

# Christchurch City Council

## Guidelines for Road Closure and No Entry notification letters

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The information below is intended to provide guidance to contractors to enable them to produce a notification letter advising of an upcoming Road Closure or No Entry (One Way System).

**What:** Clearly state if it is a Road Closure or No Entry.

**Where:** Notifications must clearly identify the extent of the closure (identified by street address or intersecting road(s)) If a No Entry, include what direction of traffic flow will be maintained.

**When:** Date & time(s). Will it be continuous, daily, nightly?

**Why:** Briefly state what the work is / why it needs to be done

**How:** Identify the impact(s) that will affect the stakeholder. Consider the below points, and any other aspects relevant to the site, and provide appropriate details.

- Vehicle access to properties (business and residential access). Note, if there is going to be access through a closure point the methodology for this must be clearly outlined in the TMP for review.
- On street parking
- Bus stop changes
- Footpaths / pedestrian access to residential and business properties. Clearly identify if pedestrian (cycle / scooter) access will be maintained at all times, or if this will also be limited.
- Rubbish collection
- Detours (if the notice states a detour will be installed, the detour must be installed as per the TMP)
- Will the site / access differ when site is attended / unattended
- Schools, pre-schools, rest homes, shopping centres or similar locations with vulnerable road users

The above list identifies some common scenarios that need to be addressed, however, the person designing the TMP must fully consider each environment they are planning for and address all aspects affected.

**Contact details.** Ensure that the contact details provided on notification letters are for someone who will be contactable and that they are able to get hold of the project team to discuss any concerns for the duration of the project. If the contact person changes, details of the new contact person need to be updated – It is suggested that where necessary a work specific and TTM specific contact should be provided. A 24hour contact number must be provided.

**Additional notes.**

Provide an image of the location with the extent of the closure. If a No Entry, ensure the direction of traffic flow is clear. The image must clearly reflect the impacts that will affect stakeholders.

If the work is expected to be one day within a longer window, this needs to be addressed in the notification letter, for example... “The road is expected to be closed for one day between Monday 11 May and Friday 15 May. If your access is going to be directly affected, you will be notified by either door knocking or an additional notice, prior to the restriction.”

In the above scenario the Road Closure Application and Pre-closure warning boards would need to state that the road will be closed daily between Xam and Ypm from Monday 11 May and Friday 15 May. The TMP should clearly state that work is expected to take one day within this timeframe.

**Ensure that any statements included in your notice are applicable to the site and can be adhered to by the contractor(s) undertaking the work.**

**The information contained in the work notice must align with the details in the TMP.**