
Auckland Transport Code of Practice
Chapter 26
Corridor Access Management

26 Corridor Access Management

26.1 Background

Auckland Transport is the Road Controlling Authority and Corridor Manager for all public roads within the Auckland Region (except motorways and state highways which are managed by NZTA).

The role of the Corridor Manager is to manage the carrying out of works and activities in the road corridor so as to:

- ensure the safety of road users and those working in the road corridor,
- minimise disruption and inconvenience for road users and adjoining residents and businesses,
- avoid un-necessary disruption and cost through conflicts in the timing of works and activities,
- protect the integrity of existing road and utility assets within the road corridor,
- protect the rights of future users of the road corridor,
- ensure there is timely and accurate information available on works and activities on the network.

26.2 Work Approval Process

The corridor access request (CAR) application process is the primary means of approving work in the road corridor. A corridor access request (CAR) application is required to be lodged for all activities that require either an excavation in the road corridor or vary the normal operating conditions of the road. This includes the work undertaken on behalf of utility operators, Auckland Transport, Auckland Council and adjoining landowners and occupiers.

All CAR applications must be lodged through the Submitica website.

The Corridor Manager has 15 working days following receipt of a complying CAR application to issue a Works Access Permit (WAP) and may specify reasonable conditions relating to the carrying out of this work.

26.3 Legislative Requirements

The National Code of Practice for Utility Operators' Access to Transport Corridors (National Code) (PDF 2.2MB) came into effect on 1 January 2012. The development of the National Code was a requirement of the Utilities Access Act 2010.

The National Code was developed by the New Zealand Utility Advisory Group (NZUAG) which is a joint consultative group comprising representatives of road and rail corridor managers and utility companies.

The purpose of the National Code is to provide a nationally consistent approach to the management of access to the transport corridors (both road and rail). The National Code

recognises the right of access of utility operators as well as the right of Corridor Managers to set reasonable conditions relating to the carrying out of work in the transport corridors.

The National Code (PDF 2.2MB) is available on the NZUAG website.

The National Code requires that the Road Corridor Manager must:

(a) receive and process Corridor Access Request (CAR) applications to carry out works in the road corridor;
(b) issue Works Access Permits (WAPs) within 15 working days of receipt of a complying CAR application and specify reasonable conditions relating to the carrying out of the work;
(c) ensure and enforce compliance with the conditions of the WAP and the National Code; and
(d) facilitate the coordination of works in the road corridor by sharing forward works programmes and leading regional coordination meetings.

The utility operator must:

(e) lodge a CAR application before carrying out any planned works in the road corridor;
(f) comply with the requirements of the National Code and any reasonable conditions set by the Corridor Manager in relation to its works;
(g) provide information on planned works to the Corridor Manager and other utility operators; and
(h) participate as required in regional coordination and liaison meetings.

While the National Code was developed specifically in relation to the work carried out by utility operators, the intent was that the principles and processes should also apply to other parties carrying out works or activities in the transport corridors.

26.4 Temporary Traffic Management

26.4.1 General

All activities in the road corridor that affect the normal operating conditions of the road (irrespective of whether the activity is on the carriageway, shoulder, footpath or berm) must be carried out in accordance with the requirements of the **Code of Practice for Temporary Traffic Management (COPTTM)** and have an approved Traffic Management Plan (TMP).

COPTTM is published by NZTA and is available on the **NZTA website**.

26.4.2 TTM Levels for Roads

Auckland Transport has identified the level of temporary traffic management (TTM) applicable to each road or road section on the network. These levels have been determined after taking into account the traffic volume, posted speed limit and the road environment. The **schedule**

of roads and the nominated TTM level for each road section (XLSX 1MB) is available on the AT website.

There are 5 levels of temporary traffic management that are applicable to the network - Level LV, Level 1, Level 2L, Level 2 and Level 3.

Level LV roads carry less than 500 vehicles per day (vpd) and require TTM measures as per COPTTM.

Level 1 roads carry more than 500 vpd but less than 10,000 vpd and require TTM measures as per COPTTM.

Level 2L roads are high volume roads carrying more than 10,000 vpd which have a posted speed limit of 50 km/h and a constrained road environment. The standard of TTM measures are as per Level 2 roads in COPTTM but with Level 1 'State Highway Standard' spacings for static operations.

Level 2 roads are high volume roads carrying more than 10,000 vpd and require TTM measures as per COPTTM.

Level 3 roads are high-speed, multi-lane roads carrying more than 10,000 vpd at a speed greater than 75 km/h and require TTM measures as per COPTTM.

The default level is Level 1 for roads carrying less than 10,000 vpd and Level 2 for roads carrying more than 10,000 vpd. This applies to any roads or road sections that are not identified in the schedule of roads on the website.

26.4.3 Traffic Management Plans

A TMP is a document describing the TTM measures that will be used to ensure the safety of work site and that the safe and efficient operation of the network is not compromised through the carrying out of the activity in or adjacent to the road corridor.

A TMP is required for all activities that affect the normal operating conditions of the road, irrespective of whether the activity is on the road carriageway, footpath, berm, road shoulder or outside the road reserve.

The TMP must be designed and prepared by a Site Traffic Management Supervisor (STMS) trained and qualified for the level of TTM required for the road and activity. Depending on the size, duration and location of the work site, TMPs may be required for various stages of the works including the set-up and removal of the TTM, different work phases and when the site is unattended.

A site-specific TMP must be supplied with each CAR application.

The TMP must be prepared using the TMP- Full Form contained in Section E1.5 of COPTTM and contain clear and accurate layout diagrams. The layout diagrams can be either self-

drawn or extracted from Section F (Level LV and Level 1), Section G (Level 2) and Section H (Level 3) of COPTTM.

26.4.4 Generic Traffic Management Plans

Generic TMPs must be lodged for activities in the road corridor which do not require the lodgement of a CAR application. These activities are routine and repetitive in nature and involve either the same type of activity at similar locations (e.g. pothole or edge break repairs) or returning to the same work site to perform the same activity (e.g. mowing activities).

These activities may be performed by:

- road maintenance contractors
- utility maintenance contractors
- gardening contractors
- waste collection contractors

The generic TMPs must be submitted annually to the Corridor Manager for approval.

26.4.5 Hours of Work

On Level 2, Level 2L and Level 3 roads activities must be planned and undertaken so as to ensure that there is no reduction in capacity during peak hour periods.

Peak hour periods are nominally defined as 7.00-9.00 am and 4.00-6.00 pm on non-public holiday weekdays. Some roads may have traffic flows, clearways or special vehicle lanes that may limit hours of work further. These hours may be extended or decreased by the Corridor Manager depending on the road environment and the nature of the activities.

The hours of work may also be limited on high volume Level 1 roads for traffic management purposes and on other roads if considered necessary by the Corridor Manager.

Consideration should be given to carrying out works on Level 2, Level 2L and Level 3 roads at times when there is spare capacity such as at night, on the weekend, on long weekends such as Easter, Anniversary or Labour weekend, school holidays or over the Christmas/New Year period to lessen the impact for road users. A full road closure to allow the carrying out of the works in a shorter time period may also be a possible option at these times.

The issue of the WAP by the Corridor Manager does not release the utility operator or the party acting on their behalf from the need to gain all the necessary consents, approvals and permits from the other relevant statutory and regulatory authorities.

26.4.6 Operating Speed

For the purposes of TTM, the permanent operating speed should be used as the operating speed.

26.4.7 Temporary Road Closures

An application to temporarily close a road must be made not less than 20 working days prior to the proposed date of the temporary road closure.

Applicants must consult with adjacent land owners, occupiers and other affected parties prior to lodging an application to temporarily close a road and take all reasonable steps to mitigate any concerns raised by affected parties. Temporary road closures will only be considered if there is a suitable alternative route available and suitable provision is made for access to neighbouring properties. The applications must clearly address these issues and include evidence of the level of consultation undertaken and the feedback received.

Temporary road closures will only be approved for the minimum period of time necessary to complete the necessary work.

The application must be made to the Corridor Manager in conjunction with the lodgement of the CAR application. Late requests for temporary road closures (less than 20 working days prior to the proposed date of the road closure) will not normally be accepted.

Following approval of the temporary road closure the Corridor Manager will arrange for the placement of public notices in nominated newspapers advising of the impending temporary road closure. The applicant is required to meet the full cost of these public notices.

The Contractor will be required to erect signs advising the travelling public of the upcoming temporary road closure and recommending suitable alternative routes that can be used. On Level 2, Level 2L and Level 3 roads the signs must be electronic variable message (VMS) boards. The signs must be erected a minimum of 5 working days before the proposed date of the temporary road closure (or more if specified in the special conditions).

26.4.8 Temporary Speed Limits

Temporary speed limits (TSL) must be approved by Auckland Transport to be legally enforceable. Section E2 of COPTTM describes the changes to road conditions that warrant the installation of a TSL at a work site.

A TSL will only be approved if it can be shown to be necessary and there are positive traffic management measures in place to support the reduced speed limit.

A TSL may be any multiple of 10 within the range of 20 to 80 km/h, but must be at least 20 km/h below the existing gazetted speed limit on the road section.

The use of inappropriate or unapproved TSL signs at work sites can lead to reduced compliance and result in motorists ignoring them at approved sites, potentially increasing the risk to workers and road users.

26.4.9 Pedestrians

Section C13 of COPTTM specifies the requirements for maintaining the safety of pedestrians moving through or around work sites in the road corridor.

Consideration must be given to the needs of all pedestrians including those with impaired vision or wheel chair users when designing, preparing, approving and implementing the TMP.

When work activities affect footpaths the desirable minimum footpath width is 1.2 metres. This must be increased to a minimum width of 2.0 metres in the central business district (CBD) and other high pedestrian use areas such as around schools and medical facilities.

If these minimum footpath widths cannot be provided then alternative options will need to be explored and the preferred option incorporated into the TMP. Consideration must be given to the pedestrian desire lines when determining the available options and identifying the preferred option.

Options which involve the use of the road carriageway for the movement of pedestrians or diverting pedestrians to the other side of the road should be seen as a last resort. Generally requiring pedestrians to cross the road will only be acceptable if either traffic volumes are low or there is a permanent safe crossing facility such as a zebra crossing or signalised pedestrian crossing in close proximity. In some situations it may be necessary to provide a temporary pedestrian crossing facility to enable pedestrians to safely cross the road. Should this be the case then ramps will be required for prams, mobility scooters etc.

Footpath controllers will be required if pedestrians are required to move through any part of the work space.

26.4.10 Cyclists

Section C13 of COPTTM specifies the requirements for maintaining the safety of cyclists when carrying out works in the road corridor.

Consideration must be given to the needs of cyclists when designing, preparing, approving and implementing the TMP particularly when there are existing cycle lanes affected by the worksite activity.

If cycle lanes are affected by works they should be replaced with alternative temporary cycle lanes.

Where there is insufficient road carriageway width to provide a replacement temporary cycle lane then a ‘Cycle Lane Closed’ sign must be used to alert cyclists of the need to merge into the traffic lane and a 30 km/h TSL put in place for the merge area.

In these situations positive traffic management measures will be required to enable cyclists to safely merge into the traffic lane and to slow motorists prior to the merge area.

The merge area must be coned.

26.4.11 Bus Stops and Bus Routes

Where any proposed activity may affect the usage of any bus stop or may significantly disrupt the movement of vehicles on a bus route then the contractor must consult with Auckland Transport's Public Transport Operations Unit prior to lodgement of the CAR application.

Where any works or activity renders an existing bus stop to be un-usable then the bus stop shall be temporarily relocated to a suitable approved location.

26.4.12 Traffic Impact Assessment

The Corridor Manager may require the preparation of a traffic impact assessment (TIA) if the proposed works will result in a reduction of capacity on a Level 2, Level 2L or Level 3 road during peak periods or at any other time if it is considered that the works could significantly impact on the movement of traffic.

The TIA must be prepared by a suitably qualified and experienced traffic engineer and must identify the traffic impacts arising from the proposed works and the options available for mitigating these impacts for road users. The study area shall include not only the immediately affected road environment but also surrounding roads and intersections used as diversion routes and/or which will be subject to increased traffic flows during the carrying out of the works. Consideration must be given to measures on the diversion routes such as the removal of on-street parking, banning of turning movements, changing priorities at intersections, traffic signal operation etc. to accommodate the increased traffic flows. The analysis may require both intersection and network modelling to ascertain the impact of the works and the effectiveness of the proposed mitigation measures.

It is the responsibility of the Principal and/or the Contractor to identify the traffic impacts associated with the carrying out of their works or activities and the options available for mitigating these impacts for road users.

The desired outcome is that the traffic impacts arising from the carrying out of works and activities on the network are only minor.

26.4.13 Working near Traffic Signals

The STMS shall notify the Joint Traffic Operations Centre (JTOC) not less than 48 hours prior to the commencement of activities where:

1. The activity may affect the flow of traffic near, or through signalised intersections (this includes where a diversion route passes through a signalised intersection), or
2. The activity may directly impact on traffic signal detection loops and/or signal phasing, or
3. The activity is within 100 metres of a signalised intersection or pedestrian crossing.

When preparing the TMP for activities near traffic signals or any activities that affect the operation of traffic signals the applicant shall engage a suitably qualified traffic engineer to identify the impacts of the works and the options available for mitigating these impacts. Following the completion of this assessment the applicant shall liaise with Auckland Transport and JTOC and seek endorsement of the proposed methodology prior to lodgement of the CAR application. If software changes are required to be made to traffic signals then not less than 6 weeks prior notice is required of the proposed activity.

26.4.14 Notification of Works

Once a Principal and/or Contractor hold a WAP and approved TMP, the STMS must notify the Corridor Manager of the proposed actual commencement date prior to the commencement of any activity on site.

The notification must be received by the Corridor Manager no later than:

- Midday on the Thursday of the week prior to the commencement of the activity on Level 2, Level 2L and Level 3 roads.
- 2 working days prior to the commencement of the activity on Level LV and Level 1 roads.

If due to unforeseen circumstances the activity does not commence on time then the applicant must advise the Corridor Manager immediately and confirm the new proposed start date.

If work is undertaken without notification then it will be deemed to be equivalent to working without approval.

26.4.15 Emergency Works

When emergency work is required to ensure the safety of the public or continuity of supply then physical work can commence prior to the lodgement of a CAR application and approval of the TMP.

In all cases the Contractor must have a suitably trained and qualified STMS in control of the work site and the TTM shall be in accordance with the requirements of COPTTM.

The Corridor Manager shall be notified of all emergency works on Level 2, Level 2L and Level 3 roads that could potentially impact on the movement of traffic as soon as practicable after the event has occurred.

A CAR application must be lodged within 48 hours of the commencement of the emergency works if the work would have required the lodgement of a CAR application had it been planned.

26.5 Utility Structures

26.5.1 General

All work carried out in the road corridor on behalf of utility operators must be carried out in accordance with the requirements of the National Code of Practice for Utility Operators' Access to Transport Corridors (National Code) and any other relevant standards such as the National Environmental Standards for Telecommunications Facilities.

26.5.2 CAR Application

The following information must be provided with a CAR application to carry out work on existing or new utility structures.

(a) a plan indicating the proposed scope and scale of the works, including the depth and route of proposed utility structures, the deployment method and the location of nearby utility structures, kerbs, footpaths, trees and street furniture;
(b) a description of the work and the construction methodology;
(c) a site-specific traffic management plan;
(d) the proposed start and finish dates of the work;
(e) the proposed hours of work;
(f) the names and contact details of the Principal, contractor and sub-contractors responsible for carrying out the work;
(g) details of other utility operators that may be affected and evidence that they have been consulted;
(h) details of how existing road assets such as the road carriageway and/or footpath will be reinstated following the carrying out of the works;
(i) a copy of any relevant consent and contract conditions relating to the work.

26.5.3 Lay Position

The Corridor Manager must approve the lay position of new underground utility structures prior to the commencement of work.

The preferred lay position for new underground utility structures is the 'back berm' which is the area between the footpath and the property boundary. The exception being bulk services which may be placed in the road carriageway with the approval of the Corridor Manager.

New utility structures should as far as is practicable, be positioned:

(a) as close as possible to the property boundary,
(b) in the area designated or allocated for their use,
(c) parallel or perpendicular to the road centreline,
(d) with at least 300 mm separation, and ideally with 1 metre separation, from the kerb and channel.

In identifying the proposed lay position the utility operator must consider the following:

- the location of other existing and proposed underground utility structures,
- making best use of the available underground space, such as installing multiple ducts in a vertical configuration where it is practicable,
- minimising effects on existing above-ground structures such as utility structures, footpaths, trees and street furniture,
- the impact on traffic and pedestrians of the proposed works,
- minimising the number of transverse crossings required
- minimising impacts on other utility operators and property owners and occupiers,
- coordinating works with other parties,
- the risks of land stability or earth movement.

26.5.4 Minimum Cover

The minimum cover for utility structures, unless otherwise agreed by the Corridor Manager, must be 900mm in the road carriageway and 600mm in the road berm and/or footpath except for the first 1 metre behind the kerb which shall be 900mm.

26.5.5 Trenchless Construction

The use of trenchless construction methods such as directional drilling is preferred to open trenching so as to minimise adverse effects for road users and the impacts on existing road and footpath assets.

Trenchless construction methods must be used for road crossings on Level 2, Level 2L and Level 3 roads unless it can be demonstrated that this is not reasonable or practicable.

26.5.6 Quality Plan

Utility operators must ensure that for their works in the road corridor, there is an appropriate Quality Plan in place which applies to the works. The Quality Plan must be approved by the Corridor Manager prior to the commencement of works and shall be available on request to the Corridor Manager and other affected utility operators.

In respect to Project Works, the level of quality assurance required must be not less than TQS1. The Corridor Manager may specify a higher level of quality assurance in the conditions of the WAP depending on the size and complexity of the proposed works

Utility operators must have procedures and processes in place for ensuring that the works are carried out in accordance with the requirements of the National Code and the conditions of the WAP. These should generally include, but not be restricted to:

- obtaining the WAP following the lodgement of a complying CAR application;
- ensuring that the standards of workmanship and materials required by the National Code are fulfilled;

- providing a Works Completion Notice to the Corridor Manager;
- ensuring that environmental and public risks such as noise and pollution are managed;
- producing and implementing a communication strategy for Major Works and Project Works
- notifying affected residents and businesses of the proposed works;
- the reinstatement of existing road assets so as to restore them to their original condition prior to carrying out the works;
- minimising any damage to existing road and utility assets in the road corridor;
- working around other utility structures;
- health and safety;
- audit procedures on the works and resulting records management (quality control and inspections);
- details of how non-conformances will be dealt with.

26.5.7 Audit Process

The utility operator must:

(a) retain quality management records and make these available to the Corridor Manager or other affected utility operators on request; and
(b) make allowance for the Corridor Manager to undertake independent inspections/audits and carry out any independent conformance testing on the work site, to satisfy themselves as to the standard of the works.

Any audits undertaken by the Corridor Manager do not diminish the responsibility of the utility operator to ensure that the works are carried out in accordance with the requirements of the National Code and the conditions of the WAP.

26.5.8 Cost Recovery

Auckland Transport seeks to recover the actual costs associated with the processing of CAR applications and the monitoring of the physical works in the road corridor.

On 1 April 2013 Auckland Transport introduced a new Fee Schedule which standardised the fees and charges across the Auckland region.

The **CAR Fee Schedule** (DOCX 1MB) is available on the AT website via the following link:

26.6 Coordination of Works

The National Code requires both corridor managers and utility operators to undertake strategic planning to identify forward works programmes and to share their forward works programmes with the other parties carrying out work in the transport corridors. It also requires Corridor Managers to facilitate the sharing of forward works programmes and to coordinate, where practicable, works in the transport corridors.

All parties working in the road corridor in the Auckland Region are required to provide information on their forward works programmes to Auckland Transport which are then placed on the Forward Works Planning layer on the Auckland Council's GIS system.

The Forward Works Planning layer enables Auckland Transport staff and utility operators to view the planned works of the respective organisations. Information is provided on the system as to the nature, location and timing of each project as well as a contact person so as to enable project owners to identify potential coordination opportunities and identify the right person within the respective organisations to communicate with to take up these opportunities. This information is periodically refreshed by the respective parties and is the subject of discussion at regular coordination meetings with utility operators.

It is expected that all parties carrying out work in the road corridor will make every effort to coordinate the carrying out of their planned works with that of others and promote a 'dig once' approach.

The coordination of planned works will minimise disruption to road users and adjoining residents, reduce costs and prevent un-necessary damage to existing road and utility assets in the road corridor.