending on direction although the three sections of it will have a single SP# label. The drawing will show the length of the shared path area on both sides of the road so the same SP# label can be associated with that dimension.

Note: If this type of control is to be imposed on all four legs of a roundabout the drawing can become quite complex. The preferred way to avoid this issue is to label a single shared path as a loop around the roundabout which intersects with each of the four legs of the roundabout. If there are shared paths or cycle paths on the approach and departure to the roundabout, then those paths will end/start at the edge of the circulating shared path.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.13 Shared zone

Clause 13 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: Parking Compliance

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

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

- A. **Shared Zone:** That pursuant to clause 13 of the Bylaw, the area of **Road Name** identified as **SZ#** on sheet(s) **#**, is specified as being for the use of pedestrians and vehicles (a shared zone). Except as expressly resolved otherwise, no person may stop, stand or park a vehicle in the shared zone.
- B. That pursuant to clause 19 of the Bylaw, the parking of vehicles for the purpose of loading or unloading is permitted in the **SZ#** shared zone between the hours of **operating time/days, including public holidays**. The vehicle must not obstruct through traffic. The driver may leave the vehicle unattended for a maximum time of [five minutes] [**specified number minutes**].

Note: The five-minute period for loading activities is considered to be the “default” condition for loading activities within a shared zone. If five minutes is chosen as the condition for the loading activities allowed within the shared zone, this condition is not shown in bold text. Any deviation from the five-minute period will be shown in bold text.

If specific parking is to be allowed in the shared zone, i.e., mobility parking, motorcycle parking, mobile library bus parking, etc, then use the standard recommendation for the specific parking control here with the location description “in the SZ# shared zone ...”.

- C. That pursuant to clause 19 of the Bylaw, the area referred to as **label** in the **SZ#** shared zone on **Road Name** as indicated on sheet(s) **#** is specified as a parking place in the form of **type of reserved** parking [at all times] [between the hours of **operating time/days**]. **Any additional conditions are inserted here.**

Example

Shared Zone: That pursuant to clause 13 of the Bylaw, the area of **Federal Street** identified as **SZ1** on sheets 2 and 3, is specified as being for the use of pedestrians and vehicles (a shared zone). Except as expressly resolved otherwise, no person may stop, stand or park a vehicle in the shared zone.

That pursuant to clause 19 of the Bylaw, the parking of vehicles for the purpose of loading or unloading is permitted in the SZ1 shared zone between the hours of **6:00am and 11:00am, Monday to Sunday, including public holidays**. The vehicle must not obstruct through traffic. The driver may leave the vehicle unattended for a maximum time of five minutes.

That pursuant to clause 19 of the Bylaw, the area referred to as **MP1** in the SZ1 shared zone on Federal Street as indicated on sheets 2 and 3 is specified as a parking place in the form of **motorcycles only parking** at all times. A motorcycle may park on the parking place for a maximum time of **180 minutes**.

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

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

If general parking is to be allowed in the shared zone (i.e., a “home zone”), the correct recommendation to use is found in [section 9.23](#).

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.14 No cruising area

Please consult Transport Controls Manager before using this clause

Clause 14 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations or Road Safety at police request

Enforcement: New Zealand Police

Purpose: This recommendation is used to specify any road to be a no cruising area.

- A. No Cruising area: That pursuant to clause 14 of the Bylaw, cruising (as defined in the Bylaw) is [controlled] [restricted] [prohibited] on **Road Name** [describe the extents of the control] as indicated on sheet(s) #. For the purposes of the definition, driving in the same direction on the road will be considered cruising if it is repeated more than twice within **number** minutes.
- B. That [insert appropriate conditions....](#)

Note: Given the very narrow and awkward definition of the concept of cruising in the Act and bylaw, AT has never considered this a power worth using and this is unlikely to change in the future. Consider other options.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.15 Light motor vehicle restriction

Please consult the Transport Controls Manager before using this clause

Clause 15 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations or Road Safety at police request

Enforcement: New Zealand Police

Purpose: This recommendation is used to specify any road on which any motor vehicles having a gross vehicle mass less than 3,500kgs can be prohibited from being operated between the hours of 9pm and 4am. This power is aimed at preventing large late-night gatherings of reckless car enthusiasts who tend to engage in antisocial behaviour. AT's power is not related to the antisocial behaviour but is to prevent damage to the road surface caused by 'burn-outs' and the risk to safety when drivers lose control during such activities. The use of this control is generally only considered at the request of the police.

- A. Light motor vehicle restriction: That pursuant to clause 15 of the Bylaw, any motor vehicle having a gross vehicle weight less than 3,500kg is prohibited from **Road Name** [describe the extents of the control] as indicated on sheet(s) #, between the hours of 9pm and 4am.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.16 Engine braking prohibition or restriction

Please consult the Transport Controls Manager before using this clause

Clause 16 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: New Zealand Police

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

- A. Engine braking prohibition or restriction: That pursuant to clause 16 of the Bylaw, engine braking is [prohibited] [restricted] on **Road Name** having a speed limit less than 70 km/h between the hours of **operating time/days** as indicated on sheet(s) #.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.17 Unformed legal road restriction on motor vehicles

Please consult the Transport Controls Manager before using this clause

Clause 17 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations

Enforcement: New Zealand Police

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

- A. Unformed legal road restriction on motor vehicles: That pursuant to clause 17 of the Bylaw, motor vehicles, **except authorised vehicles**, are restricted from using the area of **Road Name** as indicated on sheet(s) #.
- B. The following are authorised vehicles for the purpose of this resolution:
- I. emergency service vehicles may drive and park on this section of road at any time that is considered necessary by the driver in the circumstances; and
 - II.

Example

Unformed legal road restriction on motor vehicles: That pursuant to clause 17 of the Bylaw, motor vehicles, **except authorised vehicles**, are restricted from using the area of **Hull Road** indicated on sheets 1 and 2, from 1 June until 31 August.

The following are authorised vehicles for the purpose of this resolution:

- I. emergency service vehicles may drive and park on this section of road at any time that is considered necessary by the driver in the circumstances; and
- II. vehicles being used for purposes connected to the operation of the adjoining farm may use the road if entering and exiting the road from the adjoining farm.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

6.18 Modal filter

Clause 2.1 Land Transport Rule: Street Layouts 2023

Resolved by: Traffic Control Committee

Proposed by: Road Network Operations

Enforcement: New Zealand Police [and AT Parking Wardens – *following legislation changes yet to be made*]

Purpose: This recommendation is used to change the use of a road by preventing all or some classes of motor vehicles from proceeding past a point in the road or using a stretch of road or leg of an intersection. Pedestrians and cyclists are not affected.

This power is resolved directly under the Rule and does not require a bylaw.

- A. **Modal filter:** That pursuant to clause 2.1 of the Land Transport Rule: Streets Layout 2023, motor vehicles are prohibited from passing the point in the roadway referred to as **MF#** on **Road Name** as indicated on sheet(s) #, at all times.

Note: use this version for a permanent physical barrier in the roadway to prevent motor vehicles from passing. The barrier must not prevent pedestrians and cyclists. Consideration will need to be given as to whether enforcement will be undertaken in relation to motorcycles and mopeds.

- A. **Modal filter:** That pursuant to clause 2.1 of the Land Transport Rule: Streets Layout 2023, motor vehicles, **except authorised vehicles**, are prohibited from passing the point in the roadway referred to as **MF#** on **Road Name** as indicated on sheet(s) #, at all times.
- B. The following are authorised motor vehicles for the purpose of this resolution:
- I. emergency service vehicles may pass this point in the roadway at any time that is considered necessary by the driver in the circumstances; and
 - II. **describe classes of vehicle and circumstances.**

Note: use this version for a regulatory modal filter controlled by TCDs or one with a moveable barrier such as a gate or retractable bollard in the roadway. The barrier must not prevent pedestrians and cyclists.

Example

Modal filter: That pursuant to clause 2.1 of the Land Transport Rule: Streets Layout 2023, motor vehicles, **except authorised vehicles**, are prohibited from passing the point in the roadway referred to as MF1 on Wellesley Street West as indicated on sheet 1, at all times.

The following are authorised vehicles for the purpose of this resolution:

- I. emergency service vehicles where it is considered necessary by the driver in the circumstances; and
- II. buses and vehicles accessing premises on Elliot Street or the driveway between 16 and 24 Wellesley Street West.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7 List of recommendations for parking restrictions

7.1 Prohibition: No stopping at all times

Clause 18 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations and Parking Design

Enforcement: Parking Compliance

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

- B. No stopping at all times: That pursuant to clause 18 of the Bylaw, the stopping, standing or parking of any vehicle is prohibited at all times in the area(s) referred to as **A#** on **Road Name** as indicated on sheet(s) #.

Example (single street)

No stopping at all times: That pursuant to clause 18 of the Bylaw, the stopping, standing or parking of any vehicle is prohibited at all times in the areas referred to as **A1, A2, A3, A4** and **A5** on **Victoria Street**, as indicated on sheet 1.

Example (multiple streets)

No stopping at all times: That pursuant to clause 18 of the Bylaw, the stopping, standing or parking of any vehicle is prohibited at all times in the areas referred to as **A1 to A5** on **Victoria Street**; in the areas referred to as **A6, A7** and **A8** on **Helvetia Road** and in the area referred to as **A9** on **Franklin Road** as indicated on sheets 1 and 2.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.2 Restriction: Stopping, standing and parking

Clause 18 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations and Parking Design

Enforcement: Parking Compliance

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

- A. No stopping during specified period(s): That pursuant to clause 18 of the Bylaw, the stopping, standing or parking of [any vehicle] [**specified class of vehicles**] is prohibited between the hours of **operating time/days** in the area(s) referred to as **AT#** on **Road Name** as indicated on sheet(s) #.

Note: The prohibition being applied to all vehicles is considered the default condition. If “any vehicle” is chosen, the vehicle class is not shown in bold text. Specifying a particular class of vehicle is shown in bold text.

Example

No stopping during specified period(s): That pursuant to clause 18 of the Bylaw, the stopping, standing or parking of any vehicle is prohibited between the hours of **8:30am to 2:00pm, Monday to Friday** in the area referred to as **AT1** on **Captain Springs Road** as indicated on sheets 1 to 3.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.3 Restriction: Clearway

Clause 18 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations and Parking Design

Enforcement: Parking Compliance

Purpose: This allows restrictions on the stopping, standing or parking of vehicles on any road for a clearway – which is an area of road where an additional lane is created by removing parking spaces during peak flow time periods for the purpose of improving traffic flow during those peak periods.

- A. Clearway: That pursuant to clause 18 of the Bylaw, the area(s) referred to as **CW#** on **Road Name** as indicated on sheet(s) **#** is specified as a clearway [, except where interrupted by bus stops]. The stopping, standing or parking of any vehicle is prohibited on the clearway between the hours of **operating time/days**.

Note: The hours from 7 to 9am, Mon to Fri and 4 to 6pm, Mon to Fri are considered to be the “default” time periods for a clearway. If these hours are chosen for the operating hours of the clearway, the time period is not shown in bold text. Any deviation from these periods will be shown in bold text as in the examples below.

If there are no bus stops within the clearway the reference to them should be dropped.

Examples

Clearway: That pursuant to clause 18 of the Bylaw, the area referred to as **‘CW1’** on **Mount Smart Road** as indicated on sheets 1 and 2 is specified as a clearway, except where interrupted by bus stops. The stopping, standing or parking of any vehicle is prohibited between the hours of **6:00am to 9:00am, Monday to Friday**.

Clearway: That pursuant to clause 18 of the Bylaw, the area referred to as **‘CW2’** on **Mount Smart Road** as indicated on sheets 1 to 3 is specified as a clearway, except where interrupted by bus stops. The stopping, standing or parking of any vehicle is prohibited between the hours of 4:00pm to 6:00pm, Monday to Friday.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.4 No stopping off the roadway

Clause 18 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design

Enforcement: Parking Compliance

Purpose: This prohibits vehicle parking on berms, grassed areas and road margins.

Note: This restriction is now embedded in the standard recommendations in the template reports. It is only to be used if the standard clause does not apply.

- A. No stopping off the roadway: That pursuant to clause 18 of the Bylaw and noting clause 12.2 of the Land Transport Rule: Traffic Control Devices 2004, the stopping, standing or parking of vehicles off the roadway is prohibited at all times on **Road Name** in the area(s) referred to as **AO#** as indicated on sheet(s) #.

Example

No stopping off the roadway: That pursuant to clause 18 of the Bylaw and noting clause 12.2 of the Land Transport Rule: Traffic Control Devices 2004, the stopping, standing or parking of vehicles off the roadway is prohibited at all times on **Ethel Street** in the area referred to as **AO1** as indicated on sheets 1 and 2.

Note: When applying this control to the entire length of a road (like a road that ends in a cul-de-sac, for example) you don't need a label and can drop the words "in the area referred to as AO#".

Note: The below is alternative language for when the prohibition is to be applied to an entire area – such as a new subdivision, the intent being to only install signs later if a problem arises from parking off the roadway. A note must be added to the plan: "stopping, standing or parking off the roadway is prohibited on all roads in the drawing".

- A. No stopping off the roadway: That pursuant to clause 18 of the Bylaw and noting clause 12.2 of the Land Transport Rule: Traffic Control Devices 2004, the stopping, standing or parking of vehicles off the roadway is prohibited at all times on the roads within the area covered by this decision.

Note: If the no stopping off the roadway is the only recommendation in the report, use the clause below in lieu of the usual revocations and coming into effect clauses (items A and B in the Traffic Control Order portion of the template).

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

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.5 Angle parking

Clause 19 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design (consulting Road Network Operations for safety concerns)

Enforcement: Parking Compliance

Purpose: This recommendation is to restrict vehicles to parking at an angle to the direction of the roadway.

Note: Delete the reverse in wording if not relevant – forward in parking is the default and need not be stated.

- A. **Angle parking:** That pursuant to clause 19 of the Bylaw, in the area(s) referred to as **AP#** on **Road Name** as indicated on sheet(s) #, the manner of parking of any vehicle is to be at an angle to the direction of roadway as indicated on the drawing. [Vehicles must **reverse into** the parking place.]

Example

Angle parking: That pursuant to clause 19 of the Bylaw, in the area referred to as **AP1** on **Gatman Street** as indicated on sheet 2, the manner of parking of any vehicle is to be at an angle to the direction of roadway as indicated on the drawing.

Angle parking: That pursuant to clause 19 of the Bylaw, in the areas referred to as **AP2-1** to **AP2-11** and **AP3-1** on **Customs Street West** as indicated on sheets 2 and 3, the manner of parking of any vehicle is to be at an angle to the direction of roadway as indicated on the drawing. Vehicles must **reverse into** the parking place.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.6 Loading zone

Clause 19 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design (consulting Road Network Operations for safety concerns)

Enforcement: Parking Compliance

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

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

- A. Loading zone: That pursuant to clause 19 of the Bylaw, the area(s) referred to as **LZ#** on **Road Name** as indicated on sheet(s) # is specified as a loading zone [at all times] [between the hours of **operating times/day**]. Use of the loading zone is [permitted to **any vehicle**] [restricted to [goods vehicles] [**specify class of vehicle**]]. The driver may leave the vehicle unattended for a maximum time of [five minutes] [**specify time limit minutes**]. [The vehicle may remain parked on the loading zone for a maximum time of **specify time limit minutes**].

Note: Goods vehicles and the five-minute period (a driver may leave the vehicle) are considered to be the “default” conditions for a loading zone. If a goods vehicle or five minutes are chosen as the conditions on the loading zone, these conditions are not shown in bold text. Any deviation from a goods vehicle or this five-minute period will be shown in bold text as in the example below.

Note: It is possible to apply a maximum time to a loading zone separate from the time allowed for a driver to leave the vehicle unattended. If this maximum time will be used, you will need the X min Maximum parking sign component (R6-3).

Example

Loading zone: That pursuant to clause 19 of the Bylaw, the part of road referred to as **LZ1** on **Bowen Street** as indicated on sheet 3 is specified as a loading zone between the hours of **8:00am to 6:00pm, Monday to Friday**. Use of the loading zone is restricted to goods vehicles. The driver may leave the vehicle unattended for a maximum time of **fifteen minutes**.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.7 Bus stop

Clause 19 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design, Road Network Operations and Public Transport

Enforcement: Parking Compliance

Purpose: This recommendation is to specify an area on a road or in a building as a bus stop.

- A. Bus stop: That pursuant to clause 19 of the Bylaw, the area(s) referred to as **B#** on **Road Name** as indicated on sheet(s) **#** is specified as a bus stop for the exclusive use of [AT Metro] buses [at all times] [between the hours of **operating times/days**]. [Add this sentence only if the bus stop will be limited to AT Metro buses - Only buses used in the provisions of scheduled public transport services managed and controlled by Auckland Transport are authorised to use the bus stop.]

Note: "At all times" is considered to be the "default" condition for a bus stop. If at all times is chosen as the operating hours for the bus stop, this condition is not shown in bold text. Any deviation from at all times will be shown in bold text as in the examples below.

Example

Bus stop: That pursuant to clause 19 of the Bylaw, the area referred to as **B1** on **Sunnyside Road** as indicated on sheet 1 is specified as a bus stop for the exclusive use of buses at all times.

Example (AT Metro bus stop)

Bus stop: That pursuant to clause 19 of the Bylaw, the area referred to as **B1** on **Sunnyside Road** as indicated on sheet 1 is specified as a bus stop for the exclusive use of AT Metro buses at all times. Only buses used in the provisions of scheduled public transport services managed and controlled by Auckland Transport are authorised to use the bus stop.

Example (school bus stop)

Bus stop: That pursuant to clause 19 of the Bylaw, the area referred to as **B1** on **Graeme Avenue** as indicated on sheet 3 is specified a bus stop for the exclusive use of buses between the hours of **2:30pm and 3:30pm, Monday to Friday, school days only**.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.8 Pick-up / drop-off

Clause 19 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design

Enforcement: Parking Compliance

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

Note: A vehicle can only use the space for the time it takes for passengers to enter or exit the vehicle. A vehicle cannot wait in this location for passengers to arrive. It may be more suitable to use a P2 or P5 time-restricted parking control in locations where passengers might not be waiting at the spot for the vehicle or where the driver needs to leave the vehicle to collect the passengers (i.e., schools). The previous practice of having a 5-minute time period on such locations should not be followed.

- A. Pick-up / drop-off parking: That pursuant to clause 19 of the Bylaw, the area(s) referred to as **PD#** on **Road Name** as indicated on sheet(s) **#** is specified as a pick-up / drop-off space between the hours of **operating times/days**. Use of the space is conditional on the vehicle only being stationary for the length of time necessary to pick up passengers that are already waiting nearby or drop off passengers from the vehicle and is also conditional on the driver remaining with the vehicle.

Example

Pick-up / drop-off parking: That pursuant to clause 19 of the Bylaw, the area referred to as **PD1** on **Portland Road** as indicated on sheet 1, is specified as a pick-up / drop-off space between the hours of **7:30am to 9:00am** and **2:30pm to 4:00pm** on **School Days only**. Use of the space is conditional on the vehicle only being stationary for the length of time necessary to pick up passengers that are already waiting nearby or drop off passengers from the vehicle and is also conditional on the driver remaining with the vehicle.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.9 Small passenger service vehicle stand

Clause 19 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design

Enforcement: Parking Compliance

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

Note: This recommendation replaces taxi stands and shuttle stands.

- A. Small passenger service vehicle stand: That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Bylaw, the area(s) referred to as **TS#** on **Road Name** as indicated on sheet(s) # is specified as a transport station in the form of a small passenger service vehicle (PSV) stand for the exclusive use of small PSVs [at all times] [between the hours of **operating times/days**]. Use of the small PSV stand is conditional on the PSV being available for hire and on the driver staying with the vehicle.

Note: "At all times" is considered to be the "default" condition for a small PSV stand. If at all times is chosen as the operating hours for the small PSV stand, this condition is not shown in bold text. Any deviation from at all times will be shown in bold text.

Note: The reference is retained to s591 of the LGA74 here unlike other parking recommendations because this section covers both transport stations and parking spaces. We now do the parking spaces as a generic control in the opening recommendations but that would not apply here.

Example

Small passenger service vehicle stand: That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Bylaw, the area referred to as **TS3-1** on **Tamaki Drive** as indicated on sheet 3 is specified as a transport station in the form of a small passenger service vehicle (PSV) stand for the exclusive use of small PSVs at all times. Use of the small PSV stand is conditional on the PSV being available for hire and on the driver staying with the vehicle.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.10 AT Local transport station parking

Clause 19 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design

Enforcement: Parking Compliance

Purpose: This recommendation is to specify a parking area on a road, a building, or a transport station for the exclusive use of AT's on-demand rideshare service vehicles.

- A. AT Local transport station parking: That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Bylaw, the area(s) referred to as **TS#** on **Road Name** as indicated on sheet(s) **#** is specified as a transport station in the form of an AT Local stand for the exclusive use of AT Local vehicles [at all times] [between the hours of **operating times/days**]. For the purposes of this resolution, an AT Local vehicle is a passenger service vehicle displaying the AT Local livery which is used in the provision of on-demand rideshare services managed and controlled by Auckland Transport.

Example

AT Local transport station parking: That pursuant to section 591 of the Local Government Act 1974 and clause 19 of the Bylaw, the area referred to as **TS1** on **Arion Road** as indicated on sheets 2 is specified as a transport station in the form of an AT Local stand for the exclusive use of AT Local vehicles at all times. For the purposes of this resolution, an AT Local vehicle is a passenger service vehicle displaying the AT Local livery which is used in the provision of on-demand rideshare services managed and controlled by Auckland Transport.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.11 Paid parking – linear

Clause 19 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design

Enforcement: Parking Compliance

Purpose: This recommendation is used to specify a parking place, a road, part of a road, building or part of a building to be a parking place in the form of a paid parking area with a maximum time limit.

- A. Paid parking (non-zone): That pursuant to clause 19 of the Bylaw, the area(s) referred to as **PP#** on **Road Name** as indicated on sheet(s) **#** is specified as a paid parking area between the hours of **operating times/days**. Use of the paid parking area must comply with the following conditions:

[Insert this for fixed charge]

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

[Insert this for variable charge]

- I. the charge payable is calculated as follows:

Zone	Days and Times of Operation	Charge for first [number] hour(s)	Charge for number and subsequent hours
zone	Days and times	\$dollar amount per hour	\$dollar amount per hour
zone	Days and times	\$dollar amount per hour	\$dollar amount per hour

- II. the method for paying for the parking of a vehicle in the parking zone must be as set by the ‘Manner of payment for paid parking places resolution’ passed by the Traffic Control Committee on 23 April 2018 under resolution ID#15024 or as set by any resolution that amends or replaces that resolution.

Note: “At all times” is considered to be the “default” time period for a special vehicle lane. If “at all times” is chosen as the operating hours, the time period is not shown in bold text. Any deviation from an “at all times” condition will be shown in bold text.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.12 Paid parking – zone

Section 591 Local Government Act 1974 and Clause 19 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design

Enforcement: Parking Compliance

Purpose: The purpose of this recommendation is to establish a parking zone.

- A. **Paid parking (zone):** That pursuant to 19(1)(a) of the Bylaw, the **zone description** indicated by **PZ#** [on the car park off **Road Name(s)**] on sheet(s) **#** is designated as a parking zone. The parking zone control within the **zone description** is a paid parking control that applies between the hours of **operating times/days**.

Note: “zone description” is a name for the zone like “central city paid parking zone” or Parnell parking zone”.

The roads included within the **zone description** indicated by **PZ#** are:

Zone	Road name	From	To
Zone # (PZ# / PZ#+1, etc)	Road Name	Road Name	Road Name
Zone #	Road Name	Road Name	Road Name
Zone #	Road Name	Road Name	Road Name

Note: Do not include the table of road names if the “zone description” is an off-street car park or parking building.

The parking of any vehicle[, except an authorised vehicle,] at a parking place in the **zone description** where no other control applies must comply with the following conditions:

Note: Insert the clause below for fixed charge.

- I. the charges payable to park a vehicle in each paid parking place at all relevant times are specified to be **\$amount charges based on time and date**;

Note: Insert the clauses below for variable charge and repeat as necessary for a zone made up of smaller zones with different tariffs.

- I. the charge payable to park a vehicle in each paid parking place at all relevant times is calculated as follows:

Zone	Days and Times of Operation	Charge for first [number] hour(s)	Charge for number and subsequent hours
zone	Days and times	\$dollar amount per hour	\$dollar amount per hour
zone	Days and times	\$dollar amount per hour	\$dollar amount per hour

- II. the method for paying for the parking of a vehicle in the parking zone must be as set by the 'Manner of payment for paid parking places resolution' passed by the Traffic Control Committee on 23 April 2018 under resolution ID#15024 or as set by any resolution that amends or replaces that resolution.

Note: If permits will be used to exempt authorised vehicles from the payment restrictions above, add the following.

Authorised vehicles that are exempt from the paid parking

- III. That pursuant to clause 19(1) of the Bylaw, an authorised vehicle for the purposes of the [zone description](#) is a vehicle which holds or displays an annual permit, or displays a daily permit issued by Auckland Transport that complies with the following conditions:
Conditions relating to class of persons

- a. Classes of person eligible to apply for annual permits are individuals that reside permanently at addresses that are within the [zone description](#).
- b. Classes of person eligible to apply for daily permits are individuals that reside permanently at addresses that are within the [zone description](#).
- c. Classes of person eligible to apply for annual permits or daily permits may do so by registering with Auckland Transport as account holders and by providing Auckland Transport with the information necessary to confirm identity and address.
- d. Classes of person who have been allocated an annual permit or daily permits will be notified by Auckland Transport in writing that they are an annual permit holder.
- e. Annual permit holders will be allocated with one annual permit.
- f. Daily permits holders will be allocated with 50 daily permits and may apply for additional daily permits.
- g. The annual permit holder and the daily permit holder must pay the relevant charges to Auckland Transport for the use of the parking place.

Conditions relating to class of vehicle.

- h. Annual permit holders must nominate one vehicle to be an authorised vehicle for the duration of the annual permit. The authorised vehicle holds the permit for the purposes of the parking zone control.
- i. Daily permit holders may nominate one vehicle to be an authorised vehicle for the duration of each daily permit. The authorised vehicle holds and must display the permit for the purposes of the parking zone control.
- j. An authorised vehicle for an annual permit must not be a trailer, boat, caravan, truck, bus or tractor.
- k. An authorised vehicle for a daily permit must be a passenger or commercial vehicle under 3 tonnes, or a removal truck.

Conditions relating to zone eligibility

- I. The **zone description** annual permit or daily permit may only be used in a parking place in the zone indicated by **PZ#** on sheet(s) **#** and does not make a vehicle an authorised vehicle for the purpose of any other authorised vehicle parking place or zone on the Auckland Transport system.

Note: A “savings” clause needs to be added to the standard clauses in the Traffic Control Order. See [section 5.3](#) for the proper language and insertion point.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.13 Time-restricted parking – linear

Clause 19 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design

Enforcement: Parking Compliance

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

- A. Time-restricted parking (non-zone): That pursuant to clause 19 of the Bylaw, the area(s) referred to as **TR#** on **Road Name** as indicated on sheet(s) **#** is specified as a time-restricted parking area. The maximum time for the parking of any vehicle is **time limit in minutes** between the hours of **operating times/days**.

Note: The Traffic Control Devices Rule 2004 defines 8am to 6pm, Monday to Sunday as the default time period for this restriction. If the default time period is chosen as the condition, it is not shown in bold text. Any deviation from an 8 to 6, Monday to Sunday time period will be shown in bold text.

Example

Time-restricted parking (non-zone): That pursuant to clause 19 of the Bylaw, the area referred to as **TR1** on **McKinstry Avenue** as indicated on sheet 4 is specified as a time-restricted parking area. The maximum time for the parking of any vehicle is **15 minutes** between the hours of 8:00am and 6:00pm, Monday to Sunday.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.14 Time-restricted parking – zone

Section 591 Local Government Act 1974 and Clause 19 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design

Enforcement: Parking Compliance

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

- A. Time-restricted parking (zone): That pursuant to clause 19(1)(a) of the Bylaw, the **zone description** indicated by **PZ#** [on **Road Name(s)**] [on the car park off **Road Name(s)**] on sheet(s) **#** is designated as a parking zone. The parking zone control within the **zone description** is a time-limited parking control. The maximum time for parking for any vehicle[, except an authorised vehicle] at a parking place in the **zone description** is **time limit in minutes** between the hours of **operating times/days**.

[The roads included within the **zone description** indicated by **PZ#** are:

Road name	From	To
Road Name	Road Name	Road Name
Road Name	Road Name	Road Name
Road Name	Road Name	Road Name

]

*Note: Do not include the table of road names if the “zone description” is an off-street car park or parking building. Use the table if there are more than three roads in the zone area. If there are three or fewer roads, use the description ([on **Road Name(s)**]) in the recommendation text above. Note: If permits will be used to exempt authorised vehicles from the time restriction(s) above, add the following clauses.*

Authorised vehicles that are exempt from the zone restriction:

- I. That pursuant to clause 19(1) of the Bylaw, an authorised vehicle for the purposes of the **zone description** is a vehicle which holds or displays an annual permit, or displays a daily permit issued by Auckland Transport that complies with the following conditions:

Conditions relating to class of persons

- II. Classes of person eligible to apply for annual permits are individuals that reside permanently at addresses that are within the **zone description**.
- III. Classes of person eligible to apply for daily permits are individuals that reside permanently at addresses that are within the **zone description**.
- IV. Classes of person eligible to apply for annual permits or daily permits may do so by registering with Auckland Transport as account holders and by providing Auckland Transport with the information necessary to confirm identity and address.
- V. Classes of person who have been allocated an annual permit or daily permits will be notified by Auckland Transport in writing that they are an annual permit holder.

- VI. Annual permit holders will be allocated with one annual permit.
- VII. Daily permits holders will be allocated with 50 daily permits and may apply for additional daily permits.
- VIII. The annual permit holder and the daily permit holder must pay the relevant charges to Auckland Transport for the use of the parking place.

Conditions relating to class of vehicle

- IX. Annual permit holders must nominate one vehicle to be an authorised vehicle for the duration of annual permit. The authorised vehicle holds the permit for the purposes of the parking zone control.
- X. Daily permit holders may nominate one vehicle to be an authorised vehicle for the duration of each daily permit. The authorised vehicle holds and must display the permit for the purposes of the parking zone control.
- XI. An authorised vehicle for an annual permit must not be a trailer, boat, caravan, truck, bus or tractor.
- XII. An authorised vehicle for a daily permit must be a passenger or commercial vehicle under 3 tonnes, or a removal truck.

Conditions relating to zone eligibility

- XIII. The **zone description** annual permit or daily permit may only be used in a parking place in the zone indicated by **PZ#** on sheet(s) **#** and does not make a vehicle an authorised vehicle for the purpose of any other authorised vehicle parking place or zone on the Auckland Transport system.

Note: A "savings" clause needs to be added to the standard clauses in the Traffic Control Order. See [section 5.3](#) for the proper language and insertion point.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.15 Off-street car park and parking building parking places

Section 591 Local Government Act 1974

Proposed by: Parking Design

Enforcement: Parking Compliance

Purpose: The purpose of this recommendation is to establish the parking place status of an off-street car park or parking building. This will then be followed by separate recommendations to impose any paid or time-limited parking controls – preferably using zone controls but alternately using linear controls.

- A. Car parks and parking buildings: That pursuant to section 591(1)(d) of the Local Government Act 1974 and clause 19(1)(a) of the Bylaw, the areas made available for parking in the [off-street car park] [parking building] located at [address number or description] **Road Name** as shown on sheet(s) # are authorised for use as a parking place.

Example

Car parks and parking buildings: That pursuant to section 591(1)(d) of the Local Government Act 1974 and clause 19(1)(a) of the Bylaw, the areas made available for parking in the off-street car park located in front of the Puhinui Train Station on **Puhinui Road** as shown on sheet 1 are authorised for use as a parking place.

Note: This recommendation will almost never be used because off-street car parks and car parking buildings are almost always owned by Council so a Council bylaw recommendation will be required. This would only be used where an area of PT infrastructure under AT control is provided for parking or an area in a wider-than-usual road corridor is clearly separated from the roadway and laid out with parking spaces.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

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

Clause 19 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design

Enforcement: Parking Compliance

Purpose: The area is available only to a specific type of vehicle using AT approved permits or displaying identifiable livery.

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

- A. Authorised vehicles displaying approved permits or livery: That pursuant to clause 19 of the Bylaw, the area(s) referred to as **AV#** on **Road Name** as indicated on sheet(s) # is specified as a parking place reserved for use only by [**goods vehicles**] [**car pool vehicles**] [**police vehicles**] [**other class (describe as appropriate)**] displaying [approved permits] [**describe livery** livery] [at all times] [between the hours of **operating times/days**]. [The maximum time for the parking of specified class of vehicle is **time limit in minutes**].

Note: "At all times" is considered to be the "default" condition for this authorised vehicle restriction. If at all times is chosen as the operating hours on the authorised vehicle parking, this condition is not shown in bold text. Any deviation from at all times will be shown in bold text.

Example

Authorised vehicles displaying approved permits or livery: That pursuant to clause 19 of the Bylaw, the area referred to as **AV1** on **Commerce Street** as indicated on sheets 2 and 5 is specified as a parking place reserved for use only by **police vehicles** displaying police livery at all times.

Note: Insert the paragraph below for vehicles that need permits.

- B. That pursuant to clause 19 of the Bylaw, the specified parking place is subject to following terms and conditions: **insert conditions e.g. fees for permit and the duration of the permit**.

Example

Authorised vehicles displaying approved permits or livery: That pursuant to clause 19 of the Bylaw, the area referred to as **AV1** on **Commerce Street** as indicated on sheets 2 and 5 is specified as a parking place reserved for use only by **passenger service vehicles** displaying approved permits at all times. The maximum time for the parking of any vehicle is **thirty minutes** between the hours of **7:00am to 5:00pm, Monday to Saturday**.

That pursuant to clause 19 of the Bylaw, the specified parking place is subject to following terms and conditions: the duration of the permit is for a time of **one month**.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.17 Car share parking

Clause 19 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design

Enforcement: Parking Compliance

Purpose: The area is available only for car share vehicle parking.

Note: This recommendation is used generically and makes no reference to individual providers.

- A. Car share parking: That pursuant to clause 19 of the Bylaw, the area(s) referred to as **CS#** on **Road Name** as indicated on sheet(s) # is specified as a parking place reserved for use only by shared vehicles [at all times] [between the hours of **operating times/days**]. (As defined in the Bylaw, a shared vehicle means a vehicle operated by an organisation approved by Auckland Transport to provide its members, for a fee, access to a fleet of shared vehicles which they may reserve for use on an hourly basis.)

Note: "At all times" is considered to be the "default" condition for this car share restriction. If at all times is chosen as the operating hours on the car share parking, this condition is not shown in bold text. Any deviation from at all times will be shown in bold text.

Example

Car share parking: That pursuant to clause 19 of the Bylaw, the area referred to as **CS1** on **Federal Street** as indicated on sheet 1 is specified as a parking place reserved for use only by shared vehicles at all times. (As defined in the Bylaw, a shared vehicle means a vehicle operated by an organisation approved by Auckland Transport to provide its members, for a fee, access to a fleet of shared vehicles which they may reserve for use on an hourly basis.)

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.18 Reserved parking

Clause 19 Auckland Transport Traffic Bylaw 2012

Proposed by: Road Network Operations and Parking Design

Enforcement: Parking Compliance

Purpose: The area is available for specified classes of vehicles e.g. bus, bicycle, car share, motorcycle, police, etc or authorised parking that is reserved for a specific class or activity, such as Local Board members, at all times or at specific times on a road or a building or a zone. This recommendation does not apply a permit or livery restriction to the reserved parking.

Note: This reservation can cover: authorised vehicles (if a permit or livery is used to define the authorised vehicle, use [recommendation 7.17](#) instead), bicycles, boat trailers, buses, AT Metro buses, campervans, caravans, car pool vehicles, coaches, cycles, Department of Corrections vehicles, Diplomatic Corp vehicles, electric vehicles, electric vehicles during charging, emergency vehicles, goods service vehicles, mobile library vehicles, mobility devices, mopeds, motorcycles, passenger vehicles, passenger service vehicles, police vehicles, residents' vehicles, school buses, shared vehicles, small passenger service vehicles (this recommendation allows for the parking of small PSVs; if a small PSV stand is the desired restriction, use [recommendation 7.11](#) instead), trailers, vehicles with boat trailers, vehicles with trailers and more.

- A. Reserved parking: That pursuant to clause 19 of the Bylaw, the area(s) referred to as **PR#** on **Road Name** as indicated on sheet(s) **#** is specified as a parking place reserved for use only by **specified class of vehicle** [at all times] [between the hours of **operating times/days**]. [The maximum time of parking **specified class of vehicle** is **time limit in minutes**.] (Delete this last sentence if there will not be any time restrictions placed on the specified vehicle parking.)

Note: "At all times" is considered to be the "default" condition for this reserved parking restriction. If at all times is chosen as the operating hours for the reserved parking, this condition is not shown in bold text. Any deviation from at all times will be shown in bold text.

Example

Reserved parking: That pursuant to clause 19 of the Bylaw, the area referred to as **PR1** on **Park Avenue** as indicated on sheet 1 is specified as a parking place reserved for use only by **bicycles** at all times.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.19 Mobility parking

Clause 20 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design and Road Network Operations

Enforcement: Parking Compliance

Purpose: The area is reserved exclusively for vehicles displaying an approved mobility parking permit. Can restrict that parking to a maximum time. Each area described will need to indicate these times if they apply.

- A. Mobility parking: That pursuant to clause 20 of the Bylaw, the area(s) referred to as **MP#** on **Road Name** as indicated on sheet(s) # is specified as a mobility parking place reserved for the exclusive use of vehicles driven by or carrying disabled persons and displaying a current approved mobility permit [at all times] [between the hours of **operating days/times**]. [The maximum time for parking in the mobility place is **time limit in minutes**.] *(Delete this last sentence if there will not be any time restrictions placed on the mobility parking.)*

Note: "At all times" and a time limit of 180 minutes are considered to be the "default" conditions for mobility parking. If at all times is chosen as the operating hours or 180 minutes is chosen as the time limit for the mobility parking, these conditions are not shown in bold text. Any deviation from at all times or 180 minutes will be shown in bold text.

Examples

Mobility parking: That pursuant to clause 20 of the Bylaw, the areas referred to as **MP1** and **MP2** on **Godley Road** as indicated on sheets 1 and 2 is specified as a mobility parking place reserved for the exclusive use of vehicles driven by or carrying disabled persons and displaying a current approved mobility permit at all times.

Mobility parking: That pursuant to clause 20 of the Bylaw, the areas referred to as **MP1** to **MP3** within the car park at **9-11 Fred Taylor Drive** as indicated on sheet 1 is specified as a mobility parking place reserved for the exclusive use of vehicles driven by or carrying disabled persons and displaying a current approved mobility permit between the hours of **8:00am to 6:00pm, Monday to Sunday**. The maximum time for parking in the mobility place is 180 minutes.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

7.20 Residents only parking

Clause 21 Auckland Transport Traffic Bylaw 2012

Proposed by: Parking Design

Enforcement: Parking Compliance

Purpose: The area is reserved as a residents' only parking. Residents must hold or display a current approved resident's parking permit. Any appropriate conditions on the use of the residents parking including the fees, time and manner must be specified.

- A. Resident only parking: That pursuant to clause 21 of the Bylaw, the area(s) referred to as **PR#** on **Road Name** as indicated on sheet(s) **#** is specified as a residents' only parking area for the exclusive use of vehicles holding or displaying residents' parking permit;
- B. That pursuant to clauses 19 and 21 of the Bylaw, the use of the residents' only parking area must comply with the following conditions:
- I. The class of persons eligible to apply for residents' permits are residents currently living [in the specified residents' parking area [at] [in] **name, description or address**] [on **Road Name(s)**];
 - II. People eligible to apply for residents' permits may do so by registering with Auckland Transport as account holders and by providing Auckland Transport with the information necessary to confirm identity, address and vehicle registration number;
 - III. The fee to be paid [annually] [monthly] [**other time period**] and the **insert the manner of payment of fees**;
 - IV. Classes of person who have been allocated a residents' permit will be notified by Auckland Transport in writing that they are a residents permit holder and be instructed that the permit is an electronic permit only or that it is a physical permit which must be displayed correctly on the dashboard or windscreen of the vehicle so that the printed details of the area location and validity date are clearly visible from outside the vehicle or if the vehicle is a motorcycle or other vehicle without a secure dashboard the receipt must be displayed in a secure location that is obviously visible from the front of the vehicle;
 - V. [the operation of the residents' only parking is limited to **operating days and/or times**; **delete if there are no time limits**]
 - VI. [the operation of the 'residents' parking area' is subject to the condition that **insert condition**. **delete if there are no conditions**]

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

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

8.1 Pedestrian mall

Proposed by: Road Network Operations

Enforcement: Parking Compliance and Police

Purpose: To create an open and deliberately landscaped place for pedestrians, including children and families without the interference of vehicular movements in order to foster a strong urban community, social and friendly environment to improve connections, to meet people, to rest, and other social activities. Alternately, the power can be used as the only legal method currently available (in 2022) to block off through traffic on a road or intersection or create a modal filter.

Note: The creation of a pedestrian mall requires the use of the special consultative procedure under the Local Government Act – this involves the consultation material “Statement of proposal (SOP)” being adopted by the TCC before consultation can start. The matter must therefore come to the TCC twice – once for approval of the consultation documents and once more for the actual decision.

A. Pedestrian mall: Statement of Proposal report: It is recommended that the Traffic Control Committee (TCC):

- I. Note the contents of this report;
- II. Commence the process to declare a pedestrian mall on **Road Name** (as shown in Appendix 1), in accordance with section 336 Local Government Act 1974;
- III. Note that Auckland Transport (AT) is required to publicly consult on the proposed declaration using the special consultative procedure under section 83 Local Government Act 2002;
- IV. Approve the draft Statement of Proposal, with its suggested prohibitions and exemptions, attached as Appendix 1 to be used as the statement of proposal required under section 83 of the Local Government Act 2002;
- V. Agree that the period for public consultation on the proposed declaration be set somewhere between one month (the statutory minimum) and three months;
- VI. Note that following the consultation period, the TCC will need to decide whether to proceed with the proposed amended pedestrian mall declaration for **Road Name** having considered the submissions received.

Note: The pedestrian mall report will not have the standard boiler plate recommendations as the start. So instead of starting at recommendation “D” it will start at “A”.

A. Pedestrian mall: Pursuant to section 336 of the Local Government Act 1974 the Traffic Control Committee declares:

- I. The area(s) of **Road Name** shown shaded in [drawing #] [sheet(s) #] are declared to be a pedestrian mall.
- II. That the driving, riding or parking of vehicles (other than mobility devices) on any portion of the pedestrian mall is prohibited at all times subject only to the following exceptions:
 - a. Emergency service vehicles may be driven and parked on any part of the pedestrian mall at any time that the driver considers necessary in the circumstances.
 - b. Cycles and wheeled recreational devices may be ridden and parked on the pedestrian mall provided the rider:
 - i. gives way to pedestrians and users of mobility devices;
 - ii. rides in a manner that is careful, considerate, and not hazardous to any other user of the pedestrian mall;
 - iii. rides at a speed that does not exceed 15 km/h;
 - iv. parks in a way that does not unreasonably obstruct any other user of the pedestrian mall;
 - v. complies with all traffic control devices installed within or around the entry/exit to the pedestrian mall.
 - c. With prior authorisation from Auckland Transport (by way of an approved temporary traffic management plan) vehicles may be driven and parked on the pedestrian mall when necessary for maintenance, construction, alteration, refurbishment or upgrade of buildings, structures, or public areas in or adjoining Road Name, provided the driver:
 - i. complies with all conditions imposed on the authorisation;
 - ii. carries a copy of the approved temporary traffic management plan in the vehicle;
 - iii. complies with all traffic control devices installed within or around the entry/exit to the pedestrian mall.

Note other specific conditions might apply such as a loading zone as follows

- d. Goods vehicles may be driven and parked on the section of pedestrian mall describe location, provided the driver:
 - i. enters the pedestrian mall solely for the purpose of loading or unloading of goods to premises within or adjoining the pedestrian mall;
 - ii. only uses the pedestrian mall between the hours of 5:00am to 8:00am (on any day of the week);
 - iii. complies with all traffic control devices installed within or around the entry/exit to the pedestrian mall.

- B. For the avoidance of doubt, that traffic controls may be imposed within the pedestrian mall, for the purpose of managing the entry/exit, passage and/or parking of vehicles permitted by this declaration to enter the pedestrian mall, provided any such traffic controls do not conflict with the exemptions or conditions specified above.
- C. That all previous pedestrian mall and traffic control decisions applicable within the area described in paragraph I above, are revoked once this pedestrian mall declaration takes effect.
- D. That subject to section 336(2)(b) of the Local Government Act 1974, this resolution will take effect five weeks after the date the resolution is passed.

Note: For pedestrian mall that is being used as a technique to block off a roadway to through traffic for motor vehicles use the following wording

- A. Pedestrian mall (traffic blocage): That pursuant to section 336 of the Local Government Act 1974, [the area referred to as **PM#** on] **Road Name** as indicated on sheet(s) **#** is declared to be a pedestrian mall. The driving, riding or parking of any motor vehicle is prohibited on the pedestrian mall at all times.

Example

- A. Pedestrian mall: Pursuant to section 336 of the Local Government Act 1974 the Traffic Control Committee declares:
 - I. The areas of **Vulcan Lane** shown shaded in the attached drawing #PTM-WLB-17286-ND-184-058 Rev B dated 30/8/2022 are declared to be a pedestrian mall.
 - II. That the driving, riding or parking of vehicles (other than mobility devices) on any portion of the pedestrian mall is prohibited at all times subject only to the following exceptions:
 - a. Emergency service vehicles may be driven and parked on any part of the pedestrian mall at any time that the driver considers necessary in the circumstances.
 - b. Cycles and wheeled recreational devices may be ridden and parked on the pedestrian mall provided the rider:
 - i. gives way to pedestrians and users of mobility devices;
 - ii. rides in a manner that is careful, considerate, and not hazardous to any other user of the pedestrian mall;
 - iii. rides at a speed that does not exceed 15 km/h;
 - iv. parks in a way that does not unreasonably obstruct any other user of the pedestrian mall;
 - v. complies with all traffic control devices installed within or around the entry/exit to the pedestrian mall.
 - c. With prior authorisation from Auckland Transport (by way of an approved temporary traffic management plan) vehicles may be driven and parked on the pedestrian mall when necessary for maintenance, construction, alteration, refurbishment or upgrade of buildings, structures, or public areas in or adjoining Vulcan Lane, provided the driver:
 - i. complies with all conditions imposed on the authorisation;

- ii. carries a copy of the approved temporary traffic management plan in the vehicle;
 - iii. complies with all traffic control devices installed within or around the entry/exit to the pedestrian mall.
 - d. Goods vehicles may be driven and parked on the section of pedestrian mall between High Street and Queen Street, provided the driver:
 - i. enters the pedestrian mall solely for the purpose of loading or unloading of goods to premises within or adjoining the pedestrian mall;
 - ii. only uses the pedestrian mall between the hours of 5:00am to 8:00am (on any day of the week);
 - iii. complies with all traffic control devices installed within or around the entry/exit to the pedestrian mall.
- B. For the avoidance of doubt, that traffic controls may be imposed within the pedestrian mall, for the purpose of managing the entry/exit, passage and/or parking of vehicles permitted by this declaration to enter the pedestrian mall, provided any such traffic controls do not conflict with the exemptions or conditions specified above.
- C. That all previous pedestrian mall and traffic control decisions applicable within the area described in paragraph I above, are revoked once this pedestrian mall declaration takes effect.
- D. That subject to section 336(2)(b) of the Local Government Act 1974, this resolution will take effect five weeks after the date the resolution is passed.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

8.2 Transport shelter (Bus shelter)

Section 339 of the LGA1974

Proposed by: Public Transport

Purpose: This recommendation is to approve a bus shelter in a specific location.

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

Note: a bus shelter can only be installed or moved if the extra level of consultation with the adjacent property has happened – including offering them the chance to give a presentation to the TCC.

- A. **Bus shelter:** That pursuant to section 339 of the Local Government Act 1974, a transport shelter (bus shelter) is to be provided on **Road Name** in the area(s) referred to as **BS#** as indicated on sheet(s) **#**.

Example

Bus shelter: That pursuant to section 339 of the Local Government Act 1974, a transport shelter (bus shelter) is to be provided on **Manukau Road** in the area referred to as **BS1** as indicated on sheet 1.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9 List of recommendations for approved traffic controls

9.1 Traffic island

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

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Purpose: This recommendation is to provide a traffic island on the road.

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

- A. Traffic island: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.7 of the Land Transport Rule: Traffic Control Devices 2004 a traffic island ([Choose an item.](#)) is to be provided on **Road Name** in the area(s) referred to as **T#** as indicated on sheet(s) #.

Note: Traffic islands do not have to be raised; they may be painted as well. These flush islands serve the same purpose as a raised island. A flush island is marked similarly to a flush median with two centrelines and diagonal markings in between them; however, it is the purpose that determines whether the control will be a flush median or flush island. If selecting flush island from the drop-down list replace the “T#” with “FI#”.

- A. Traffic island: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.7 of the Land Transport Rule: Traffic Control Devices 2004 a traffic island (flush island) is to be provided on **Road Name** in the area(s) referred to as **FI#** as indicated on sheet(s) #

Examples (raised island)

Traffic island: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.7 of the Land Transport Rule: Traffic Control Devices 2004, a traffic island (central island) is to be provided on **Northcote Road** in the area referred to as **T1** as indicated on sheet 1.

(flush island)

Traffic island: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.7 of the Land Transport Rule: Traffic Control Devices 2004, a traffic island (flush island) is to be provided on **Seddon Street** in the areas referred to as **FI1** and **FI2** as indicated on sheet 1.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.2 Road hump

Section 334 of the LGA1974 and clauses 2.1 and 7.9 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Purpose: This recommendation is to provide a road hump on the road.

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

If the device creates a vertical deflection, this is the correct recommendation to use. If the device creates a horizontal deflection, use the Traffic Calming Device recommendation in [section 9.3](#).

- A. **Road hump:** That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.9 of the Land Transport Rule: Traffic Control Devices 2004, a road hump ([Choose an item.](#)) is to be provided on **Road Name** in the area(s) referred to as **H#** as indicated on sheet(s) **#**.

Example

Road hump: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.9 of the Land Transport Rule: Traffic Control Devices 2004, a road hump (speed table) is to be provided on **Massey Road** in the areas referred to as **H1** and **H2** as indicated on sheet 1.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.3 Traffic calming device

Section 334 of the LGA1974 and clauses 2.1 and 7.9 of the TCD2004

Resolved by: Traffic Control Committee
OR

Approved by: Traffic Operations Manager [*only used in rare cases where there are no controls that must be resolved by the committee as part of the same report*]

Purpose: This recommendation is to provide a horizontal deflection device for the purpose of calming traffic.

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

If the device creates a horizontal deflection, this is the correct recommendation to use. If the device creates a vertical deflection, use the Road Hump recommendation in [section 9.2](#).

- A. Traffic calming device: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.9 of the Land Transport Rule: Traffic Control Devices 2004, a traffic calming device ([Choose an item.](#)) is to be provided on **Road Name** in the area(s) referred to as **TC#** as indicated on sheet(s) **#**.

Example

Traffic calming device: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.9 of the Land Transport Rule: Traffic Control Devices 2004, a traffic calming device (slow point consisting of delineators and edge lines) is to be provided on **Collingwood Street** in the areas referred to as **TC1** and **TC2** as indicated on sheet 1.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.4 Pedestrian crossing

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

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is used to establish a pedestrian crossing.

- A. Pedestrian crossing: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 8 of the Land Transport Rule: Traffic Control Devices 2004, a pedestrian crossing is to be provided on **Road Name** in the area(s) referred to as **Z#** as indicated on sheet(s) #.

Note: A pedestrian crossing combined with a cycle path or shared path is considered to be an intersection between the path and roadway so use the give way to cycles and pedestrians control to make it clear that drivers must give way to the cyclists and/or the pedestrians. Use the give way recommendation from [section 6.12](#).

Example

Pedestrian crossing: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 8 of the Land Transport Rule: Traffic Control Devices 2004, a pedestrian crossing is to be provided on **Taikaranga Street** in the areas referred to as **Z1** and **Z2** as indicated on sheet 4.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.5 School crossing point

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

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is used to establish a school crossing point.

Note: A school crossing point is a crossing point controlled by a school patrol – using stop signs on poles to alternately stop pedestrians and traffic. Kea crossing is the name given to the standard type of school crossing point. A kea crossing must have a school patrol recommendation with it.

- A. School crossing point: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 8.4 of the Land Transport Rule: Traffic Control Devices 2004, a school crossing point (kea crossing) is to be provided on **Road Name** in the area(s) referred to as **K#** as indicated on sheet(s) **#**.
- B. School patrol: That pursuant to clause 8.3 of the Land Transport Rule: Traffic Control Devices 2004, the Board of Trustees of **name of the school** be authorised to appoint two or more persons to act as school patrols on [that school crossing point as described above] [on the pedestrian crossing described [in recommendation **letter**] [shown on sheet **#**]].

Note: A school patrol can be established on a pedestrian crossing. The pedestrian crossing is not a school crossing point, so only the school patrol recommendation is used and it refers to the pedestrian crossing where it has been established.

Example (on a kea crossing)

School crossing point: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 8.4 of the Land Transport Rule: Traffic Control Devices 2004, a school crossing point (kea crossing) is to be provided on **Bailey Road** in the area referred to as **K1** as indicated on sheet 1.

School patrol: That pursuant to clause 8.3 of the Land Transport Rule: Traffic Control Devices 2004, the Board of Trustees of Bailey Road School be authorised to appoint two or more persons to act as **school patrols** on that school crossing point as described above.

(on a pedestrian crossing)

School patrol: That pursuant to clause 8.3 of the Land Transport Rule: Traffic Control Devices 2004, the Board of Trustees of St Leos School be authorised to appoint two or more persons to act as **school patrols** on the pedestrian crossing described in recommendation H.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.6 Footpath and Carriageway

Section 319(1)(f) of the LGA1974

Resolved by: Traffic Control Committee
OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: Parking Compliance

Purpose: This recommendation is used to establish what part of the road shall be footpath or carriageway.

Note: It has not always been considered necessary to formally approve a footpath. Installing the footpath was considered tacit approval so most existing footpaths across the region will not be noted on resolution plans. However, there are various reasons why it may be considered useful to do so now, for example, in order to distinguish an area of footpath from a newly created cycle path. Also, if any safety or enforcement issues (for example, parking on the footpath) are expected or are existing, going through the formal approval process is recommended as the signed report removes any possible doubt about the enforceability of parking infringements. Therefore, it is expected that footpaths on all new roads or where a footpath is being added to an existing road will be included in the report.

We also do not expressly state where the carriageway (the old name for roadways as used in the Local Government Act 1974) is on most reports as this is inherently obvious even in new developments. But we do specify a carriageway if an existing road is being significantly diverted so as to occupy an entirely different portion of the road corridor (we revoke the old carriageway and resolve the new one) or if something that was previously a path is being converted into roadway, we would also use this power in that case.

- A. Footpath: That pursuant to section 319(1)(f) of the Local Government Act 1974, the area(s) referred to as **F** on **Road Name** as indicated on sheet(s) **#** is determined to be a footpath at all times.

- A. Carriageway: That pursuant to section 319(1)(f) of the Local Government Act 1974, the area(s) referred to as **CY** on **Road Name** as indicated on sheet(s) **#** is determined to be a carriageway at all times.

Note: If an existing road is being significantly diverted so as to occupy an entirely different portion of the road corridor, use the language below.

- A. Carriageway: That pursuant to section 319(1)(d) and (f) of the Local Government Act 1974, the area(s) referred to as **CY** on **Road Name** as indicated on sheet(s) **#** is determined to be the permanently diverted route of the carriageway.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.7 Traffic signal control (midblock signal)

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

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is to provide a midblock traffic signal in order to allow pedestrians to cross the road or to stop traffic for emergency vehicles pulling out of their driveway, etc.

Note: A pedestrian signal is a type of midblock traffic signal. So is a traffic signal you would find outside a fire station (if that fire station were not at an intersection). The pedestrian signal gets the label PS# whereas the fire station signal would get the label MS#. A pedestrian signal may not be used at a pedestrian crossing and this wording is not intended for providing a pedestrian phase at an intersection traffic signal.

- A. Traffic signal (midblock): That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and [8.5(3)] [6.5(13)] of the Land Transport Rule: Traffic Control Devices 2004, a traffic signal control is imposed on **Road Name** in the area(s) referred to as [PS#] [MS#] as indicated on sheet(s) #.

Example (pedestrian midblock signal – uses clause 8.5(3) of the TCD Rule)

Traffic signal (midblock): That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 8.5(3) of the Land Transport Rule: Traffic Control Devices 2004, traffic signal control is imposed on **Victoria Street** in the area referred to as **PS1** as indicated on sheet 1.

Example (fire station midblock signal – uses clause 6.5(13) of the TCD Rule)

Traffic signal (midblock): That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 6.5(13) of the Land Transport Rule: Traffic Control Devices 2004, traffic signal control is imposed on **Victoria Street** in the area referred to as **MS1** as indicated on sheets 2 and 3.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.8 Traffic signal control (intersection signal)

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

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is to install a traffic signal at an intersection of two or more streets.

- A. Traffic signal: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1, 8.5 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004, a traffic signal control is imposed at the intersection of **Road Name** and **Road Name** in the area referred to as **SI#** as indicated on sheet(s) #.

Example

Traffic signal: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1, 8.5 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004, a traffic signal control is imposed at the intersection of **Quay Street** and **Tangihua Street** in the area referred to as **SI1** as indicated on sheet 2.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.9 Stop or give way control

Section 334 of the LGA1974 and clauses 2.1 and 10.1 of the TCD2004

Resolved by: Traffic Control Committee
OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is to provide either stop or give way traffic control at an intersection. The choice between using a stop control or give way is determined from standard engineering practice.

- A. [Stop] [Give way]: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004, a [stop control] [give way control] is imposed on **Road Name** at its intersection with **Road Name** as indicated on sheet(s) #.

Examples

Give way: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004, a give way control is imposed on **Comet Crescent** at its northern intersection with Bader Drive as indicated on sheet 2.

Stop: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004, a stop control is imposed on **Sommerville Road** at its intersection with Quinn Road as indicated on sheet 3.

Note: Most unnamed private roads such as the exit from a supermarket car park will have no specific control at their intersection with a public road, although occasionally they will and that control will sit inside the line of the public road. These can be included in a report.

Example (private road)

Give way: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004, a give way control is imposed on the private road exiting **117 Bader Drive** at its intersection with Bader Drive as indicated on sheet 2.

Note: The TCD Rule says you must have a limit line and the symbol (the triangle or the word "STOP"), but it allows for the possibility that the road surface will make it impractical to mark these things. Where the road surface makes it impractical to mark the symbol – either due to an unsealed road or where space is unavailable – the Traffic Control Committee or Traffic Operations Manager may make the decision to not mark the give way symbol/stop wording. You must have the approval of the Transport Controls Manager to use this recommendation.

- A. [Stop] [Give way]: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004, a [stop control] [give way control] is imposed on **Road Name** at its intersection with **Road**

Name as indicated on sheet # and it is noted that as the [amount of available space on] [nature of] the road surface makes it impractical to mark the [give way triangle symbol] [stop wording], this will not be marked here.

Note: If a shared path or cycle path crosses a road and it needs to be made clear that drivers must give way to the cyclists and/or the pedestrians, use the give way recommendation from [section 6.12](#).

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.10 Roundabout control (with give way control, traffic signals or for low-speed roundabouts as defined in the TCD Rule)

Section 334 of the LGA1974 and clauses 2.1 and 10.1 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is to install a roundabout at an intersection of two or more streets. The roundabout approaches may be controlled by give way controls or traffic signals. This recommendation is also used for low-speed roundabouts as defined in the TCD Rule where the give way controls can be dropped.

- A. Roundabout: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004, a [**low-speed**] [give way-controlled] [**traffic signals**-controlled] roundabout is imposed at the intersection of **Road Name** and **Road Name**, as indicated on sheet(s) #.

Note: It is assumed the default style of roundabout is the roundabout controlled by give way on all approaches. The give way aspect of the roundabout control is therefore not in bold text. The type of roundabout control will be bold text if any other type of roundabout is proposed, as shown in the examples below.

Example (give waycontrolled roundabout)

Roundabout: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004, a Give-Way controlled roundabout is imposed at the intersection of **Seymour Road** and **Sunnyside Road**, as indicated on sheet 1.

Example (low-speed roundabout)

Roundabout: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 10.1 of the Land Transport Rule: Traffic Control Devices 2004, a **low-speed** roundabout is imposed at the intersection of **Maybury Street** and **Dalton Street**, as indicated on sheet 2.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.11 Metering signal control in advance of a roundabout

Section 334 of the LGA1974 and clause 6.4(13) of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is to install a metering signal in advance of a roundabout.

Note: This recommendation does not include establishing the roundabout control at the intersection. The roundabout proper may still need to be resolved separately from the metering signals.

Note: It is important to be clear whether the primary purpose of a signal is to provide metering to break up the dominant flow towards the roundabout or to impose a midblock pedestrian crossing point.

- A. Metering signals: That pursuant to section 334 of the Local Government Act 1974 and noting clause 6.4(13) of the Land Transport Rule: Traffic Control Devices 2004, a roundabout metering signal is imposed on **Road Name** in the area referred to as **MR#**, as indicated on sheet(s) #.

Example

Metering signals: That pursuant to section 334 of the Local Government Act 1974 and noting clause 6.4(13) of the Land Transport Rule: Traffic Control Devices 2004, a roundabout metering signal is imposed on **Cascades Road** in the area referred to as **MR1** as indicated on sheet 3.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.12 Flush median

Section 334 of the LGA1974 and clauses 2.1 and 7.4 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is to provide a flush median on the road.

Note: A flush median provides an area for a driver to wait during a two-stage right-turning manoeuvre. If the purpose of the markings is to keep traffic off the area so marked, the [flush island recommendation](#) is probably the better choice.

- A. Flush median: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.4 of the Land Transport Rule: Traffic Control Devices 2004, a flush median is to be provided on **Road Name** in the area(s) referred to as **FM#** as indicated on sheet(s) #.

Example

Flush median: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.4 of the Land Transport Rule: Traffic Control Devices 2004, a flush median is to be provided on **Point Chevalier Road** in the areas referred to as **FM2-1, FM3-1, FM3-2** and **FM6-1**, on **Meola Road** in the areas referred to as **FM11-1** and **FM11-2**, and on **Garnet Road** in the area referred to as **FM15-1** as indicated on sheets 2, 3, 6, 11, 15, and 16.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.13 Edge line

Section 334 of the LGA1974 and clauses 2.1 and 7.5 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is to provide an edge line on the roadway to define the edge of the outermost lane or the edge of a lane beside a raised traffic island.

- A. Edge line: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.5 of the Land Transport Rule: Traffic Control Devices 2004, an edge line is to be provided on **Road Name** in the area(s) referred to as **EL** as indicated on sheet(s) #.

Note: As edge lines are fairly ubiquitous, they do not need to be numbered or have dimensions marked for them on the plan. The central traffic island of a roundabout should have a marked edge line. Other traffic islands should really have an edge line marked around them as well.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.14 Shoulder markings

Section 334 of the LGA1974 and clauses 2.1 and 7.4 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is to provide shoulder markings on the roadway where the sealed area is wide enough that an edge line alone may imply another lane rather than the edge of the area intended for moving vehicles.

- A. Shoulder marking: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.6 of the Land Transport Rule: Traffic Control Devices 2004, a shoulder marking is to be provided on **Road Name** in the area(s) referred to as **SM#** as indicated on sheet(s) **#**.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.15 Keep clear zone

Section 334 of the LGA1974 and clauses 2.1 and 10.6 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is used to establish a keep clear zone on a section of road at either an intersection or a driveway where vehicles have difficulty exiting or entering (particularly emergency services driveways).

- A. Keep clear: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 10.6 of the Land Transport Rule: Traffic Control Devices 2004, a 'keep clear' zone is to be provided on **Road Name** [at its intersection with **Road Name**] in the area referred to as **KC#** as indicated on sheet #.

Examples

Keep clear: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 10.6 of the Land Transport Rule: Traffic Control Devices 2004, a 'keep clear' zone is to be provided on **Dominion Road** at its intersection with Tennyson Street in the area referred to as **KC1** and on **Dominion Road** at its intersection with Halston Road in the area referred to as **KC2** as indicated on sheet 1.

Keep clear: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 10.6 of the Land Transport Rule: Traffic Control Devices 2004, a 'keep clear' zone is to be provided on **Maurice Road** in the area referred to as **KC1** as indicated on sheet 1.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.16 No passing restriction

Section 334 of the LGA1974 and clauses 2.1 and 7.3 of the TCD2004

Resolved by: Traffic Control Committee
OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is to provide a no passing zone along a section of road.

- A. No passing: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.3 of the Land Transport Rule: Traffic Control Devices 2004, a no passing restriction is imposed **and road markings applied** on **Road Name** in the area(s) referred to as **NP#** as indicated on sheet(s) #.

Example

No passing: That pursuant to section 334 of the Local Government Act 1974 and clauses 2.1 and 7.3 of the Land Transport Rule: Traffic Control Devices 2004, a no passing restriction is imposed **and road markings applied** on **View Road** in the area referred to as **NP2** as indicated on, and extending beyond, sheet 3. (For the avoidance of doubt, NP2 continues to a point 15.5m west of the western kerb prolongation of Sherbourne Road.)

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.17 Layout of traffic lanes (without mandatory turning controls)

Section 334 of the LGA1974 and clauses 2.1 and 7.12 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is to establish the layout of lanes on a road in situations where there are no arrow markings indicating mandatory movements from those lanes at an intersection.

Note: Where there are arrow markings use [recommendation 6.5](#).

- A. Layout of lanes (with no mandatory turning controls): That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.12 of the Land Transport Rule: Traffic Control Devices 2004, lanes are provided for on **Road Name** as indicated on sheet(s) #.

Note: This recommendation, with modification, can be used for some specific lane markings, i.e., sections of wide centrelines (provided for additional safety) and short sections of centreline on low volume roads not otherwise marked with lanes. This recommendation should not be used for a centreline provided as part of the markings for a stop or give-way; they are covered by that recommendation.

- A. Centreline: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.2 or 7.2A of the Land Transport Rule: Traffic Control Devices 2004 a [centreline] [wide centreline] is provided for on **Road Name** in the area(s) referred to as [C] [WC] as indicated on sheet(s) #.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.18 One way give way with priority

Section 334 of the LGA1974 and clause 7.9 of the TCD2004

Resolved by: Traffic Control Committee
OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is to provide one way give way control that also establishes priority to a specific direction on a road narrowed to a single lane via some manner of traffic calming or at a one-lane bridge or tunnel.

- A. One way give way (with priority): That pursuant to section 334(1) of the Local Government Act 1974 and noting clauses 2.1 and 7.9 of the Land Transport Rule: Traffic Control Devices 2004, a one-way give-way control giving priority to traffic heading in the [specify direction](#) direction is imposed on **Road Name** in the area referred to as **OG#** as indicated on sheet(s) **#**. Additionally, the complementary single lane priority sign is to be provided on the other side of the single lane area as shown on sheet(s) **#**.

Note: The following is used for a one-lane bridge or tunnel. Choose the appropriate option – bridge or tunnel.

- B. One lane [bridge] [tunnel]: That pursuant to section 334(1) of the Local Government Act 1974 and noting clauses 2.1 and 7.9 of the Land Transport Rule: Traffic Control Devices 2004, a one lane [bridge] [tunnel] give way control giving priority to traffic heading in the [specify direction](#) direction is imposed on **Road Name** in the area referred to as **OG#** as indicated on sheet(s) **#**. Additionally, the complementary single lane priority sign is to be provided on the other side of the [bridge] [tunnel] as shown on sheet(s) **#**.

Example (one lane bridge)

One lane bridge: That pursuant to section 334(1) of the Local Government Act 1974 and noting clauses 2.1 and 7.9 of the Land Transport Rule: Traffic Control Devices 2004, a one lane bridge give way control giving priority to traffic heading in the northwest direction is imposed on **Findlay Road** in the area referred to as **OG1** as indicated on sheet 2. Additionally, the complementary single lane priority sign is to be provided on the other side of the bridge as shown on sheet 2.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.19 Variable lane control

Section 334 of the LGA1974 and clauses 2.1 and 7.13 of the TCD2004

Resolved by: Traffic Control Committee
OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is used if the use of a lane is to be controlled by means of a variable lane control.

Note: a variable lane must either be going in one direction or the other (except during a transition period as it swaps). A dynamic lane goes one way in the morning peak and the other way in the evening peak but is a flush median at other times (except during the transition obviously).

- A. [Variable lane] [Dynamic lane]: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.13 of the Land Transport Rule: Traffic Control Devices 2004, a [variable] [dynamic] lane control is to be imposed on **Road Name** in the area(s) referred to as **V#** as indicated on sheet(s) **#**. The [variable] [dynamic] lane will operate in the **specify direction** direction between the hours of **operating times/days** and in the **specify direction** direction between the hours of **operating times/days**. [The lane will function as a flush median outside the specified periods]. *(Delete this last sentence if the proposal is for a variable lane.)*

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.20 Slow vehicle bay

Section 334 of the LGA1974 and clause 7.1 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is used if a slow vehicle bay is to be provided to the left of the primary traffic lane for the use of drivers who choose to make way for vehicles that are travelling faster than them but who do not want to pull over and completely stop.

- A. Slow vehicle bay: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.1 of the Land Transport Rule: Traffic Control Devices 2004, a slow vehicle bay in the form of a lane to the left of the main traffic lane is to be provided on **Road Name** in the area(s) referred to as **SL#** as indicated on sheet(s) #.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.21 Passing bay or lane

Section 334 of the LGA1974 and clause 7.1 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is used if a passing bay or passing lane is to be provided to the right of the primary traffic lane for the use of drivers who are overtaking slower moving vehicles but without the need to cross the centre line.

Note: These are always used in conjunction with a no passing line.

- A. Passing lane: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.1 of the Land Transport Rule: Traffic Control Devices 2004, a passing lane in the form of a lane to the right of the main traffic lane is to be provided on **Road Name** in the area(s) referred to as **PL#** as indicated on sheet(s) #.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.22 Delineators

Section 334 of the LGA1974 and clauses 2.1 and 7.10 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Enforcement: New Zealand Police

Purpose: This recommendation is used to separate a cycle path from the roadway with solid barrier delineators or to use a row of hit sticks to divide two lanes or block off a lane or shoulder from vehicles. It can be adapted to any other necessary use of delineators but discuss with the [Transport Controls Unit](#) for confirmation.

- A. Delineation: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.10 of the Land Transport Rule: Traffic Control Devices 2004, delineators are to be provided on **Road Name** in the area(s) referred to as **D#** as indicated on sheet(s) #.

Note: Delineators can be resolved along their entire length in one recommendation if the only gaps in the delineators are at intersections and driveways. If this is your case, you may substitute the clause below.

- A. Delineation: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.10 of the Land Transport Rule: Traffic Control Devices 2004, delineators are to be provided on **Road Name**, except where interrupted by intersections and vehicles accesses, in the area(s) referred to as **D#** as indicated on sheet(s) #.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.23 Home zone

Clause 1.6 Land Transport Rule: Road User 2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Proposed by: Road Network Operations

Enforcement: New Zealand Police

Purpose: This recommendation is used if there is an intention that an area of roadway be treated a shared zone (shared between vehicles and pedestrians) but parking of vehicles is to be allowed. The recommendation provides a record of the fact that it is the intention of the road controlling authority that this roadway be a shared zone for the purpose of making it clear that the definition of shared zone in the Road User Rule applies. This might most commonly occur in residential areas – so-called “home zones”; but may also be used in other situations.

This type of shared zone is different from the shared zones covered by clause 13 of the AT Traffic Bylaw. The bylaw shared zone has a prohibition on parking unless specified differently and is used primarily for city centre-type shared zones.

Note: If the intent is to create landscaped shared space type of shared zone in a city centre area and restrict parking within the shared zone under the bylaw, the recommendation to use is found in [section 6.13](#).

- A. Shared zone (with parking allowed): That pursuant to the definition in clause 1.6 of the Land Transport Rule: Road User 2004, the area referred to as **SZ#** on **Road Name** as indicated on sheet(s) **#** is specified as being intended to be a shared zone for pedestrians and vehicles.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.24 Advisory road marking

Section 334(1) of the LGA1974

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Purpose: This recommendation is used to formalise a sharrow marking, a “slow” road marking or a surface friction treatment or might be used to indicate a text-based marking is being added to reinforce a speed limit or an advisory sign – such as a no exit.

Note: These controls are not typically used for isolated advisory markings. If the advisory markings are shown in a plan for a formally resolved/approved control (e.g., a document that is resolving a cycle lane and a sharrow begins where the cycle lane ends), then the advisory markings should be included in the recommendations.

- A. Advisory road marking: That pursuant to section 334 of the Local Government Act 1974, a [Choose an item](#) is to be provided on **Road Name**, in the area(s) referred to as **AM** as indicated on sheet(s) #.

Note: when using the last two options to reinforce a speed limit or advisory sign insert the nature of the marking in speech marks before the drop down item – so for example it would read “30” road marking to reinforce a speed limit or “NO EXIT” marking to reinforce an advisory sign.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.25 Non-standard road marking

Section 334 of the LGA1974 and clauses 2.1 and 7.9 of the TCD2004

Please consult the Transport Controls Manager before considering this control.

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Proposed by: Road Network Operations

Purpose: As AT embraces piloting different concepts and the use of tactical urbanism, a variety of non-standard road markings may gain approval to be used on the road. These recommendations can be used as a basis for approval of road markings that have a purpose connected with the use of the road.

- A. Non-standard road marking: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 2.1 and 7.9 of the Land Transport Rule: Traffic Control Devices 2004, road markings for [Choose an item](#). are to be provided on **Road Name**, in the area(s) referred to as **AM** as indicated on sheet(s) #.

Note: Guiding pedestrians would be items like painted kerb buildouts. Warning of vulnerable road users would be items like flashing yellow in-road illuminated pavement markers activated by approaching pedestrians or cycles.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.26 Advance warning of control or road / lane change

Section 334 of the LGA1974 and clauses 4 and 5 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Purpose: AT may establish warning signs and markings on the roading system. AT has taken a less formal approach with some of these in the past, but for completeness and auditing purposes there should be a record of these decisions. These recommendations can be used as a basis for approval of signs or road markings for permanent non-regulatory controls. This recommendation is to provide permanent advance warning of controls or changes to the road or lane configuration.

Note: These would be the W10 through W14 signs in the TCD Rule. For example, this covers the give way ahead, road narrows, hump, etc type of signs.

- A. Advance warning of control or change to road or lane: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 4 and 5 of the Land Transport Rule: Traffic Control Devices 2004, describe the TCD category of sign, e.g., road width or height, and state the text or description of the sign/marketing in inverted commas, e.g., a road width, 'ROAD NARROWS' warning [sign] [road marking] is to be provided on **Road Name** in the area(s) shown on sheet(s) #.

Example

Advance warning of control or change to road or lane: That pursuant to section 334 of the Local Government Act 1974 and clauses 4 and 5 of the Land Transport Rule: Traffic Control Devices 2004, an advance warning of traffic control 'STOP AHEAD' warning sign is to be provided on **Bruce McLaren Road** in the areas shown on sheets 2 and 4.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.27 General or symbolic warning sign

Section 334 of the LGA1974 and clauses 4 and 5 of the TCD2004

Resolved by: Traffic Control Committee
OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Purpose: AT may establish warning signs and markings on the roading system. AT has taken a less formal approach with some of these in the past, but for completeness and auditing purposes there should be a record of these decisions. These recommendations can be used as a basis for approval of signs or road markings for permanent non-regulatory controls. The recommendation is used in particular for active LED or flashing light warning signs.

Note: These would be the W19 signs in the TCD Rule which convey a permanent warning of potential hazards by means of text (the general warning signs) or symbols (the symbolic warning signs) and include the active LED and active flashing light symbolic warning signs.

- A. General or symbolic warning sign: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 4 and 5 of the Land Transport Rule: Traffic Control Devices 2004, a [active [LED] [flashing lights]] [general 'state the text of the sign'] [general variable] [symbolic 'state the symbol on the sign'] warning sign is to be provided on **Road Name** in the area(s) shown on sheet(s) #.

Example

General or symbolic warning sign: That pursuant to section 334 of the Local Government Act 1974 and clauses 4 and 5 of the Land Transport Rule: Traffic Control Devices 2004, an active LED symbolic 'pedestrians' warning sign is to be provided on **Queen Street** in the areas shown on sheet 1.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.28 Permanent hazard warning

Section 334 of the LGA1974 and clauses 4 and 5 of the TCD2004

Resolved by: Traffic Control Committee
OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Purpose: AT may establish warning signs and markings on the roading system. AT has taken a less formal approach with some of these in the past, but for completeness and auditing purposes there should be a record of these decisions. These recommendations can be used as a basis for approval of signs or road markings for permanent non-regulatory controls. This recommendation is to provide advance warning of permanent hazardous conditions or permanent potentially hazardous conditions.

Note: These would be the W14 through W18 and W20 signs in the TCD Rule. For example, this covers the permanent type of hazard, e.g., gravel road, horizontal curve chevron sight boards, keep left, etc or potential hazard, e.g., children, wind gusts, etc.

- A. Permanent hazard warning sign or marking: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 4 and 5 of the Land Transport Rule: Traffic Control Devices 2004, [describe the TCD category of sign, i.e., road hazard, railway crossing, etc, and state the text or description of the sign/marking in inverted commas, e.g., 'FIRE STATION' warning \[sign\] \[road marking\]](#) is to be provided on **Road Name** in the area(s) shown on sheet(s) #.

Example

Permanent hazard warning sign or marking: That pursuant to section 334 of the Local Government Act 1974 and clauses 4 and 5 of the Land Transport Rule: Traffic Control Devices 2004, a road hazard 'chevron curve indicator' warning sign, is to be provided on **Whakapirau Road** in the areas shown on sheets 1 and 2.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.29 Location / direction / destination / road safety information sign or marking

Section 334 of the LGA1974 and clauses 4 and 5 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Purpose: AT may establish warning signs and markings on the roading system. AT has taken a less formal approach with some of these in the past, but for completeness and auditing purposes there should be a record of these decisions. These recommendations can be used as a basis for approval of signs or road markings for permanent non-regulatory controls. This recommendation is to provide signs or markings to guide a road user to a destination or service.

Note: These would include the A11 through A40 signs in the TCD Rule and information/location/road safety billboard type signs not covered by the TCD Rule. For example, this covers the route indicators (e.g., Tauranga turn left 300m, Hoani Waititi Marae 1km, etc) and tourist/motorist feature or service ahead (e.g., winery, public parking, electric vehicle charging station, shared zone, etc) information, as well as a gateway-style sign, e.g., "Welcome to XYZ suburb"; and "Drive Safely".

- A. Advisory sign or marking for location, direction, destination or road safety information: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 4 and 5 of the Land Transport Rule: Traffic Control Devices 2004, [describe the TCD category of sign, e.g., intersection direction, and state the text or description of the sign/marking in inverted commas, e.g., 'HOANI WAITITI MARAE 1km' advisory \[sign\] \[road marking\]](#) is to be provided on **Road Name** in the area(s) shown on sheet(s) #.

Examples

Advisory sign or marking for location, direction, destination or road safety information: That pursuant to section 334 of the Local Government Act 1974 and clauses 4 and 5 of the Land Transport Rule: Traffic Control Devices 2004, an intersection direction 'HOANI WAITITI MARAE 1km' advisory sign, is to be provided on **Pine Avenue** in the areas shown on sheets 1 and 3.

Advisory sign or marking for location, direction, destination or road safety information: That pursuant to section 334 of the Local Government Act 1974 and clauses 4 and 5 of the Land Transport Rule: Traffic Control Devices 2004, an 'ELECTRIC VEHICLE CHARGING STATION' advisory road marking is to be provided on **Carlton Gore Road** in the area shown on sheet 1.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.30 Road / lane information sign or marking

Section 334 of the LGA1974 and clauses 4 and 5 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Purpose: AT may establish warning signs and markings on the roading system. AT has taken a less formal approach with some of these in the past, but for completeness and auditing purposes there should be a record of these decisions. These recommendations can be used as a basis for approval of signs or road markings for permanent non-regulatory controls. This recommendation is to provide signs or markings to provide advance warning of a control or a change in road/lane configuration.

Note: These would be the A41 to A51 signs in the TCD Rule. For example, this covers the motorway ends, bus lane ahead, cyclists use left shoulder, merging traffic, etc type of signs.

- A. Advisory sign or marking for road or lane information: That pursuant to section 334 of the Local Government Act 1974 and noting clauses 4 and 5 of the Land Transport Rule: Traffic Control Devices 2004, [describe the TCD category of sign, e.g., lane information, and state the text or description of the sign in inverted commas, e.g., 'MERGING TRAFFIC'](#) advisory [sign] [road marking], is to be provided on **Road Name** in the area(s) shown on sheet(s) #.

Example

Advisory sign or marking for road or lane information: That pursuant to section 334 of the Local Government Act 1974 and clauses 4 and 5 of the Land Transport Rule: Traffic Control Devices 2004, a cyclist information 'contra-flow cycle lane' advisory sign, is to be provided on **Halsey Street** in the areas shown on sheets 1 to 3.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

9.31 Roadway art

Section 334 of the LGA1974 and clause 5.6 of the TCD2004

Resolved by: Traffic Control Committee

OR

Approved by: Traffic Operations Manager *[only used in rare cases where there are no controls that must be resolved by the committee as part of the same report]*

Purpose: This recommendation is used to authorise the installation of artworks marked onto the surface of the roadway. AT may mark artworks on the road surface only in specified circumstances referred to in the Rule in a lower-risk environment (the operating speed has been assessed and found to be less than 30km/h and is expected to be monitored). The proposed roadway art must not resemble or be similar to a traffic control device. It can't mislead road users about the meaning of any traffic control device and must not be visually integrated into a marking specified in Schedule 2 of the Rule.

Note: Artworks on a footpath, shared path or cycle path do not require approval under the TCD Rule.

Note: If the roadway art is the only matter being resolved, a separate report template exists. But if this recommendation is to be included in a broader report, specific information about the location must be incorporated into the report as shown in the roadway art template report.

- A. Roadway art: That pursuant to section 334 of the Local Government Act 1974 and noting clause 5.6(1) of the Land Transport Rule: Traffic Control Devices 2004, roadway art referred to as **ART#** is to be marked on **Road Name**, as indicated on sheet(s) #.

Example

Roadway art: That pursuant to section 334 of the Local Government Act 1974 and noting clause 5.6(1) of the Land Transport Rule: Traffic Control Devices 2004, roadway art referred to as **ART1** is to be marked on **Captain Scott Road** and the **Captain Scott Road / Oates Road / Wilson Road intersection** as indicated on sheets 2 to 7.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

10 List of recommendations for temporary traffic controls

10.1 Restrictions: Stopping, standing and parking

Clause 18 Auckland Transport Traffic Bylaw 2012

Resolved by: Traffic Control Committee

Proposed by: Road Corridor Access and Planned Events

Enforcement: Parking Compliance

Purpose: This recommendation allows temporary restrictions on the stopping, standing or parking of vehicles on any road by vehicle description and/or by time and day.

Event or construction for less than a week(ish)

- A. Temporary no stopping: That pursuant to clause 18 of the Bylaw, the stopping, standing or parking of any vehicle in the area(s) indicated in the drawing on **Street Name, Suburb**, is prohibited [at all times] from **Time and Date** to **Time and Date**.

Longer than a week

- A. Temporary no stopping: That pursuant to clause 18 of the Bylaw, the stopping, standing or parking of any vehicle is prohibited [at all times] in the area(s) referred to as **A#** on **Road Name** as indicated on sheet(s) **#** from **Time and Date** to **Time and Date**.

Note: It is acceptable to state certain hours of the day for the period of works or for the entire day during the period of works. In the first instance, the parking will revert to regular use outside of the hours specified. If the prohibition only applies at set times during the day delete the words "at all times". If it applies all day delete the brackets.

Example 1 (daily restriction)

Temporary no stopping: That pursuant to clause 18 of the Bylaw, the stopping, standing or parking of any vehicle in the areas indicated in the drawing on **Beachcroft Avenue, Onehunga** is prohibited between **7:00am and 4:00pm** each day from **3 November 2023** to **7 November 2023**.

Example 2 (continuous restriction)

Temporary no stopping: That pursuant to clause 18 of the Bylaw, the stopping, standing or parking of any vehicle is prohibited at all times in the area referred to as **A1** on **Beachcroft Avenue**, as indicated on sheet 1 from **7:00am, 3 November 2023** to **4:00pm, 7 February 2024**.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

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

Clause 19 Auckland Transport Traffic Bylaw 2012

Resolved by: Traffic Control Committee

Proposed by: Road Corridor Access and Planned Events

Enforcement: Parking Compliance

Purpose: This recommendation applies to specific vehicles displaying permits or liveries parking in a road / building e.g., shared vehicles, police, construction vehicles; utility vehicles (other than for emergencies); temporary event vehicles, e.g. filming, sporting events, etc. The recommendation has been written to allow the temporary parking on resolved no stopping areas, but still preserve the prohibition against parking in the vicinity of intersections, pedestrian crossings, fire hydrants, etc, as specified in the Road User Rule.

Event or construction for less than a week(ish)

- A. Temporary authorised parking: That pursuant to clause 19 of the Bylaw, except in areas where parking is prohibited under section 6 of the Land Transport (Road User) Rule 2004 [(other than resolved no stopping areas under 6.4)], the area(s) indicated in the drawing on **Street Name, Suburb**, [is] [are] (choose the appropriate grammar) specified to be a parking place [at all times] from **Time and Date** to **Time and Date**. Parking spaces are reserved in the parking place for the exclusive use of authorised vehicles [displaying or holding approved permits] [displaying **insert name of organisation** livery].

Longer than a week

- A. Temporary authorised parking: That pursuant to clause 19 of the Bylaw, except in areas where parking is prohibited under section 6 of the Land Transport (Road User) Rule 2004 [(other than resolved no stopping areas under 6.4)], the area(s) referred to as **AV#**, as indicated on sheet(s) **#** on **Street Name**, [is] [are] (choose the appropriate grammar) specified to be a parking place [at all times] from **Time and Date** to **Time and Date**. Parking spaces are reserved in the parking place for the exclusive use of authorised vehicles [displaying or holding approved permits] [displaying **insert name of organisation** livery].

Note: It is acceptable to state certain hours of the day for the period of works (i.e., from 7am to 4pm, Monday to Friday, from 3 November 2023 to 7 November 2023) or for the entire day during the period of works (from 7am, 3 November 2023 to 4pm, 7 November 2023). In the first instance, the parking will revert to regular use outside of the hours specified. If the prohibition only applies at set times during the day delete the words "at all times". If it applies all day, then delete the square brackets.

Note: If the temporary parking will not be applied where there is a no stopping prohibition (evidenced by signs or markings), then section 6.4 in square brackets does not need to be explicitly mentioned in the recommendation and should be deleted.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

10.3 Loading zone

Clause 19 Auckland Transport Traffic Bylaw 2012

Resolved by: Traffic Control Committee

Proposed by: Road Corridor Access and Planned Events

Enforcement: Parking Compliance

Purpose: The purpose of the following recommendation is to temporarily restrict a piece of land, part of a road, or building or part of a building to be a loading zone for any vehicle or a specific class of vehicle [*“class of vehicle” is defined in clause 5 of the bylaw*] and limit the maximum time of loading to five minutes (or longer). The recommendation has been written to allow the temporary parking on resolved no stopping areas, but still preserve the prohibition against parking in the vicinity of intersections, pedestrian crossings, fire hydrants, etc, as specified in the Road User Rule.

Note: It is now goods vehicles that are allowed to use loading zones (not goods service vehicles). Also, even for temporary loading zones, signs and markings must conform to TCD standards to be enforceable.

Event or construction for less than a week(ish)

- A. **Temporary loading zone:** That pursuant to clause 19 of the Bylaw, except in areas where parking is prohibited under section 6 of the Land Transport (Road User) Rule 2004 [(other than resolved no stopping areas under 6.4)], the area(s) indicated in the drawing on **Street Name, Suburb**, [is] [are] (*choose the appropriate grammar*) reserved as a parking place in the form of a loading zone [at all times] from **Time and Date to Time and Date**. Use of the loading zone is [permitted to any vehicle] [restricted to **authorised vehicles only**]. *If the loading zone is being restricted to authorised vehicles to provide for construction vehicles loading and unloading goods at a construction site, add the sentence below.* Vehicles authorised for this purpose are vehicles related to the construction work being undertaken [at **address**] [on **Street Name**].

Longer than a week

- A. **Temporary loading zone:** That pursuant to clause 19 of the Bylaw, except in areas where parking is prohibited under section 6 of the Land Transport (Road User) Rule 2004 [(other than resolved no stopping areas under 6.4)], the area(s) referred to as **LZ#**, as indicated on sheet(s) **#** on **Street Name**, [is] [are] (*choose the appropriate grammar*) reserved as a parking place in the form of a loading zone [at all times] from **Time and Date to Time and Date**. Use of the loading zone is [permitted to any vehicle] [restricted to **authorised vehicles only**]. *If the loading zone is being restricted to authorised vehicles to provide for construction vehicles loading and unloading goods at a construction site, add the sentence below.* Vehicles authorised for this purpose are vehicles related to the construction work being undertaken [at **address**] [on **Street Name**].

Note: It is acceptable to state certain hours of the day for the period of works (i.e., from 7am to 4pm, Monday to Friday, from 3 November 2023 to 7 November 2023) or for the entire day during the period of works (from 7am, 3 November 2023 to 4pm, 7 November 2023). In the first instance, the parking will revert to regular use outside of the hours specified. If the prohibition only applies at set times during the day delete the words “at all times”. If it applies all day, then delete the square brackets.

Note: If the temporary parking will not be applied where there is a no stopping prohibition (evidenced by signs or markings), then section 6.4 in square brackets does not need to be explicitly mentioned in the recommendation and should be deleted.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

10.4 Bus stop

Clause 19 Auckland Transport Traffic Bylaw 2012

Resolved by: Traffic Control Committee

Proposed by: Road Corridor Access and Planned Events

Enforcement: Parking Compliance

Purpose: The purpose of the following recommendation is to temporarily specify a piece of land, part of a road, or building or part of a building to be a bus stop. The recommendation has been written to allow the temporary parking on resolved no stopping areas, but still preserve the prohibition against parking in the vicinity of intersections, pedestrian crossings, fire hydrants, etc, as specified in the Road User Rule.

Event or construction for less than a week(ish)

- A. Temporary bus stop: That pursuant to clause 19 of the Bylaw, except in areas where parking is prohibited under section 6 of the Land Transport (Road User) Rule 2004 [(other than resolved no stopping areas under 6.4)], the area(s) indicated in the drawing on **Street Name, Suburb**, [is] [are] (choose the appropriate grammar) reserved as a parking place in the form of a bus stop for the exclusive use of buses [at all times] from **Time and Date** to **Time and Date**.

Longer than a week

- A. Temporary bus stop: That pursuant to clause 19 of the Bylaw, except in areas where parking is prohibited under section 6 of the Land Transport (Road User) Rule 2004 [(other than resolved no stopping areas under 6.4)], the area(s) referred to as **BS#**, as indicated on sheet(s) # on **Street Name**, [is] [are] (choose the appropriate grammar) reserved as a parking place in the form of a bus stop for the exclusive use of buses [at all times] from **Time and Date** to **Time and Date**.

Note: It is acceptable to state certain hours of the day for the period of works (i.e., from 7am to 4pm, Monday to Friday, from 3 November 2023 to 7 November 2023) or for the entire day during the period of works (from 7am, 3 November 2023 to 4pm, 7 November 2023). In the first instance, the parking will revert to regular use outside of the hours specified. If the prohibition only applies at set times during the day delete the words "at all times". If it applies all day, then delete the square brackets.

Note: If the temporary parking will not be applied where there is a no stopping prohibition (evidenced by signs or markings), then section 6.4 in square brackets does not need to be explicitly mentioned in the recommendation and should be deleted.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

10.5 Bus parking

Clause 19 Auckland Transport Traffic Bylaw 2012

Resolved by: Traffic Control Committee

Proposed by: Planned Events

Enforcement: Parking Compliance

Purpose: The purpose of the following recommendation is to temporarily restrict a piece of land, part of a road, or building or part of a building to be a bus parking area. The recommendation has been written to allow the temporary parking on resolved no stopping areas, but still preserve the prohibition against parking in the vicinity of intersections, pedestrian crossings, fire hydrants, etc, as specified in the Road User Rule.

Event or construction for less than a week(ish)

- A. Temporary bus parking: That pursuant to clause 19 of the Bylaw, except in areas where parking is prohibited under section 6 of the Land Transport (Road User) Rule 2004 [(other than resolved no stopping areas under 6.4)], the area(s) indicated in the drawing on **Street Name, Suburb**, [is] [are] (choose the appropriate grammar) reserved as a parking place in the form of a bus parking place [at all times] from **Time and Date** to **Time and Date**.

Longer than a week

- A. Temporary bus parking: That pursuant to clause 19 of the Bylaw, except in areas where parking is prohibited under section 6 of the Land Transport (Road User) Rule 2004 [(other than resolved no stopping areas under 6.4)], the area(s) referred to as **BP#**, as indicated on sheet(s) # on **Street Name**, [is] [are] (choose the appropriate grammar) reserved as a parking place in the form of a bus parking place [at all times] from **Time and Date** to **Time and Date**.

Note: It is acceptable to state certain hours of the day for the period of works (i.e., from 7am to 4pm, Monday to Friday, from 3 November 2023 to 7 November 2023) or for the entire day during the period of works (from 7am, 3 November 2023 to 4pm, 7 November 2023). In the first instance, the parking will revert to regular use outside of the hours specified. If the prohibition only applies at set times during the day delete the words "at all times". If it applies all day, then delete the square brackets.

Note: If the temporary parking will not be applied where there is a no stopping prohibition (evidenced by signs or markings), then section 6.4 in square brackets does not need to be explicitly mentioned in the recommendation and should be deleted.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

10.6 Mobility parking

Clause 20 Auckland Transport Traffic Bylaw 2012

Resolved by: Traffic Control Committee

Proposed by: Road Corridor Access and Planned Events

Enforcement: Parking Compliance

Purpose: The purpose of this recommendation is to temporarily resolve an area as being reserved exclusively for vehicles displaying an approved mobility parking permit and restricting that parking to a maximum time. Each area described will need to indicate the times if they apply. The recommendation has been written to allow the temporary parking on resolved no stopping areas, but still preserve the prohibition against parking in the vicinity of intersections, pedestrian crossings, fire hydrants, etc, as specified in the Road User Rule.

Event or construction for less than a week(ish)

- A. Temporary mobility parking: That pursuant to clause 20 of the Bylaw, except in areas where parking is prohibited under section 6 of the Land Transport (Road User) Rule 2004 [(other than resolved no stopping areas under 6.4)], the area(s) indicated in the drawing on **Street Name, Suburb**, [is] [are] (choose the appropriate grammar) reserved as a parking place in the form of a mobility parking place for the exclusive use of vehicles driven by or carrying disabled persons and displaying a current approved mobility permit [at all times] from **Time and Date** to **Time and Date**. [The maximum time for parking in the mobility place is **time limit in minutes**.]

Longer than a week

- A. Temporary mobility parking: That pursuant to clause 20 of the Bylaw, except in areas where parking is prohibited under section 6 of the Land Transport (Road User) Rule 2004 [(other than resolved no stopping areas under 6.4)], the area(s) referred to as **MP#**, as indicated on sheet(s) # on **Street Name**, [is] [are] (choose the appropriate grammar) reserved as a parking place in the form of a mobility parking place for the exclusive use of vehicles driven by or carrying disabled persons and displaying a current approved mobility permit [at all times] from **Time and Date** to **Time and Date**. [The maximum time for parking in the mobility place is **time limit in minutes**.]

Note: It is acceptable to state certain hours of the day for the period of works (i.e., from 7am to 4pm, Monday to Friday, from 3 November 2023 to 7 November 2023) or for the entire day during the period of works (from 7am, 3 November 2023 to 4pm, 7 November 2023). In the first instance, the parking will revert to regular use outside of the hours specified. If the prohibition only applies at set times during the day delete the words "at all times". If it applies all day, then delete the square brackets.

Note: If the temporary parking will not be applied where there is a no stopping prohibition (evidenced by signs or markings), then section 6.4 in square brackets does not need to be explicitly mentioned in the recommendation and should be deleted.

Note: If there will not be a maximum time applied to the mobility parking, delete the last sentence in brackets.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

10.7 Eden Park resident only parking

Clause 21 Auckland Transport Traffic Bylaw 2012

Resolved by: Traffic Control Committee

Proposed by: Planned Events

Enforcement: Parking Compliance

Purpose: This recommendation is used to temporarily specify a parking place, on a road, part of a road, zone or building or part of a building to be residents' only parking during Eden Park events. Residents must display a current approved resident's parking permit. The time the restriction is active must be stated in the resolution. The recommendation has been written to allow the temporary parking on resolved no stopping areas, but still preserve the prohibition against parking in the vicinity of intersections, pedestrian crossings, fire hydrants, etc, as specified in the Road User Rule.

- A. Temporary Eden Park resident only parking:** That pursuant to clause 21 of the Bylaw, except in areas where parking is prohibited under section 6 of the Land Transport (Road User) Rule 2004 [(other than resolved no stopping areas under 6.4)], the area(s) indicated in the drawing on the list of streets below, are specified to be a parking zone reserved for the exclusive parking of motor vehicles displaying a valid Eden Park Residents Only Parking parking permit from **Time and Date** to **Time and Date**. **The conditions subject to the parking place described in this resolution will be evidenced by the appropriate signs.**

Street name	From	To

Note: It is acceptable to state certain hours of the day for the period of works (i.e., from 7am to 4pm, Monday to Friday, from 3 November 2023 to 7 November 2023) or for the entire day during the period of works (from 7am, 3 November 2023 to 4pm, 7 November 2023). In the first instance, the parking will revert to regular use outside of the hours specified. If the prohibition only applies at set times during the day delete the words "at all times". If it applies all day, then delete the square brackets.

Note: If the temporary parking will not be applied where there is a no stopping prohibition (evidenced by signs or markings), then section 6.4 in square brackets does not need to be explicitly mentioned in the recommendation and should be deleted.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

10.8 Road closure

Section 342(1)(b) and clause 11(e) to Schedule 10 of the LGA1974

Resolved by: Traffic Control Committee

Proposed by: Planned Events

Enforcement: Parking Compliance

Purpose: The purpose of this recommendation is to close a road temporarily to traffic for special events.

- A. Temporary road closure: That pursuant to section 342(1)(b) and clause 11(e) to Schedule 10 of the Local Government Act 1974, the area(s) indicated in the drawing on **Street Name, Suburb**, [is] [are] **(choose the appropriate grammar)** closed to [all traffic, including pedestrians] [motor vehicles] [vehicles] from **Time and Date** to **Time and Date**. [Specified authorised vehicles displaying [or holding approved permits] [insert name of organisation livery] may drive on the closed road.] [An entry fee may be charged by the organiser of the event for which the road is closed and entry to that area of the closed road is limited to those who pay the fee. (Fees do not apply to emergency services or occupants of properties adjoining that road when accessing that property.)]

Note: It is acceptable to state certain hours of the day for the period of works (i.e., from 7am to 4pm, Monday to Friday, from 3 November 2023 to 7 November 2023) or for the entire day during the period of works (from 7am, 3 November 2023 to 4pm, 7 November 2023). In the first instance, the parking will revert to regular use outside of the hours specified. If the prohibition only applies at set times during the day delete the words "at all times". If it applies all day, then delete the square brackets.

Note: If either or both of the last two conditions will not apply to the temporary closure, then delete the appropriate sentence(s) in brackets.

For any queries and further assistance in regards to resolutions, please contact the Transport Controls Unit at TransportControlsRequest@at.govt.nz.

Appendix E – Change Log

June 2024 (3.0) – updated section 1 and appendices for new TCC membership. Updated section 2 for new templates. Updated section 3 for new policies. Added section 4 for developments. Updated all recommendations for new template.

18 July 2024 (3.01) – added information to the internal engagement feedback discussion in section 2.10.11 for the change to the templates. Added discussion of editing the amendment template to accommodate temporary reports to the frequently asked questions in section 2.12. Clarified the discussion on leaders in section 3.10. Clarified sheet rotation discussion in section 3.19.

Appendix F – Sample Reports