

TM Request Form TM Matters



PROJECT / PRINCIPAL (PCBU1) DETAILS

Company Name:	Contact Person:	Phone & Email Both Required	(Principal / Asset Owner / Lead Contractor):

WORKSITE CONTRACTOR (PCBU2) DETAILS

Company Name:	Contact Person:	Phone & Email Both Required	(Principal / Asset Owner / Lead Contractor):

LOCATION & WORK DESCRIPTION

Site Address / Location: (Attach maps, drawings, photos if available)

PO for
PCBU's

Describe the Work Activity (NZGTTM requirement: What is happening, why, and how):

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Project Timeline

Start Date	End Date	Weekday Timing	Weekend Timing

T M Company

Company Name:	Contact Person:	Phone & Email Both Required	NZQA Unit Standards Staff Available?

Recomended STMS Allocated - Name / Phone Number / Email address

Preliminary TTM Setup feasible

- Two-way traffic maintained in existing lanes
- Alternating one-way (Stop/Go or temporary signals)
- Temporary closure + detour
- Work in the gaps (intermittent, off-peak)
- Pedestrian / cyclist diversion needed

Notes:

Alignment, Visibility & Geometry

- Vertical alignment: Flat Crest Sag Undulating
- Horizontal alignment: Straight Curve – mild Curve – sharp
- Any visibility issues? (bends, vegetation, parked vehicles, structures):
 - Yes No

If yes, describe:

Existing Hazards & Constraints (TTM Relevant)

- Narrow shoulders / deep drains
- Steep drop-offs / culverts
- Existing temporary works nearby
- Poor surface / potholes
- Overhead services / low lines
- Limited sign locations (no berm / private fences)
- Trees / poles restricting sign visibility
- Conflicting signage / markings already present
- High pedestrian crossing demand (formal or informal desire lines)
- Other: _____

Vulnerable Road Users Considerations

Terms & Conditions – Traffic Management Request Submission

1. Information Completeness

If this form is not completed in full with all required attachments (site photos, H&S plans, equipment specifications), we cannot begin TMP preparation. Incomplete submissions will delay your project timeline and may result in rescheduling of works.

2. Council/RCA Approval Timeframes

Please note these are industry estimates based on current RCA performance and are outside our control:

Tier 1 RCAs (faster authorities): 5–10 working days

Tier 2 RCAs (including Auckland Transport, heavily loaded authorities): 15–20+ working days

Works on State Highways (NZTA): May exceed 20 working days; we will advise once the specific Network Outcomes Manager confirms their timeline

These timeframes begin after we submit the TMP, not after you submit this form.

3. Our Processing Commitment

Upon receiving complete information via this form, we will endeavour to deliver the TMP within 24 hours. "Complete" means all fields filled, all required documents attached, and all questions answered. While we cannot guarantee this timeframe in every instance due to workload or complexity, it remains our standard target.

4. Council/RCA Charges

Council and RCA fees for TMP processing, inspections, and approvals are separate from our design fees. These charges will be passed directly to you (the Principal/Asset Owner) at cost, with copies of all invoices provided.

5. Emergency Works

For genuine emergencies, same-day TMP design support is available, but RCA approval remains at their discretion and cannot be guaranteed within standard timeframes.

6. Acknowledgment

By submitting this form, you acknowledge:

You have read and understand the above timeframes

Council charges will be forwarded to you

Incomplete information will cause delays

You will facilitate the pre-mobilisation discussion (point 5 in our main email) before works commence