

Traffic Management Request Form

Your Details:	Company Name:	Phone Number:
	Contact Person:	Postal Address:
	Email Address:	
Your Clients (Principal) Details	Company Name:	Phone Number:
	Contact Person:	Postal Address:
	Email Address:	
Bill Payer Details	<i>Bill Paying Company if different from above:</i> Contact Name: Phone No: Email:	
Job Number:		Purchase Order Number:

Work Site Details:	Street Address/Location:	Estimation of actual work days:		
	Detail of Proposed Works:			
	Proposed Start Date:	Estimated End Date:		
	Work Area: Berm / Footpath / Carriageway <i>(highlight or circle affected areas)</i>	Permanently Posted Speed Limit:		
	(Please tick Yes or No)			YES
				NO
	Unattended TMP Required:			
	Plant: Will Plant be consistently Entering and Exiting Site? <i>How Many Vehicles will be onsite:</i>			
	Excavations: Will there be any excavations left open?			
	If YES, have you arranged compliant fences/barriers?			
	Pedestrians: Will work affect the footpath?			
	Will any pedestrian crossings be affected			
	Buses and Bus Stops: Will works affect any bus stops?			
Schools: Is the work area within the vicinity of any schools?				
Railway Level Crossings: Is the work within 5m of a level crossing (a KiwiRail stand over will be required if YES)				
Does your work require a FULL Road Closure (NB: There is a 15 – 20 day approval period for road closures)				
PLEASE SEND COPIES OF RESOURCE CONSENTS AND/OR CROSSING PERMITS IF THESE ARE APPLICABLE TO YOUR WORKS				

Council Application Required:	YES	NO
<p>Please note the following:</p> <ul style="list-style-type: none"> - Please ensure the above form is completed in full and emailed to the Evolution Road Services TMP Team. - Please Note it is the Bill Payers Responsibility for Start & Complete Work notifications via Submittica / MyWorksites - If the above form is not completed in full, this will delay works proceeding as this information is required for Council/ RCA approval. - Please note, Council have separate charges that get forwarded onto the principal client/ asset owner. By completing this form, you acknowledge these charges. 	<p>Time Frames:</p> <ul style="list-style-type: none"> - Please allow for 2 - 3 working days for Evolution Road Services to create a TMP application and submission to Council/ RCA after receiving the above form. - Please allow for 10 - 15 working days for Council approvals to come through. (NZTA may take longer than this). - We will then send you this approved TMP and a Job Booking Form before the works can take place. 	

*Work hours will depend on the level of road the works are on.
Level 1 roads: 7am – 5pm day shift, 7pm – 6am night shift.
Level 2 roads: 9am – 4pm day shift, 9pm – 5am night shift
(These hours are dependent on conditions imposed by the local RCA)*