Application Process

The attached flowchart details the process required to temporarily close a road.

The event organiser is required to fill out the application form, and provide a map which shows the roads to be closed, the detour route if one is available, and pay the fee. This can be dropped off at any Council Service Centre.

A traffic management plan will be required once the road closure has been approved. In some cases Council may require public liability insurance to be provided as well.

We recommend that applicants allow at least 12 weeks from the time an application is lodged to receiving approval. This will allow sufficient time to call for objections and report to the Council. Applications can be processed in a shorter time if there are no objections.

Mandatory Public Notification for Events

Roads may be closed for a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function.

Roads closed under the Transport (Vehicular Road Closure) Regulations 1965 are those where exemption to certain road rules is required for those specifically permitted to use the road e.g. rallying. Applicants should familiarise themselves with this legislation.

Roads closed under this provision must be publicly notified at least 42 days before the proposed closure, and objection may be lodged up to 28 days before the proposed closure.

Roads closed under the Local Government Act 1974 are those where normal traffic rules apply to anyone given permission to use the road during the time period it is closed.

Under this provision Council must advertise the intention to close the road, allowing for public submission, and then advertise the decision to proceed with the closure.

Once approved, public notification will be made by way of a newspaper advertisement on the first Saturday following the date of approval in the Otago Daily Times and once in the Council’s Community Noticeboard in the News.
Approval Process for Temporary Road Closure

1. **Application for closure** under Local Government Act, 1974
2. A decision to proceed or inform applicant that application is declined.
3. Submissions received.
4. Operations Committee to consider applications and submissions.
5. Road Manager approves closure.
6. Publicly notify.
8. Publicly notify.
10. Exemption to road rules required during closure.
11. Application made 12 weeks before proposed closure.
13. Closure on proposed date approved.

If No:
- Include a State Highway?
- Exemption to road rules required during closure?
- Application made 12 weeks before proposed closure?
- Criteria for closure for filming meet?
- Closure on proposed date approved?
Temporary Road Closure

Application Number: ____________________________

Organisation Name: ____________________________________________
Contact: ______________________________________________________
Designation: __________________________________________________
Postal Address: _________________________________________________
Telephone Work: ___________________ Private______________
Mobile: ___________________________ Fax: ______________________
Email: _________________________________________________________

Event Description: _____________________________________________
________________________________________________________________
________________________________________________________________

Road Name(s) to be closed: ______________________________________
________________________________________________________________
________________________________________________________________

Event Location i.e. Alexandra, Clyde: ____________________________
________________________________________________________________
________________________________________________________________

Closure Date(s): ________________________________________________
________________________________________________________________
________________________________________________________________

Closure Time(s): ________________________________________________
________________________________________________________________
________________________________________________________________

Road Name(s) of detour routes: ____________________________________
________________________________________________________________
________________________________________________________________

Fee of $280 paid Yes / No
Map attached which shows location of closure and detour routes Yes / No

Note: Once approval for a Temporary Road Closure is given a Traffic Management Plan will be required prior to Council approving holding of the event. An additional fee of $80 may be required for the Traffic Management Plan.

Return form to: ____________________________

Temporary Road Closures for Events
Revised 03/15

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