

Temporary use of legal road

application form

Send the completed application form to asset.protection@ccc.govt.nz. Please note that all pages must be completed for the application to be accepted. The processing of the application may be delayed if the form is incomplete.

Refer to ccc.govt.nz/transport/legal-road/ for further information.

PLEASE PRINT CLEARLY

Section 1: Applicant's details

Name (legal entity):

Postal address:

Telephone: () Cell phone: () Fax: ()

Email:

Section 2: Property owner details (if different from above)

Name of property owner(s):

Postal address:

Telephone: () Cell phone: () Fax: ()

Email:

Section 3: Property details

Site address: (specify unit/level number, location of building within site/block number, building name and street name):

Section 4: Type of works

Construction loading zone: Fenceline Hoarding Scaffolding Shipping Container Skip

Crane work (please provide description of crane):

Other (please describe):

Area of footpath/berm require: metres (length) x metres

Area of road required: metres (length) x metres

Metered parking space required: Yes No

Loading zone required: Yes No

Time limit restriction parking required: Yes No

Length of time: From / / (date) To / / (date)

Temporary use of legal road application form

Section 5: Conditions of Approval




1. A footpath must be available to pedestrians at all times. The minimum footpath width is two (2) metres for inner city and high-volume shopping areas; and 1.5 metres in other areas.
2. You must not block the road lane.
3. People must be able to access neighbouring properties. A minimum of five (5) metres is needed between the placement and the neighbouring properties.
4. A placement must be at least 30 metres from a corner or intersection.
5. Traffic management cones must be provided for the duration of use, if applicable. The precise number is specified in the approval letter.
6. Offensive graffiti on any items placed under this approval must be removed within 24 hours of you being notified, as stated on our website, ccc.govt.nz.
7. You and your contractor must have at least \$500,000 Public Liability Insurance. This policy indemnifies the Council for all claims arising from the work. Cover of up to \$1 million will be required for crane work.
8. You must provide a Temporary Traffic Management Plan for us to approve.
9. The contractor must comply with the Health and Safety at Work Act 2015.
10. We reserve the right to set other special conditions as required.
11. We reserve the right to revoke the approval in writing under clauses 24 and 28 of the Traffic and Parking Bylaw 2017.
12. We reserve the right to revise the charges with one month's notice to the approved applicant.

If you'd like more information about this, please contact the Asset Protection Officer, phone (03) 941 8999 or email asset.protection@ccc.govt.nz

Section 6:

Using the symbols on the legend below, please draw the proposed layout of the footpath and road in front of your property and the location of the proposed object, including relevant measurements from boundaries. If you prefer, you may attach your own photo(s).

Legend:

B Bus stop	S Manholes/ Services	P Parking/ loading zone	C Pedestrian crossing/cutdown	 Lamp post/ Power pole	 Tree	 Vehicle Crossing
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My neighbours property	My property	My neighbours property
Front boundary		
Footpath		
Berm/Grass		
Gutter		
Road way		



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Section 7: Fees

Applicable fees and charges are as specified on the Council's website page ccc.govt.nz/transport/legal-road/
Rental fee: \$17/m² per month (minimum \$74 per month).

Use of parking areas and special loading zones:

Parking meter \$310 per month
Time Limit Restriction \$145 per month
Minimum Parking Fee \$21.40 per day (if less than one month).

Payment

1. All invoices are due and must be paid in full by the 20th of the month following the month of invoice. If any invoice or invoices remain unpaid after the due date, all invoices, whether due for payment or not, will be deemed to be overdue and will become payable on demand.
2. We may apportion payments to an outstanding account if we see fit.
3. If you (the Applicant) fail to pay the invoices by the due date then:
 - a) We may charge interest, payable from the date the payment became due. This will be calculated under (or on a basis that ensures it does not exceed interest calculated under) Schedule 2 of the Interest on Money Claims Act 2016; and
 - b) You (the Applicant) will have to pay all our collection costs and expenses incurred in the recovery or attempted recovery of your overdue amounts. Our costs will be calculated from the time that we refer the unpaid invoice to our collection agent. These expenses include cheque dishonor fees, legal costs (on a solicitor/client basis) and collection agent fees.
4. Any variation to an invoice must be approved by us in writing before payment of the invoice is due. You (the Applicant) will need to promptly pay any part of the invoice which is not in dispute, as per the above payment terms.
5. We may offset any amount we owe you (the Applicant) against any money owed, or that may become owed by you. This applies to this agreement or any other agreement between us. You (the Applicant) waive any right to offset any amount that is owed, or may become owed to you. This clause overrides any other document or agreement that may state otherwise.

Section 8: Acceptance of terms

I/We confirm that I/we have read the terms and conditions outlined in section 5 and section 7 and on the Christchurch City Council website (ccc.govt.nz/transport/legal-road/).

Signature(s) of applicant/agent: Date: / /

Signature(s) of owner(s): Date: / /

Purchase order number: Traffic Management Plan (TMP Number):

Once this application has been accepted and we have sent a letter of approval to you, there is an agreement between us, which is subject to the terms and conditions in this application, the letter of approval and on our website.

Privacy Act 2020

We hold applications on file that contain the applicant's personal information. This will be retained and used in line with our Privacy Statement: ccc.govt.nz/the-council/how-the-council-works/privacy-statement/. Please note applications are subject to the Local Government Official Information and Meetings Act 1987 (LGOIMA) and may be disclosed on request.

Office use only:

Receipt code: Receipt number:

Fee required: Date received: / /

B/C Project No: Service Centre:

Payment type: Total (one off) Monthly