

## **TEMPORARY ROAD CLOSURE PROCESS**

Nelson City Council (NCC) requires the following information to process your Temporary Road Closure Application:

<b>Application Form</b>	Please fill in the Application Form and any other information you think will help your application.
<b>Public Liability Insurance</b>	<p>Submit either a quote or proof of the Public Liability Insurance Policy certificate for your event. This must be a minimum value of \$2,000,000 (2 million dollars).</p> <p><b>Please note:</b> Proof of insurance will be required before this application can be granted.</p>
<b>Individual Notifications of Closure and Letter Drop</b>	The applicant must obtain consent from, and make access arrangements where necessary, for all affected property owners / occupiers and give evidence in writing this has been done. Forms A & B as supplied may be used as templates for this notification. Any objections to the closure must be forwarded to Mark Hollows at NCC. Please provide a copy of any written information that is to be supplied to affected residents and businesses.
<b>Traffic Management Plan</b>	Please attach your Traffic Management Plan to the application. We encourage you to discuss the plan with Mark Hollows prior to submitting it. Please contact the Customer Service Centre on 03 546 0200 to arrange a suitable time to do this either by phone or in person.
<b>Advertising</b>	<p>NCC will arrange for the advertising, in the local paper(s), required for road closure of council roads. This is included in the fee of \$307 (inc GST).</p> <p>The first advertisement, detailing the intent to temporarily close the road, shall be placed in the local newspaper at least 42 days and ideally 70 days prior to the event to allow for submissions.</p> <p>Submissions shall close 28 days prior to the event and shall be addressed to Mark Hollows at NCC. Any submissions received will be negotiated and resolved by non adversarial processes. If this fails, the matter will be referred to the Executive Manager Network Services to hear submissions and rule on the closure. It is important that affected parties are given the opportunity to discuss any problems the temporary closure may cause.</p> <p>NCC will arrange for the advertising, in the local paper(s), required for road closure of council roads. This is included in the fee of \$307 (inc GST).</p>

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<p><b>Signs, Cones etc</b></p>	<p>Nelson City Council's contractor Nelmac have experience assisting with road closures and can help with the provision of fences, signs road cones etc. You may wish to contact them on (03) 546 0910 – the contact person is Murray Thorn.</p>
<p><b>Lodgement Checklist</b></p>	<p>You must complete the Lodgement Checklist on Page 3 of the Application Form.</p>