



Applying for CARs and TMPs from 01 February 2021

19 January 2021

Dear colleagues and delivery partners,

As you may be aware, the Christchurch Transport Operations Centre (CTOC) will be disestablished on 31 January 2021 with functions and responsibilities returning to the partner organisations Christchurch City Council, Waka Kotahi New Zealand Transport Agency and Environment Canterbury.

This email explains how the change affects the application process for a Corridor Access Request (CAR), Works Access Permit (WAP) and Temporary Traffic Management Plan (TMP) from 1 February 2021.

Working on Christchurch City Council roads

For Christchurch City Council roads, there is no change to the application process. You should continue to submit Worksite and TMP applications via MyWorksites and select the "Christchurch City Council" as the primary road controlling authority (RCA) on both applications.

Worksite/CAR applications will continue to be processed by Council's corridor managers in the Asset Protection team. TMP applications will be processed by a Temporary Traffic Management (TTM) team within the Council. The TTM team operating hours are 7am-5pm Mon-Fri excluding public holidays.

Any permits approved prior to 31 January will remain valid. Any changes, or revision requests, should be submitted via MyWorksites in the normal way.

You can contact the teams by email:

Asset.Protection@ccc.govt.nz

TMC@ccc.govt.nz

Working on Waka Kotahi state highways

For Corridor Access Requests, there is no change to the process. You should continue to submit a CAR via Submitica or BeforeUDig to work on any state highways. You should commence the CAR application before you apply for the associated TMP(s).



The North Canterbury 'Southern Link Canterbury' Network Outcomes Contract (NOC) will be responsible for processing TMPs and discharging TMC responsibilities across all state highways in the North Canterbury region from 1 February 2021. This includes the state highways in Christchurch that are currently managed by CTOC. Submit your TMP via MyWorksites in the normal way and select "NZTA North Canterbury / NOC" as the primary RCA.

Any TMP approved by CTOC prior to 31 January will remain valid until the TMP's specified end date, however no changes can be made to these plans after 31 January. For any changes or revisions you will need to submit a new TMP application to the "NZTA North Canterbury / NOC" RCA.

Every effort will be made to process all TMPs submitted to "NZTA North Canterbury / CTOC" prior to 31 January, however we recommend that new applications submitted on/after Wednesday 27 January are submitted to "NZTA North Canterbury / NOC" for processing.

You can contact the teams by email:

CAR/WAP Enquiries - phillipa.hunt@wsp.com

TTM Enquiries - James.park@wsp.com

Worksites that affect both Council roads and Waka Kotahi state highways

If your worksite or TMP affects the network of both road controlling authorities, you will need to obtain a Works Access Permit from both organisations.

MyWorksites supports multi-RCA approval for TMPs, so please select both "Christchurch City Council" and "NZTA North Canterbury / NOC" where TMPs affect both networks. Please identify the Primary RCA as the authority where the majority of physical worksite is, and the other as the Secondary RCA.

Network Activity Planning and coordination

Both Council and Waka Kotahi continue to expect engagement with the Forward Works Viewer (FWV) and TIM Group processes to maintain forward visibility of upcoming work and support One Network coordination within Christchurch. The normal timeframes and TIM Group meeting frequency will continue.

Local Operating Procedures

The Local Operating Procedures (LOPs) developed by CTOC are currently being reviewed to ensure they reflect the new operating environment. The Version 5 – July 2018 document will be the final version produced under the CTOC partnership. Until future LOP document(s) become available, the requirements for new TMP applications and revisions from 1 February 2021 are:



On state highways, the standard Waka Kotahi Code of Practice for Temporary Traffic Management (CoPTTM) will apply. Any departures from COPTTM technical standards will need to be considered through the normal Engineering Exception Decision (EED) process. The Waka Kotahi TMC will be looking for continued application of the CTOC best practice guides and LOP chapters that supplement CoPTTM to be considered. For example the 'Best Practice for TTM impacting Cyclists' guide, the 'Transport Impact Assessment (TIA)' guide, and the 'Engineering Design of Temporary Transport Facilities' LOP chapter.

The general procedural requirements as outlined in the LOP v5 continue to apply until superseded.

For Christchurch City Council roads, the requirements around CoPTTM and Local Operating Procedures and other CTOC guidance documents remain unchanged.

Work affecting traffic signals

Any works affecting traffic signals on any network follow the normal process of contacting Council's Real Time Operations (RTO) team by email - signals@ccc.govt.nz. This team will continue to operate the Waka Kotahi traffic signals.

The timeframes and notification requirements outlined in the LOP v5 for contacting the RTO team continue to apply.

Questions and information

Council and Waka Kotahi welcome any questions regarding this change, please can these be directed to Jason.diaper@ccc.govt.nz in the first instance.

Many thanks

Simon Harty, BE Civil (Hons)

Manager

Christchurch Transport Operations Centre (CTOC)

A partnership of CCC, NZTA and Ecan