



Southland District Council

ROADING POLICY PROCEDURES

MAY 2008

(Revision 1 2015)



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Approved by	R Hawkes	May 2008
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	ADMINISTRATION	POLICY PROCEDURE	A
		STATUS	FINAL
		DATE	MAY 2008

1. Introduction

Policy Procedures define the processes employed to enact Southland District Council's Roading Policy.

Policy Procedures may, in certain activities, refer back to more than one Principal Policy (being Safety, Accessibility, Road Management, Levels of Service, Environmental Effects and Community Effects) within the Roading Policy.

Council is committed to fairness and equity in meeting its obligations and legislative responsibilities as the Road Controlling Authority. A key function in this process is the need for compliance with the policies, rules and bylaws set by Council to protect the infrastructure. Compliance is managed through the Local Government Act, and the Resource Management Act, providing Council with the powers for compliance, or enforcement, where an activity presents a potential or direct risk to the roading asset.

2. Administration

The following administrative procedures outline common procedures that are required to manage and control the Policy Procedure process:

- Permits and Applications.
- Compliance.
- Bonds.
- Insurances.

3. Policy Procedure A: Permits and Applications

3.1 Purpose

Many activities that affect the roading infrastructure or its use require/need prior notification to Council. The Policy Procedures defines the appropriate application or permit to be submitted to Council and any special conditions required.

The form 'permit application' shall be used and completed by all applicants to gain permits as set out in this document.

3.2 Issue

The issuing and approving of permits for activities covered by this Policy and Procedures and listed on the 'Permit Application' form shall be delegated to the Group Manager Services and Assets or such other person appointed by the Group Manager Services and Assets.

All permits shall be subject to the terms and conditions as determined by the Group Manager Services and Assets. A permit shall be valid for a period not greater than twelve months.

The applicant shall be responsible for all costs to construct and maintain the necessary works.

Council shall make a decision on the application within five working days of receipt of it in completed form.

3.3 Delegated Authorities

The implementation of this Policy on the use of roads, roadways or road margins shall be delegated to the Group Manager Services and Assets excepting:

- Requests to Physically Form Roads.
- Stopping of Roads.
- Gates across Roads (Type 3 Roads only).

Where these matters shall be subject to authorisation by Council on a case by case basis.

3.4 Exceptions

Council may grant exemptions to the Roding Policy by resolution of Council upon written request from an occupier, landowner or ratepayer. An exemption will be at the pleasure of Council and may contain specific conditions regarding the exemption.

3.5 Consents

Consents may also be required from Environment Southland under the Resource Management Act where activities disturb the bed and banks of waterways, and have the potential to discharge contaminants to water, such as stock effluent.

Council reserves the right to withdraw any approval or exemption with a minimum of 24 hours notice.

In certain cases formal applications are required where the effect of the activity is to be either prolonged or for a special purpose. The key matters to be addressed by the applicant are identified in the appropriate policy procedure.

Appendix 1 is attached to demonstrate the key administrative functions for each Policy Procedure.

4. Policy Procedure B: Compliance

4.1 Purpose

Council has a responsibility to protect the roading network infrastructure from harm and to ensure road user safety is not compromised by the actions of others. In doing so Council has established a series of policies for the sustainable use of the roading network for the benefit of the Southland Communities and others. Where such policies are not complied with Council may initiate proceedings to seek damages and/or restitution.

Where the provisions of the Southland District Council Roadway Bylaw 2008 are applicable, then the offence provisions of the Bylaw shall apply.

4.2 Prosecution

In appropriate cases, Council may initiate prosecution action against any person whose acts or omissions are in breach of any Act, Regulation or Bylaw. The approval of Executive shall be required before any prosecution is taken for acting in any manner in contravention of this Policy or the Southland District Council Roadway Bylaw 2008. This information shall be relayed to Council at the first opportunity.

5. Policy Procedure C: Insurance

5.1 Purpose

Council cannot take on the role of being responsible for all risks on its roading network where the risks are generated by the activities of others, whether or not they have permission from Council to undertake such activities. To mitigate against claims Council requires those applicants organising activities or utilising the roading network in such a manner that injury or damage is possible to other road users to provide Public Liability Insurance to the minimum value of \$1,000,000. Council requires evidence that the appropriate insurance is in effect for the duration of the activity.

6. Policy Procedure D: Bonds

6.1 Purpose

Council recognises that works by others can affect the roading infrastructure, and need to be competently managed to limit future unforeseen risks and costs to Council.

A bond shall be required where any work, for which approval has been given by Council under this Policy, involves physical disruption to the roadway or road margin.

6.2 Raising a Bond

A bond is paid by the applicant to cover reinstatement costs, which may include design, survey, making good costs, of the roadway or road margin in the event of default on behalf of the applicant to Council's standard for such a road.

6.3 Form of Bond

The bond shall be in the form of a cash bond, excluding GST to a maximum of \$5,000; otherwise for bonds of greater value than \$5,000 the bond shall be in the form of a bank surety.

The amount of bond payable in any case shall be as prescribed in the Council's Schedule of Fees and Charges, or as appropriate to the need - where the value of the bond shall be 1.5 times the estimated costs of the works as set by Council.

6.4 Release of the Bond

The applicant shall inform Council upon the completion of work, which shall then be inspected by Council staff within 20 working days.

The bond shall be refunded on completion of all works to Council's required standard.

The refund shall be made within 15 working days of the inspection subject to satisfactory reinstatement.

In the case of reinstatement not being satisfactory, Council shall give the applicant written notice of a set timeframe (minimum of 10 working days) to make good the repairs which, in the opinion of Council, are required to bring the reinstatement to a satisfactory standard.

If repairs are not completed within this timeframe, the bond shall be used by Council to initiate repairs and cover the reinstatement costs of all affected assets on the roadway or road margin.

Where Council has incurred any cost in making good any damage or carrying out any work necessitated by any action or inaction contrary to this policy it may recover the same in any court of competent jurisdiction.

APPENDIX 1

Matrix Table of Policy Processes

PP No	Policy Title	Procedure	Permit Y/N	Fee	Bond Y/N	PL Insurance Y/N	Licence	Formal Application	Council to Approve
A	Approvals								
B	Compliance								
C	Bonds								
1	Stock Crossing at Grade		✓	✓	✓	✓			
2	Stock Races		✓	✓					
3	Stock Underpasses			✓	✓	✓	Deed of Grant	Building Consent	
4	Debris on Road								
5	Operating on the Road		✓						
6	Lower a Road Culvert		✓	✓	✓				
7	Drainage on Roadsides		✓	✓					
8	Public Utilities and Services on Roadsides							✓	
9	Private Utilities and Services on Roadsides								
10	Vehicle Accessways		✓	✓	✓				
11	Dust Suppression on Roads		✓			✓			
12	Signs on Roads			✓				✓	
13	Grazing the Road Margin								
14	Road Margin Planting		✓	✓					
15	Cultivation of Road Margin		✓	✓					
16	User of Roads and Road Licences						✓		
17	Gates across Roads							✓	✓
18	Requests to Physically Form Roads							✓	✓
19	Stopping of Roads			✓				✓	✓
20	Road Type Transfer								
21	Temporary Closure of Roads for Public Events			✓		✓		✓	
22	Temporary Closure of Roads for Roading Purposes			✓		✓		✓	
23	Storage on the Road Margin		✓	✓					
34	Structures on the Road Margin		✓						
25	Whitebait Huts		✓	✓				✓	
26	Trees on Roads		✓						
27	Permanent Fencing in the Road Margin			✓		✓	✓	✓	
28	R.A.P.I.D. Numbering								
29	Road Naming							✓	
30	"I" Centre Motor Service Signs							✓	
31	Stock Droving		✓	✓		✓			
32	Property Numbering								
33	Rural Accessway (Commercial)		✓	✓					

Note: (a) that the Fees and Charges are set annually within the LTCCP.
(b) that a Bond may also be required for a specific event that is separate from the Schedule of Fees and Charges.

	STOCK CROSSINGS AT GRADE	POLICY PROCEDURE 1
		STATUS FINAL
		DATE MAY 2008

1. Objective

The objective is to ensure all stock crossings at grade are correctly located, designed and managed to provide a safe driving environment and minimise the potential for damage to the roading network.

2. Purpose

This procedure is intended to:

- Comply with Council's Roading Policy, Sections 2.2, 2.3 and 2.6.
- Correctly site and operate crossings.
- Employ appropriate warning devices.
- Reduce the risk of damage and injury from road users being confronted with stock crossing the road.
- Avoid debris and effluent being left on the road and creating a hazard.

3. Procedures

3.1 Applications

Every person who requires a stock crossing shall obtain a permit from Council.

All permits for stock crossings at grade expire twelve months from the date of issue.

Applications for stock crossings shall include the following information:

- Locality and site plan.
- Type and number of stock.
- Frequency of use.
- Stock control measures.
- Measures to be undertaken to ensure compliance with the Code of Practice for Temporary Traffic Management.
- Evidence of Public Liability Insurance to the value of \$1 million.

Each application shall be accompanied by the prescribed fee and bond as set out in the Council's Schedule of Fees and Charges.

All sites shall be numbered with a registration tag, supplied by Council at time of permit, to allow easy identification and is visible from the road.

Permits are non-transferable and shall expire upon a change of ownership or management of the property.

A permit shall only be renewed for regularly used crossings on Groups 3 and 4 roads upon evidence of compliance with the Code of Practice for Temporary Traffic Management.

No new stock crossings at grade permits shall be issued for high and medium use roads (Groups 1 to 4).

however

Council may, in exceptional circumstances, approve a special permit for stock crossing at grade for specific stock crossings.

Council shall consider applications for special permits on a case-by-case basis and applicants shall be required to submit detailed traffic and risk management plans showing how all the risk and nuisance factors are to be controlled.

Note The financial cost of installing alternatives to the crossing is not considered to be an exceptional circumstance.

3.2 Location

Stock crossings shall be sited to permit road users a safe stopping distance for roadway users relevant to the speed environment of the roadway (i.e. a minimum sight distance of 100 metres for 70 km/hr, 170 metres for 100 km/hr etc.) with the appropriate warning signage installed. Approved warning lighting shall be provided on all crossings.

Signs shall be removed or folded away when the crossing is not in use.

3.3 Design

A direct crossing perpendicular to the roadway alignment is preferred. Diagonal crossings maybe approved in exceptional circumstances on application. Historic use does not imply further continuance of the crossing is guaranteed, in particular Groups 1 - 4 roads which will require special exemption to continue operating.

Gates shall be set back in the property and hung to open away from the road.

Entrance and race shall be constructed of hard fill material with cambered free draining profile for 50 metres from the edge of the roadway formation each side of the roadway. The crossing shall not interfere with the existing side drainage along the roadway.

Timber fences may be erected on each side of the crossing but shall not extend closer to the road than the distances set out in the Clear Zone Standard and posts shall be no greater than 100 mm diameter. Standard fence details are available from the Southland District Council.

See attached plan Stock Crossings at Grade Permanent Crossing Layout Plan.

3.4 Stock Crossing Effects

The road surface at a stock crossing shall remain free of debris and effluent that may contribute towards the diminishing of the road surface friction. Adequate provision shall be made or sought for the regular removal of debris and effluent off the road. If necessary, resource consents shall be obtained to meet this provision.

Where a crossing is creating undue nuisance to other road users or is incurring excessive maintenance costs the Council may require the applicant to close or relocate the crossing or construct a durable roadway pavement in concrete or similar hard materials over the extent of the crossing.

The SDC Rooding Bylaw Section 6 (Stock Droving) shall be binding on this process.

Note If Council receives three complaints within a 12 month period that are found to be justifiable the Stock Crossing permit may be revoked and the crossing closed down. Reinstatement will be at the discretion of Council who may impose additional conditions.

3.5 Operations

The crossing shall have a drover in attendance at all times that the crossing is in use.

Tapes across the roadway shall **not** be permitted in any situation.

Flood lighting shall be provided for the full width of the crossing from boundary fence to boundary fence where any crossing will be used during the hours of darkness.

3.6 Deer Crossings

Where a crossing is used to move deer across the road, applicants may provide approved gates across the road. These gates are to be removable and shall not include any permanent structures on the road margin.

An approved traffic management plan shall be provided and followed when the crossing is in use. Applicants are referred to the TNZ Code of Practise for Temporary Traffic Management. All necessary safety measures and associated costs shall be the responsibility of the operator.

4. Legislation and References

Sections 341 and 357 Local Government Act 1974.

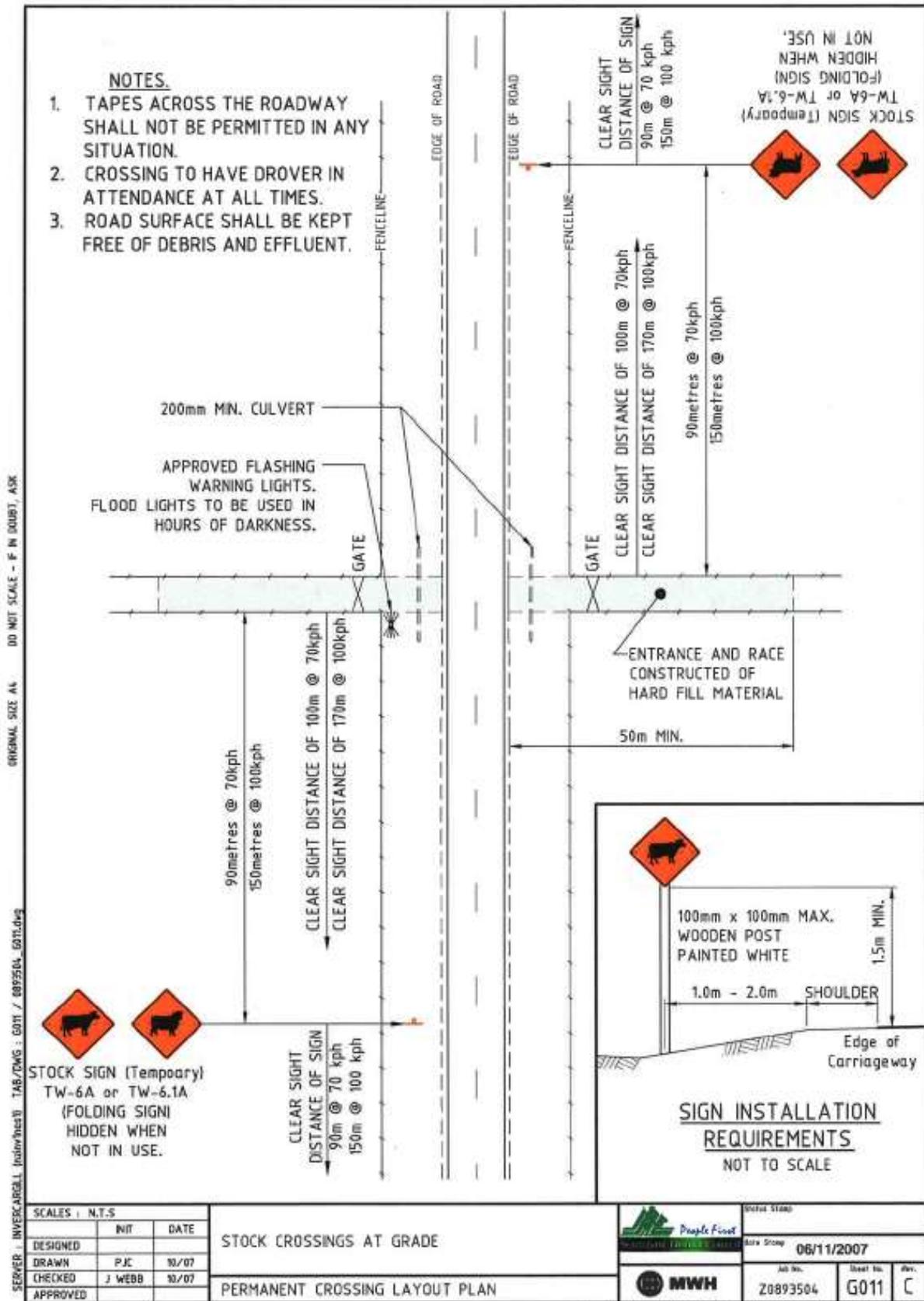
Southland District Council Rooding Bylaw 2001.

Traffic Regulations 1976.

Southland District Council Subdivision and Land Development Bylaw 2005.

Code of Practice for Temporary Traffic Management (CoPTTM).

Temporary Traffic Management for Local Roads, Supplement to CoPTTM (230/231).



Stock Crossing Signs - Permanent Crossings

Sign and Warning Device Requirements

- The required signs are either a TW-6A (cattle) or a TW-6B (sheep); which ever is the most appropriate for the majority of stock using the crossing.
- The sign will be a folding sign. A full length stainless steel hinge is recommended.
- The symbol will be a black silhouette with a black border around a 750 mm x 750 mm diamond shaped sign (as per the Manual of Traffic Signs and Markings).
- The orange background will be a minimum High Intensity reflective material (class 1).
- Sign is to be manufactured to meet the standards specified in the RSMA Standard for the Manufacture and Maintenance of Traffic Signs, Posts and Fittings.
- An amber rotating flashing light mounted at the crossing point and located to be clearly visible in each direction.
- The sign shall be opened while stock is on the road.

Installation Requirements

- Sign to be mounted on a 100 mm x 100 mm square treated wooden post. The post will be painted white.
- The post will be located 1.0 metres to 2.0 metres off the outside edge of the gravel verge.
- The height from the road level to the underside of the sign shall be 1.50 metre minimum.
- As near as possible the signs should be located as per the following table:

Traffic Speed	70 km/hr	100 km/hr
Distance of sign prior to the stock crossing	90 m	150 m
Approaching drivers uninterrupted viewing distance of the sign	80 m	120 m

Note The signs must always be folded down when not in use.

Non-compliance with these requirements shall be deemed as an offence against the Roading Bylaw 2008.

 <p>People First Southland District Council Te Rohe Pōtae O Murihiku</p>	STOCK RACES	POLICY PROCEDURE	2
		STATUS	FINAL
		DATE	MAY 2008

1. Objective

To ensure stock races are appropriately placed and erected for the safety of all road users.

2. Purpose

This procedure is intended to ensure:

- Roadside fences are constructed of suitable materials to prevent stock wandering onto the road.
- A suitable distance from the roadway for a clear zone.
- To ensure the safety of road users.
- Prevent damage to drainage facilities.

Council does not encourage stock races on the road margin. In exceptional circumstances Council may allow a race on the road margin.

Council's preference is for all stock races to be built on private property. In exceptional circumstances Council may allow a race on the road margin where two sections of a property are separated by land owned by a second owner.

Permits for stock races are not transferable with a change in ownership and must be re-applied for.

Note Any proposals for races to be located within the boundaries of any state highways within the District shall be directed to Transit New Zealand or their agents.

3. Procedure

Where Council is satisfied that a race on a road margin is necessary, approval may be granted subject to the conditions of this Procedures Manual. The decision to grant any approval will be subject to the consideration of the following issues (but is not limited to):

- Traffic volume.
- Visibility.
- Any potential affect on neighbouring property owners.
- Local drainage.

3.1 Application for Permit

All races shall be subject to a permit issued by Council. Applications shall include the following information:

- Locality plan.
- Fencing details.
- Type of stock.
- Frequency of use.
- Length and width of race.
- Approval of any neighbouring property owners affected by the race.
- Supporting information that justifies why the race is to be located on the road rather than private property.

Each application shall be accompanied by the prescribed fee as set out in Council's Schedule of Fees and Charges.

3.2 Conditions

All races shall comply with the following conditions:

- The maximum length of any race shall be one and a half kilometres.
- The width of a race may be of a suitable width for the stock being driven up to a 5 metre maximum.
- The race pavement shall be formed with hardfill.
- The fence and edge of a race shall be no closer than one metre from the edge of a gravel roadway or two metres from the edge of seal on a sealed roadway at the discretion of the Area Engineer. Existing water channels and drains shall be avoided in all cases.
- A Type 3 road shall have a race on one side only.

3.3 Siting

The construction and use of a race shall not disturb, encroach into or foul water channels and drains.

The applicant and subsequent users of any race shall be responsible for locating, avoiding and providing for reinstatement of underground services and culvert drainage structures which may be damaged and such damage, in the opinion of Council, was attributable to the race.

3.4 Edge Markers

Reflectorised markers or road marker posts shall be installed and maintained at a maximum frequency of 100 metres along the race, subject to the approval of the Area Engineer.

3.5 Removal

Council may require the fence and race to be removed and the flank reinstated at anytime. Council shall give not less than three months notice in these circumstances.

3.6 Crossing of Road

If stock cross the roadway at the entrance or exit of a road margin then the conditions of Section 6 'Crossings Roding Bylaw' shall apply.

3.7 Written Consents

An applicant who proposes a race which runs along the roadway frontage of another landowner shall obtain the written consent of that landowner prior to lodging the application. That consent shall be submitted along with the application and shall show that provision has been made to minimise the effects of the race on the adjacent landowner.

Council will reply to the written application within ten working days of receipt.

4. Legislation and References

Section 357 Local Government Act 1974.

	STOCK UNDERPASSES	POLICY PROCEDURE	3
		STATUS	FINAL
		DATE	MAY 2008

1. Objective

Council considers a stock underpass to be the preferred solution to fulfilling its obligations to manage the safety and environmental conflicts between traffic on the road and stock crossing the road.

Council encourages and supports the installation of underpasses for all road groups.

2. Purpose

This procedure is intended to:

- Avoid the risk of crashes at stock crossing points.
- Avoid effluent and debris being deposited on the road.
- Assist landowners to install underpasses as part of the long-term development of their farming operation.

3. Procedure

An underpass is the preferred solution to the conflicts between stock and traffic.

The construction of an underpass must follow three main processes:

- Road opening process.
- Deed of grant registered against property title.
- Building consent process.

All other conditions of this procedure must be compiled with.

3.1 Site Inspected

The proposed site shall be inspected by the Area Engineer or a representative of Council along with the landowner to discuss siting, subsidies, design etc.

3.2 Quotation

The landowner shall obtain a minimum of two quotes from an approved and experienced contractor for the installation of the underpass where a subsidy is to be claimed.

3.3 Application

The landowner shall apply to Southland District Council for a permit to install the underpass including approval for opening the road.

Applications shall include the following information:

- Legal description of the land.
- Locality plan.
- Alignment details.
- Drainage at the stock underpass.
- Application for financial subsidy.

3.4 Fees and Charges

Each application shall be accompanied by the prescribed bond and fees as set out in Council's Schedule of Fees and Charges.

3.5 Deed of Grant

The landowner shall sign the "Deed of Grant", additional to application and bond and fees, to determine the ongoing responsibilities for maintenance and ownership.

3.6 Building Consent

The Landowner shall employ a contractor to construct the underpass.

The contractor shall apply for and obtain a building consent. Contractors are also referred to the Southland District Council's "Standard Technical Specification for the Construction of a Stock Underpass" which is available from Council offices.

3.7 Inspection

During construction of the underpass the contractor shall phase various inspections to ensure adequate foundations conditions, proper construction methods, proper backfill methods and appropriate reinstatement. These also ensure compliance with plans and specifications. These requirements must be followed to ensure a certificate will be issued.

3.8 Subsidy

If applicable, the landowner shall invoice Southland District Council for any subsidies. The maximum subsidy available from Council is 25% of the cost of construction for a road with 500 vpd. An application for a subsidy shall only be considered where the application is made not later than applying for a permit to construct the underpass.

3.9 Release of Bond

For a stock underpass, completion of work is defined as being three months after the completion of the physical works. The bond shall be released after this three month period if the road surface is satisfactory.

4. Legislation and References

Sections 341 and 357 Local Government Act 1974.

Section 48 Public Works Act.

Building Act 1991.

Health and Safety in Employment Act 1992.

Standard Technical Specification for the Construction of a Stock Underpass - Southland District Council.

Resource Management Act 1991 in regard to drainage discharges and outfall from the underpass - refer to Environment Southland.

3.2 Removal by Person Responsible

Debris creates an immediate safety risk - Person responsible can be identified

Where debris is deemed to be an immediate safety risk and the person/s responsible for the debris can be easily identified (within ½ hour) and able and willing to respond immediately, they shall be required to remedy the situation immediately.

The Council will act if the situation is not remedied within one hour of contact being made. The cost of removal will be recovered from the person(s) responsible.

3.3 Removal when Unknown Person is Responsible

Debris creates an immediate safety risk - Person responsible cannot be identified

Where the person/s responsible cannot be easily identified or unable or unwilling to respond immediately, Council shall employ appropriate other means to remedy the situation and recover costs from those responsible where possible.

3.4 General Removal

Where Debris does not create an immediate safety risk

- Notification to person(s) responsible.
- Timeframe to complete (normally within 24 hours of notification from the Council or Council's representative).
- If not removed within timeframe Council will arrange removal and recover costs from those responsible.

Or

Where person/s responsible cannot be identified:

- If debris remains after 48 hours Council will arrange for its removal.

4. Legislation and References

Section 357 Local Government Act 1974.

Traffic Regulations 1976.

Transit NZ Act 1989.

Litter Act 1979.

Transport Act 1998 and its Regulations.

Code of Practice for the Minimisation of Stock Truck Effluent spillage from Trucks on Roads (1999).

3.3 Discretionary operations are those operations

- carried out on the roadway and require disturbance of the roadway surface eg digging a trench through the road.

These operations may or may not be allowable and may require compliance with other bylaws or policy procedures. Applications shall be considered on a case by case basis.

Note These terms are not to be confused with those used under the Resource Management Act and compliance with the conditions of this procedure does not negate the requirements of the Southland District Plan under the Resource Management Act.

3.4 Application

For controlled and discretionary activities, applicants shall apply to the Council for a permit to operate on or near the roadway, giving details of the following:

- The location of the work.
- The type of operation.
- Whether the operation will be carried out on the roadway or in the margin.
- The timing of the work. (No work shall be carried out after sunset or before sunrise).
- Traffic Management Plan.

Each application shall be accompanied by the prescribed fee as set out in the Council's Schedule of Fees and Charges.

3.5 Traffic Management

The applicant shall provide a proposed traffic management plan to Council for approval prior to commencement of the works. Work shall not commence until approval has been given. All necessary safety measures and associated costs shall be the responsibility of the applicant.

The Traffic Management Plan shall match the scale of the activities proposed with the site. Spot checks of sites may be carried out to ensure compliance, and failure to comply may result in an immediate closure of the site. Any costs arising from closure, including those suffered by third parties and remediation, shall be borne by the applicant.

Plant Operating in the road margin and clear of the roadway:

Where plant is being operated in the verge with no inconvenience to the travelling public, warning signs are still necessary however, where trimmings or other matter may fall on to the roadway then additional traffic control measures are required.

Plant operating from the roadway:

Where the activity requires the plant to operate from the roadway, the site shall be set up either as a Fixed Site or a Mobile Operation as defined in TNZ - COPTTM.

3.6 Clean Up

The site shall be left in a similar or better condition than before the work was undertaken.

The site may be inspected before and after the work is complete to ensure compliance.

Any damage caused to the roading asset (road surface, water table and culverts), verges or drainage ditches shall be repaired at the applicant's expense.

Debris shall not be left on the road or road margin. Where it falls on the road, it shall be removed in accordance with the conditions of Procedure 4 'Debris on the Road'.

Sites damaged by the activity shall be made good at the operator's expense.

4. Legislation and References

Trenching Bylaw 2002.

District Plan Requirements.

Council Bylaws.

Traffic Regulations 1976.

TNZ Code of Practice for Temporary Traffic Management and approved supplements.

Roading Bylaw.

3.4 Culvert Replacement

Where the diameter of the existing culvert is in excess of 600 mm or the depth of lowering required is less than 150 mm, consideration should be given to placing a separate culvert as a private service.

3.5 Return of Bond

Council shall inspect the site when work has been completed and arrange for the bond to be returned if the required standards have been met.

4. Legislation and References

Subdivision and Land Development Standards - Southland District Council.
Regional Water Plan.
Resource Management Act 1991.
Southland Land Drainage Act 1935 and amendments.
Transit New Zealand Code of Practice for Temporary Traffic Management.

	DRAINAGE ON ROADSIDES	POLICY PROCEDURE 7
		STATUS FINAL
		DATE MAY 2008

1. Objective

To ensure ongoing effectiveness of road drainage without compromising the safety of road users or the road network.

2. Purpose

This procedure is intended to reduce the risk of injury to road users from excessively deep drainage ditches adjacent to the road, and set guidelines for the maintenance of road drainage.

3. Procedure

Council's policy is that all existing drainage ditches draining farm land shall be administered under the Southland Land Drainage Act 1935.

3.1 Responsibility

All farm drains in the road margin shall be the legal responsibility of the owners or occupiers of the lands that benefit from the drainage who shall bear the full cost of all cleaning and maintenance work required.

3.2 Maintenance

Where weed or any other material blocks drains or culverts and is due to a lack of maintenance on a farm drain, the owners or occupiers of the lands affected shall be responsible for rectifying the blockage.

If the owners or occupiers of the lands affected are unwilling or unable to respond within a nominated timeframe Council will arrange for the blockage to be cleared.

The cost of remedial works will be recovered from the owners or occupiers of the lands affected.

3.3 Application for New Open Drains

Applications shall include the following information:

- Location of drain.
- Length and depth of drain.
- Justification why an open drain is being requested over and above other drainage options.
- Measures to be taken or compliance with Council's Clear Zone Standard and Safety Management Systems.

Each application shall be accompanied by the prescribed fee as set out in the Council's Schedule of Fees and Charges.

3.4 Piped Drains

Any person who desires to pipe an existing open drain or construct a new piped drain shall obtain the approval of Council's Area Engineer prior to commencing work, advising:

- Reason for piping.
- Pipe size is suitable for expected flows, including changing rainfall patterns.
- How upstream and downstream effects from piping are addressed.

3.5 Deepening of Drains

Open drains to a depth exceeding 1.5 metres below natural surface level on any road shall not be further deepened.

Open ditches shall not be widened towards the centre of the road.

Any improvements shall be sought in accordance with the requirements of 3.3 Application for New Open Drains.

3.6 Treatment of Spoil

Spoil from drain cleaning shall not be deposited on Type 3 roads except with the specific approval of the Group Manager Services and Assets.

Landowners and Contractors shall be equally responsible for any spoil or drain cleanings that are deposited on the road and may be either:

- Charged with the costs of Southland District Council completing the work, or
- Prosecuted under either the Southland Land Drainage Act or the Local Government Act, as circumstances determine.

3.7 Culvert Maintenance

Council shall be responsible for providing and maintaining adequate road culverts.

Ends of culverts shall remain open for a minimum of one metre at each end, or manholes provided, to allow entry of surface water.

3.8 Urban Requirements

In urban areas, road drainage shall be maintained by Council.

Piping of frontages, and piped accessways and connection to piped stormwater drains are subject to specific application and approval.

Each application shall be accompanied by the prescribed fee as set out in the Council's Schedule of Fees and Charges.

4. Legislation and References

Southland Land Drainage Act 1935 and Amendments.
Local Government Act 1974.

 <p>People First Southland District Council Te Rohe Pōtae O Murīhiku</p>	PUBLIC WORKS AND NETWORK UTILITIES ON ROADS	POLICY PROCEDURE 8
		STATUS FINAL
		DATE MAY 2008

1. Objective

To permit and manage the installation of public works and utilities within the road.

Note The National Code for Working in the Corridors shall apply upon legislation.

2. Purpose

This procedure is intended to:

- Enable all households and other users to have access to network utility services.
- Ensure the location and placement of the various network utilities do not compromise the safety and efficiency of the road asset.
- Encourage public utility operators to design facilities and operations that will not inhibit the operation or efficiency of other operators or road users.
- Ensure the road is utilised in an effective manner so that any particular utility does not compromise other or future utilities.

3. Procedure

The control of the installation of utility services shall be subject to the provisions of the Southland District Plan and this procedure.

Each application shall be accompanied by the prescribed fee and bond as set out in the Council's Schedule of Fees and Charges.

3.1 District Plan Compliance

Network Utility operators shall check with Southland District Council Resource Planning Department staff to determine whether the installation of the relevant network utility complies with the provisions of the Southland District Plan.

3.2 Submission of Design

Once compliance with the Southland District Plan has been established, the installation of any utility network on or within the road by a recognised and accredited utility authority shall be allowed.

A detailed application for the installation of services shall be submitted to Council for consideration prior to the commencement of work. Council shall not unreasonably decline the installation of a utility network.

Applications shall include the following information:

- Proposed location of service.
- Nature of the service.
- Confirmation of approval from affected parties.
- Proposed traffic management plan.

Approval for installations on or within a State Highway shall be obtained from Transit New Zealand.

3.3 Installation

The utility authority shall meet all costs associated with the installation of the utility and the reinstatement of the road pavement and adjacent ground where applicable. Where practical, the utilities shall avoid disturbance of the road pavement.

Applicants are referred to the specifications in the Trenching Bylaw 2002 for details of the requirements for reinstatement.

Network utility operators shall advise Council in writing, prior to commencing work, the timeframe for beginning and completing the necessary works. They shall also notify neighbouring property owners, prior to commencing work, informing them of the nature of the works, the likely timetable and the contact name and number for the utility operator undertaking the work.

3.4 Safe Placement

The design and scale of some network utilities such as telecommunication masts and equipment shelters may mean their location within the road is not appropriate in certain circumstances. The necessity of their location in the road shall be demonstrated by the utility operator, ensuring their placement does not pose a traffic hazard for other road users. Applicants are referred to the Council's Clear Zone Standard and National Environmental Standards for Telecommunications Facilities.

4. Legislation and References

Local Government Act 1974.

Southland District Plan, Resource Management Act 1991.

Telecommunications Act 1987.

Electricity Act 2002.

Subdivision and Land Development Standards - Southland District Council.

Southland District Council Trenching Bylaw 2002 (to be revoked with the adoption of the National Code Working in the Corridors).

TNZ Code of Practice for Temporary Traffic Management.

Southland District Council Clear Zone Standard.

National Code Working in the Corridors.

National Environmental Standards for Telecommunications Facilities.

 Southland District Council <i>Te Rohe Pōtae O Murihiku</i>	PRIVATE UTILITIES AND SERVICES ON ROAD	POLICY PROCEDURE	9
		STATUS	FINAL
		DATE	MAY 2008

Private Utilities and Services on Road

Refer to Southland District Council Trenching Bylaw 2008.
and National Code for Working in Corridors (when adopted by Southland District Council)

	VEHICLE ACCESSWAYS	POLICY PROCEDURE 10
		STATUS FINAL
		DATE MAY 2008

1. Objective

The objective is to ensure all vehicle accessways to properties are correctly located and designed. Subject to specific approval, Council allows property owners to establish vehicle accessways to their properties for both private and commercial uses.

The location of accessways will be determined by the Roading Manager/Area Engineer.

2. Purpose

This procedure is intended to:

- Comply with Council's Roading Policy, Section 2.2, 2.3 and 2.4.
- Reduce risks to road users.
- Locations in accordance with AustRoads Guidelines for Safe Sight Distances.
- Ensure accessways are constructed to a suitable standard.
- Prevent damage to road assets.
- Establish responsibility for on-going maintenance.

3. Procedure

Every person who desires to construct or continue to use a vehicle accessway across any road margin shall comply with this procedure. Historic use does not imply further continuance of an accessway is guaranteed.

3.1 Operations

The access shall be maintained by the property owner up to the edge of carriageway or edge of seal.

The property owner shall ensure the access does not, in any way, create a nuisance to road users. This includes stopping gravels and other debris from migrating onto the road surface and all stormwater runoff shall be directed away from the road.

Footpaths shall be upgraded to suit the type of crossing.

3.2 Urban Accessways - Private

Urban accessways shall comply with the following conditions:

- The accessway shall be paved adjacent to sealed roads.
- Kerbing shall be appropriately modified to allow vehicle access without damage to the channel or impeding water flow where kerb and channel has been constructed.
- Provision to ensure no silt or gravel can flow onto the roadway or into the drains from the accessway. A sump shall be installed at the boundary and water piped to discharge where there is a possibility of water running from the property towards a footpath or/and road.

Existing urban accessways shall be allowed provided they comply with the above conditions or are considered not a nuisance.

New accessways shall be subject to the issuing of a permit from Council.

3.3 Urban Accessways - Commercial

Commercial accessways shall be those which service businesses or cater for heavy trucks/vehicles on a regular basis.

All commercial accessways shall be subject to a permit from Council and be designed and constructed to the appropriate standard relative to the type of vehicles using the accessway.

These design details shall include:

- Minimum turning radius of 15 metres.
- A concrete, asphalt or sealed crossing.
- Provision to ensure no silt or gravel can flow onto the roadway or into the drains.
- When kerb and channel has been laid the kerb shall be appropriately modified to allow adequate vehicle access without impeding water flow in the channel line.

3.4 Rural Accessways - Private

Private Rural Accessways shall comply with the following conditions:

- The accessway shall be constructed of an appropriate depth of approved hardfill, and sealed where constructed adjacent to sealed roads.
- Minimum outside radius on either side of the accessway shall be six metres.
- Intersection with the main roadway shall not be greater than 15 degrees to the perpendicular.
- Available off roadway standing area and visibility of approaching traffic shall comply with attached tables and be adequate to allow safe entry and exit.
- The watertable shall be piped with headwall structures under the accessway where applicable with minimum 200 mm diameter approved drainage pipe.
- Existing private rural accessways shall be allowed providing they comply with the above conditions or are considered not a nuisance.

- New accessways and non-complying accessways shall be subject to specific approval by Council.
- Change in land use may require the existing accessway to be upgraded to the appropriate standard for the new use.

3.5 Rural Accessways - Commercial

Commercial rural accessways shall be those that service businesses or cater for heavy trucks/vehicles including access to dairy sheds, woolsheds, grain stores, silage pits, stockyards, agricultural contractors' yards, forestry and mining activities.

All commercial accessways shall be subject to a permit from Council and be designed to the appropriate standard, relevant to the type of vehicle using the accessway. See Policy Procedure 33.

This shall include:

- The accessway shall be constructed of an appropriate depth of hardfill, and sealed where adjacent to sealed roads.
- Minimum outside radius on either side of the accessway shall be 15 metres.
- Adequate provision shall be made to ensure there is no impedance to the water channel.
- Intersection with the roadway shall not be greater than 15 degrees from the perpendicular.
- Minimum access width shall be five metres.
- Localised roadway widening (sealed if the roadway is sealed) shall be made on both sides of the existing roadway. Refer to the appropriate diagrams within the Subdivision and Land Development Bylaw.
- The above clause does not apply to entrances on local roads (Groups 5 to 10) as classified in Council's road hierarchy providing that all vehicles utilising the driveway can do so without crossing the centreline of the roadway. Shoulder strengthening and widening may apply for unsealed surfaces.
- Visibility of approaching traffic shall comply with the attached tables and be adequate to allow safe entry and exit.
- Change in land use may require the existing accessway to be upgraded to the appropriate standard for the new use.

3.6 Temporary Commercial Accessways

Temporary commercial accessways are used by a number of ratepayers for operations such as establishing dairy lanes, harvesting field crops, relocating houses, etc.

All temporary commercial accessways shall require a permit from Council.

All applications for a temporary accessway shall include the following:

- Location of temporary accessway which shall ensure that visibility of approaching traffic is adequate to allow safe entry and exit in compliance with attached tables.
- Time period of usage.
- Vehicle numbers and types.

Temporary accesses shall be designed to ensure no damage or inconvenience is caused to the road or road user respectively; including ensuring that debris shall not be left on the road.

3.7 Fees and Charges

All applications for vehicle accessways shall be accompanied by the prescribed fee as set out in the Council's Schedule of Fees and Charges.

3.8 Non Compliance

Where the vehicle access fails to meet the standards for safety or physical condition, Council may use the provisions of S335 of the Local Government Act 1974 for enforcement. Where the owner fails to comply with the notice under this section Council may arrange for remedial works to be undertaken and charge the owner.

Where vehicle accesses have been constructed without Council consent or fail to comply with the standards for vehicle accessways by posing a significant risk to road users, then, on the approval of the Group Manager Assets, the accessway shall be removed.

4. Legislation and Reference

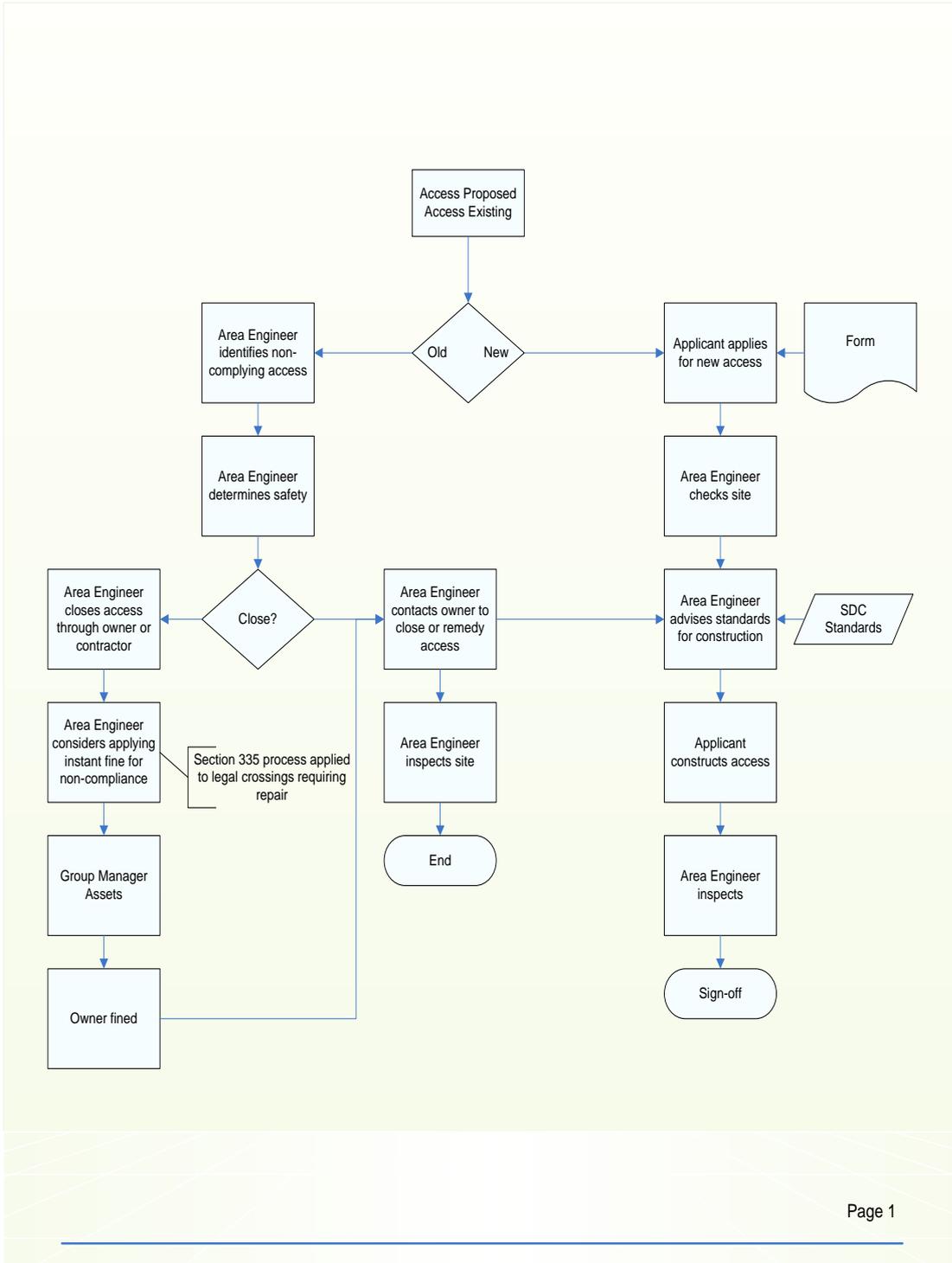
Southland District Council Roading Policy Procedure 33
District Plan requirements.

Sections 321 and 335 of Local Government Act 1974.

Southland District Council Roading Bylaw.

Southland District Council Subdivision and Land Development Bylaw 2005.

Vehicle Access



Intersections Matrix Road Groups

Road Type	Speed Distances	120 km/hr	110 km/hr	100 km/hr	90 km/hr	80 km/hr	70 km/hr	60 km/hr	50 km/hr	Comments
Groups 1 and 2	Sighting	330	290	250	210	175	140	115	90	Main and Secondary roads, >400 vpd
	Spacing	200	200	200	200	200	200	200	200	
	Location	100	100	100	100	100	100	100	100	
Group 3	Sighting	230	190	160	130	105	85	65	45	Connector and local roads, with urban linkages, > 200 vpd
	Spacing	200	200	200	200	200	150	150	150	
	Location	40	40	40	40	40	40	40	40	
Groups 4 and 5	Sighting	230	190	160	130	105	85	55	40	Residential and minor sealed roads
	Spacing	200	200	200	200	150	150	150	150	
	Location	30	30	30	30	30	30	30	30	
Group 7	Sighting	230	190	160	130	105	85	55	40	Unsealed Secondary road
	Spacing	200	200	200	200	150	150	150	150	
	Location	30	30	30	30	30	30	30	30	
Groups 8, 9, tracks	Sighting	230	190	160	130	105	85	55	40	More discretion available to Council with road groups 8 and 9 and tracks
	Spacing	200	150	150	150	100	100	100	100	
	Location	15	15	15	15	15	15	15	15	
All Roads	Dist. between intersections	800	800	800	800	800	800	800	800	

	Description
Sighting	Distance visible (in metres) to/ from access along roadway for that speed environment
Spacing	Distance (in metres) between accesses along roadway, both sides for that speed environment
Location	Distance (in metres) between intersection and access (adjacent road boundaries) for that speed environment
Speed	85 percentile
Group 8, 9, and Tracks	As defined within the table above OR at discretion of Council

Council reserves the right to amend the distances provided above where the physical geometry of the road and/or sighting distances conflict with the values provided above.

Dust suppression agents (including oil) may be applied to unsealed roadways between and including the months of October through March subject to the conditions of the permit and this Procedures Manual.

3.2 Public Liability Insurance

The applicant shall be responsible for any damage to public or private property, which may arise from application of the dust suppressant.

To protect their liability for damage to third parties, the applicant shall arrange and keep in force Public Liability Insurance to the minimum value of \$1,000,000.

Evidence of this insurance shall be required before any application is approved.

4. Use of Dust Suppressants

4.1 Treatment Length

The applicant shall only treat a minimum length of roadway to provide dust relief to a dwelling.

Treated surfaces shall be clearly visible to approaching traffic from 150 metres. Advisory signage shall be erected by Council at the applicant's cost. Sites located within 100 metres of an intersection do not require signage when approaching from the intersection.

4.2 Limitations to Application

Dust suppressant shall not be applied to the roadway surface where this would require working of the roadway surface (eg lime/cement stabilisation etc.) until the applicant has received specific approval of Council.

Due care shall be taken to prevent excess oil escaping into drainage systems.

Dust suppressants shall not be applied to the roadway when the surface is wet or when wet weather is pending or when the surface has wheel ruts or potholes i.e. any depressions that will hold water.

4.3 Grading of Treated Area

The Council shall endeavour to restrict grading of treated sections of roadway unless the section becomes badly rutted or potholed. The section however will be graded up during winter when reshaping of the pavement is carried out.

The property owner shall be responsible for maintaining the oiled section free of rutting and potholes outside the winter maintenance grading period.

WARNING

Should the oiled surface become a hazard to drivers either due to excessive oil having been applied or potholes not being filled, the Council will arrange for their maintenance contractor to grade out the oiled section.

No financial or material compensation for the effects of the grading will be paid by Council or its agents.

NOTE

A permit to allow the application of dust suppressants does not authorise the application of a dust suppressant in circumstances where the dust suppressant may enter water.

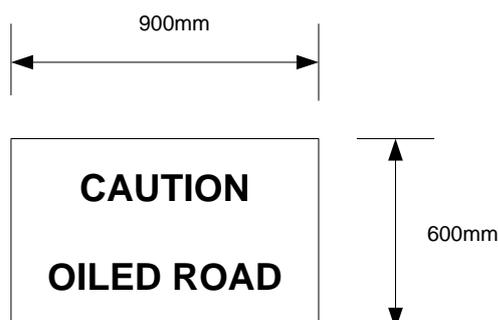
5. Legislation and References

Transport Regulations 1976: Section 26 - Dangerous substances on roads.
Section 357 (1) (f) Local Government Act 1974.
TNZ Code of Practice for Temporary Traffic Management (COPTTM).

Dust Suppression Specification

The following conditions shall apply:

1. The application of used oil or other similar palliative is permitted on unsealed roads to suppress dust providing conditions 2 to 10 below are complied with.
2. The application shall be subject to any resource consent which may be required.
3. The application shall be of minimum length to provide relief from dust nuisance to a dwelling.
4. No person shall apply any dust suppressant agent when the road surface is wet or when wet weather is immediately threatening.
5. The property owner shall arrange and maintain Public Liability Insurance to protect his liability for damage to third parties, as the applicator/adjacent landowner shall be responsible for any damage to public or private property which may arise from the application of the dust palliative.
6. Due care shall be taken to prevent oil escaping into the drainage systems.
7. Treated surfaces shall be clearly visible to approaching traffic from 150 metres.
8. An advisory type sign shall be erected at each end of the treated section of road. The sign shall be not less than 900 mm x 600 mm, white background and black lettering. Council will provide, free of charge, two signs for erection by the property owner (see drawing below).
9. The dust palliative shall not be applied to the road surface where the palliative required working of the road surface (eg lime/cement stabilisation etc) until approval of Council is obtained.
10. General guidelines for the application of road oil are:
 - ❖ The applicator shall advise the maintenance Operator that dust suppression is to be applied to allow for the road to be graded before application.
 - ❖ Generally 100 litres of oil should be sufficient to treat 50 lineal road metres.
 - ❖ Maintenance contractors can be contacted on:
 - Central Alliance Contract SouthRoads Ltd, ph 211-1000
 - Waimea Alliance Contract SouthRoads Ltd, ph 211-1000
 - Foveaux Alliance Contract Fulton Hogan Ltd, ph 211-6000
 - ❖ Oil sourced from non-petrol motors is preferred as it contains significantly less contaminants.
11. Signs to be provided by Council. Replacement signs shall be at the property owner's expense.



Dust Suppression Sign

- Temporary Stock Signs.
- Temporary / Permanent Truck Crossing Signs.
- Presence of Tourist Interests.

3.2 Sign Application

Requests for all categories of signage shall be made in writing by the applicant. Details required include:

- Position of sign.
- Type of sign.
- Information to be conveyed.
- Applicant details.
- Sketch plan of site.

Each application shall be accompanied by the prescribed fee as set out in Council's Schedule of Fees and Charges.

Note If applicants prefer, the sign may be ordered from the Southland District Council's signs contractor who will arrange the manufacture and installation of the sign. An account will be sent to the applicant by Southland District Council for the cost of the sign and installation once the sign has been erected.

3.3 Compliance

All signs, excluding general advertising signs, shall be supplied by an approved sign manufacturer and shall comply with the Transit Manual of Signs and Markings and the Southland District Council's modifications thereof.

3.4 Temporary Signage

All temporary signs shall be removed or folded down (if appropriate) when not in force.

4. Further Information Relating to Specific Categories of Signs

4.1 Motorist Service Signs

These signs are for services, which are commonly required by travellers and are located adjacent to the road or a reasonable distance along a side road.

- Accommodation facilities may be signed if appropriate as they are not considered to be commercial services under this procedure.
- Motorist service signs are not normally provided for commercial services in rural areas when the service is located adjacent to the road and;
- Suitable advertising signing is or can be erected within its grounds; or
- Advertising signs are erected on private property in advance of the service facilities.

4.1.1 Process:

To qualify for signing as a motorist service, accommodation facilities must be:

- Available to casual travellers for a considerable proportion of the year.
- Registered with an appropriate operators association eg HANZ, MANZ, CCANZ, VINZ etc.

4.2 Advertising Signs

4.2.1 Process:

These signs may require resource consent. Applications for these signs are to be sent to the Resource Planning Department of the Southland District Council.

4.3 Heritage Trail Signs

Signs Contractor arranges replacement fingerboard (only) signs if damaged.

4.3.1 Process:

Groups wishing to create new Heritage Trails shall initiate planning through Venture Southland. Approved Heritage Trails may be signed at the discretion of Council. Sign locations shall be approved by Council prior to installation.

Approval for signs on State Highways shall be obtained by the applicant from Transit New Zealand. Applicants should refer to the New Zealand Heritage Trail Foundation Signs Policy and related guidelines.

4.4 Temporary Stock Signs

Applicants should refer to Procedure Stock Crossings at Grade and the specification for temporary stock signs.

The signs shall be folded down or removed when not in use.

4.5 Temporary/Permanent Truck Crossing Signs

Requests for these signs shall be made to the Area Engineer for approval. Approved signs and their location shall be as per the Manual of Traffic Signs and Road Markings.

4.6 Presence of Tourist Interests

Requests for these signs shall be made to Council for approval. Requests will be looked at on a case by case basis.

5. Legislation and References

Southland District Plan.

Council Bylaws, including Control of Advertising Signs Bylaw 1993.

TNZ Manual of Traffic Signs and Markings.

NZ Heritage Trail Foundation Sign Policy.

Traffic Regulations 1976.

Subdivision and Land Development Standards - Southland District Council.

3.3 Containment of Animals

All animals shall be securely fenced in or tethered in such a manner that they cannot get closer than one metre from the edge of the metalled edge of the roadway or shoulder.

No cattle or horses may be grazed on the road margin during the hours of darkness nor shall such animals be tethered on the road margin during the hours of darkness.

Bulls must not be grazed on the road margin at anytime.

3.4 Fencing

Only stock-proof electric fences shall be permitted. These shall only be constructed of approved flexible electric fencing standards with a minimum of three wires except a single wire will be permitted for adult large animal stock (ie not sheep). Steel waratahs are not permitted. Wooden corner posts may be used for tensioning purposes provided they are no larger than 100 mm diameter.

All fences shall be erected in compliance and accordance with the requirements of the Electricity Act 1992 and the Electricity Regulations 1993. Fences shall be suitably labelled notifying the public that the fence is live.

Electric fences will be appropriate in urban areas where the lack of development means the road is unlikely to be used by pedestrians and cyclists. In urban areas with little development there is very little risk of a conflict between pedestrians and cyclists and stock grazing.

Note Solid posts and waratahs may be permitted on wide road margins provided they are located beyond the clear zone for the road group in consideration.

3.5 Siting of Fencing

The fence shall be erected no closer than 1.0 metre from the edge of the gravel or 4.0 metre from the road centreline, or 0.5 metres from the water channel whichever is furthest from the centreline.

A maximum length of 200 metres of fencing is permitted for temporary grazing at any one time and this shall be relocated at least every 10 days. These limits may be extended, subject to written permission only in special circumstances.

Temporary fences are not permitted on both sides of the road at the same time.

Waterways are to be fenced two metres back from the top of the bank to prevent stock intrusion.

3.6 Fencing during Grazing

All temporary fences shall remain in position while the road margin is being grazed, and must be completely removed immediately afterwards.

3.7 Removal of Fencing

The Council may require the fence to be removed at any time.

3.8 Damage and Liability

The applicant who erects the fence shall be responsible for the cost of reinstatement of any underground services damaged and the clearing and reinstatement of all inlets, water channels, culverts, culvert markers, edge marker posts, and cutouts within the area if a Council representative determines this is required.

4. Legalisation and References

Electricity Act 1992 and the Electricity Regulations 1997.

Section 357 Local Government Act 1974.

District Plan Requirements.

Animals Law Reform Act 1989.

Southland District Council Roading Bylaw.

	ROAD MARGIN PLANTING	POLICY PROCEDURE 14
		STATUS FINAL
		DATE MAY 2008

1. Objective

The objective of this procedure is to ensure all plantings within the road margin are undertaken or managed such that they do not impair road safety whilst enhancing the local environment.

2. Purpose

This procedure is intended to manage and co-ordinate plantings to:

- Reduce the risk of damage and injury to road users that may be caused by the plantings shading the road.
- Ensure no plantings impede visibility.
- Minimise damage caused by plantings destroying the integrity of the road surface, water channels and utilities within the road margin.
- Preserve the road for the purposes for which they are designed.
- Complies with the Roding Policies for safety and community effects.

3. Procedure

Road margin planting is permitted, subject to the requirements of this Procedures Manual.

Planting in rural areas will only be granted in exceptional circumstances and only for the beautification of rural areas or positive traffic management. Planting shall be in accordance with the Clear Zone Standard.

Existing plantings in rural areas shall be allowed to remain provided they comply with the conditions of this Procedures Manual.

3.1 Application for Permit

All new plantings shall require a permit from the Area Engineer.

Applications for the permit shall include the following information:

- Names of plants.
- Estimated heights at maturity.
- Distance from the road boundary.
- Distance from edge of metal or kerb and channel/footpath.
- Approximate spacing.
- Side of road to be planted, ie north, south, etc.
- Identification of utilities within or adjacent to the proposed planting area.

- Provide evidence of Public Liability Insurance (not required for urban plantings).

Each application shall be accompanied by the prescribed fee set out in the Schedule of Council Fees and Charges.

3.2 Shading

No plantings, existing or new, in a rural speed environment (> 70 km/hr) shall be planted, or allowed to grow, so that excessive frosting or shading of the roadway occurs.

The height restriction for planting likely to shade the road shall be at a grade of 1 in 4 from the edge of formed carriageway.

3.3 Side Drainage

No planting will be allowed on the road margin if the distance from the fenceline to the watertable is less than five metres. Plantings must not extend within two metres of the water channel or overhang the road.

3.4 Clear Zone Standard

No new plantings in the road margin will be permitted where it does not meet the requirements of the Clear Zone Standard unless specifically allowed for under this Procedures Manual.

3.5 Planting Purpose

Planting on the road margin solely for the purpose of providing shelter shall not be allowed.

3.6 Responsibilities

All responsibility for roadside planting shall lie with the permit holder and shall transfer with the ownership of the land. This responsibility includes:

- Costs to remedy and reinstate any services damaged.
- Roadside drains kept clear.
- Annual control of pest plants by 31 December in any calendar year.
- Removal of overhanging branches.
- Immediate removal of tree trimmings off the road margin whether or not generated from roadside, plantings or shelterbelts inside the property.

3.7 Visibility for Road Users

No planting shall be allowed that obstructs impedes or restricts visibility at intersections, property accessways or road corners.

3.8 Claims For Damage

Council shall not be held responsible for damage to any planting no matter how it occurs, neither shall Council be held responsible in anyway for claims for damages arising from plantings. The permit holder arranges and keeps in force, Public Liability Insurance to protect their liability for damage to third parties.

3.9 Cancellation of Permit

Council reserves the right to cancel any permit at any time.

3.10 Removal of Plantings

Council may direct the permit holder or landowner to remove inappropriate plantings at the expense of the permit holder or landowner.

3.11 Existing Plantings

Established plantings shall be permitted to remain provided the planting comply with the above conditions or are not considered a nuisance.

4. Legislation and References

Local Government Act 1974 Section 355.

Pest Management Strategy - Environment Southland.

Roading Policy Procedures: Debris on the Road.

Southland District Council Clear Zone Standard.

Southland District Council District Plan Policy TRAN.6 and Rule TRAN.9.

	CULTIVATION OF ROAD MARGIN	POLICY PROCEDURE 15
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

The objective of this procedure is to ensure the safety of road users and the road infrastructure is not impaired by permitting private cultivation of the road margin.

2. Purpose

This procedure is intended to manage the cultivation of the road margin by adjoining landowners and meeting the Roding Policies for safety and community effects. This activity also falls under “Controlled Operations” of the Operating on the Road procedure.

Cultivation means grassing and should not be confused with plantings (see Road Margin Planting procedure).

3. Procedures

3.1 Permit

Cultivation of the road margin shall only be available to adjoining landowners.

Cultivation of the road margin shall be at the discretion of Council.

Landowners require an annual permit from Council before commencing cultivation.

Each application shall be accompanied by the prescribed fee as set out in the Council’s Schedule of Fees and Charges.

3.2 Period of Permit

All cultivation and/or levelling out shall be completed within six months of the date of approval of the application.

Permits are to be renewed annually. Where the cultivation is of a perennial nature then the need for an annual permit is waived.

3.3 Protection of Utilities

The permit holder shall be responsible for identifying and protecting all underground services, including survey marks and underground cables, and also comply with and satisfy any requirements set by the Land Information New Zealand, Telecom New Zealand or other utility providers.

3.4 Control of Pest Plants

The road margin under cultivation shall be kept free of all pest plants and scrub.

3.5 Damage to Road Infrastructure

All cultivation shall be carried out in such a manner so as not to disturb or interfere with water channels, road margin drainage or cause damage to culverts, the carriageway or any other services in any way.

The permit holder shall be responsible for any damages caused by the cultivation and all costs associated with remedial works or repairs.

3.6 Boundary

Permit Holders shall limit the extent of the cultivation to ensure that all operations associated with the cultivation can be carried out within the road margin and will not encroach on the roadway.

3.7 Sight Visibility

Any cultivations and crops planted shall not obstruct, impede or restrict visibility at intersections, property accessways or road corners.

3.8 Right to Removal

Council may require the removal of crop or cessation of cultivation at anytime. The costs of removal shall be borne by the permit holder.

4. Legislation and References

Local Government Act 1974.

Roading Policy Safety and Community Effects.

Roading Policy Procedures: Operating on the Road, Road Margin Planting.

Southland District Council Clear Zone Standard.

Regional Pest Plan Management Strategy.

	USE OF ROADS AND ROAD LICENCES	POLICY PROCEDURE 16
		STATUS: FINAL
		DATE: MAY 2008

1. Overview

To permit the occupation and use of Types 1, 2 and Type 3 roads primarily by the adjoining landowners and occasionally by third parties.

2. Purpose

This procedure is intended to clarify the rights of the public to use Types 1, 2 and Type 3 roads as well as identify the rights and obligations of the adjoining landowners.

Additional to this, third parties may, for many reasons require a licence to occupy a certain portion of the road.

3. Procedure

Subject to the requirements of this procedure, public access is a right along an unformed legal road (Type 1). Roads may be occupied by adjoining landowners or road licences may be issued for specific occupation eg the driving of stock.

3.1 Access

The type of transportation shall be limited by the physical nature of the road and the state of the surface (eg ground surface type, topography, vegetation, foundation, weather conditions, etc).

The mode of transportation, including the driving of stock shall not cause measurable damage to the ground surface or pavement formation or vegetation.

The public accessing the roads shall ascertain the status and location prior to use.

Utility Networks and Public Works providers shall be entitled to use unformed legal roads by any vehicle considered necessary provided that any ground surface damage shall be repaired as soon as possible.

Council gives no assurances that any road is passable. Applicants use roads at their own risk.

3.2 Use

Where a Type 1, 2 and Type 3 road is fenced and occupied as part of adjoining property, the landowners whose property through which the road passes shall be entitled to use the road subject to the following:

- Any trees planted shall be subject to Procedure 'Roadside Planting.
- Subdivisional fencing for the purposes of stock control may be erected but should not prevent foot access.
- No physical works shall be carried out on the road other than with the written approval of the Group Manager Services and Assets.
- The adjoining landowner shall be responsible for the control of noxious plants and pests on the road.

Note: Buildings or structures shall not be erected on any road other than for public works or network utilities.

Council shall not require consideration for the use of the road.

3.3 Rights to Access

Where a Type 1 or Type 2 road is fenced and is contained within a unitary landholding, the landowner may assume rights to use the land, or in the case of landholdings under separate ownership the occupation shall be by agreement by the landowners. In either case the occupation is subject to 3.3 above; except:

- Where the road provides practical access to a parcel of land isolated from a Type 3 access road, the landowner of the isolated land shall have rights of access by foot or light vehicle, and to drove stock provided no measurable damage is made to the road surface.

Roads may be isolated by swinging gates subject to Procedure Gates across Roads.

3.4 Adjacent Ownership

Where a Type 1, 2 or 3 road has for some time been occupied by one adjoining owner pursuant to process 3.4 above, a change in the ownership of another adjoining property shall not be reason to review the occupation unless the road is required for legitimate roading purposes.

3.5 Issue of Licences

Section 45 of the Public Works Act allows the issue of a lease; tenancy or licence of any land held for a public work on such terms and conditions as Council thinks fit.

This authority is used for the issue of licences in the case of existing buildings constructed on roads, for public utilities not constructed by Council or in special circumstances where the land is to be occupied by a third party or an adjoining landowner.

All licences shall be at the pleasure of Council unless specifically approved by the Group Manager Services and Assets. The issue of a licence except in the case of public safety shall not limit the access rights of the public, whereas the terms of the licence shall have priority over processes 3.3 and 3.4 herein.

In accordance with Council's existing delegation, the Group Manager Services and Assets is authorised to sign road licences on behalf of Council.

Application for licences is to be made to Group Manager Services and Assets.

Each application shall be accompanied by the prescribed fee as set out in the Council's Schedule of Fees and Charges.

4. Legislation and References

Local Government Act 1974.

Public Works Act 1981.

	GATES ACROSS ROADS	POLICY PROCEDURE 17
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

To permit, in some circumstances, gates, cattlestops and electrical cattlestops erected across roads without obstructing legitimate public access to roads.

2. Purpose

This procedure is intended to:

- Allow for gates or cattlestops across roads where approved by Council; and
- Ensure the public right of access to all roads.

3. Procedure

The Council may allow the erection of a swing gate or a cattlestop or both across any Type 1 or Type 2 road, where:

- In the Council's opinion it is not practicable or reasonable to fence this road, or
- By agreement the road has been taken or may be constructed through private lands and the owner or occupier requests that a gate or cattlestop or both be erected on the outer boundary at the cost (including maintenance) of one or both parties as may be agreed.

Applications for gates and cattlestops across Type 3 roads shall be subject to the specific approval of Council.

Requests for gates across Type 1 and 2 roads shall be directed to the Property Manager for consideration.

Type 3 Roads

Requests for gates across Type 3 roads shall be directed to the Area Engineers for investigation, then to the Group Manager Services and Assets for submission for Council's consideration.

3.1 Applications

Types 1 and 2 Roads

Requests for erection of a gate, cattlestop or electrical cattlestop on a road shall be made in writing by the applicant and include details of:

- Location of gate.
- Type of construction.
- Purpose gate required.

- Sketch plan of site.
- Signed consent of all adjacent landowners affected by the gate (also regular road users where appropriate).

Each application shall be accompanied by the prescribed fee as set out in the Council's Schedule of Fees and Charges.

3.2 Swing Gates

The approval of a swing gate shall be deemed to include fencing on the road margin up to the gate.

3.3 Gates to be Unlocked

Any gate across a road shall not be locked to prevent it being freely opened at all times. The gate shall have a notice "Public Road" affixed.

In exceptional circumstances, Council may require a gate to be locked in the interest of public safety eg Type 2 roads that are subject to sudden and severe changes in weather during winter.

3.4 Liability

The applicant shall be liable for damages in respect to any accident arising from the existence of the gate or cattlestop. Council has no liabilities over a private structure.

4. Legislation and References

Section 344 of Local Government Act 1974.
Policy and Procedure 'Use of Roads and Road Licences'.
Section 3 of this Procedures Manual 'Definitions'.

 <p>Southland District Council Te Rohe Pōtae O Murīhiku</p>	REQUESTS TO PHYSICALLY FORM ROADS	POLICY PROCEDURE 18
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

To manage the effects on the roading network from new roads that may arise from changing land use. When considering requests Council must have regard to how these relate to the overall network and whether the expenditure of public funds is warranted.

2. Purpose

To confirm the appropriateness and sustainability of a new road within Council's roading network. Council needs to forecast the effects of land use changes on the roading network and all financial implications of extending the network.

3. Procedure

Council shall consider applications:

- To create a formation which is not intended to be maintained by Council; or
- To create a formation which is intended to be maintained by Council (this is subject to the specific approval of Council).

Council will erect a sign at the end of the maintained network advising road users that the road beyond the sign is not maintained by Council.

Each application shall be accompanied by the prescribed fee and bond as set out in the Council's Schedule of Fees and Charges.

3.1 Council Not to Maintain

Requests To Create A Formation Which Is Not Intended To Be Maintained By Council

The applicant shall forward the following information:

- The purpose for which the road is required.
- The proposed alignment and the extent of physical formation required.
- A summary of existing access to affected properties.
- Sufficient maps, sketch drawings and photographs to detail the proposal.
- Supporting accreditation from any adjacent landowner who may be affected by the proposal.

Each application shall be accompanied by the prescribed fee set out in Council's Schedule of Fees and Charges.

Applicants should be aware that, if the application is approved, they shall not have exclusive use of the road. The newly formed road shall still be a public road.

Council will not fund extensions to the road network unless there is demonstrable public benefit, and each request is to be self-funding.

3.2 Council to Maintain

Requests To Create A Formation Which Is Intended To Be Maintained By Council

The applicant shall forward the following information:

- The purpose for which the road is required.
- The proposed alignment and the extent of physical formation required.
- A summary of existing access to affected properties.
- Economic benefits from forming the road.
- Sufficient maps, sketch drawings and photographs to detail the proposal.
- Supporting accreditation from any adjacent landowner who may be affected by the proposal.

Each application shall be accompanied by the prescribed fee set out in Council Schedule of Fees and Charges.

Council shall consider each application on a case by case basis and take into account at least the following factors:

- The degree of access already provided to the property and the status of that access.
- The purpose and status of the access requested by the applicant.
- The appropriate construction standards for the road in compliance with Council's Subdivision and Land Development Bylaw and the AustRoads "Guide to the Geometric Design of Rural Roads 1989:
- Whether any Council assistance is appropriate.
- The future maintenance and improvement regime for the road and Council's costs for this.
- Whether declining the application will result in additional Council costs on the existing road network.

4. Legislation and References

The Local Government Act 1974, particularly Part XXI and Schedules 11, 12, 13.

The Resource Management Act, particularly Part X.

The District Plan.

Property Law Act 2007.

	STOPPING OF ROADS	POLICY PROCEDURE 19
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

To allow for consideration by Council the stopping of any road or portion of a road.

2. Purpose

- This procedure is to ensure that public consultation takes place before any road is stopped.
- The responsibility for the ownership of any or all structures within the stopped road is to be transferred to the applicant.

Current legislation provides that if any objection is not upheld the Council's decision on the road stoppage must be referred to the Environmental Court.

3. Procedure

Application may be made to Council for the stopping of any road or portion of a road. The procedure to stop roads shall be the manner provided in Section 342 of the Local Government Act 1974 and the Tenth Schedule to that Act. In special circumstances the Public Works Act may be used at the discretion of Council.

Council shall give consideration to interest groups who may be considered affected parties.

3.1 Applications

Applications may be made to Council for the stopping of any road or portion of road. The applicant shall provide the following details at the time of application:

- A statement detailing the reason the applicant requires the road to be stopped with maps and documents detailing the extent of road to be stopped.
- Indications of which parcels of land, portions of the stopped road are to be amalgamated.
- Written confirmation that the applicant is prepared to meet the full costs of the process whether it is successful or not.

Each application shall be accompanied by the prescribed fee and bond as set out in the Council's Schedule of Fees and Charges.

Note: Unless there is an exception, Council recommends an applicant to provide written statements from all landowners and affected parties adjacent to the road to be stopped.

3.2 Process of Stopping

When considering an application to stop a road Council shall consider the following factors:

- The disposal of the stopped road shall be dealt with in the manner allowed for under Section 342 of the Local Government Act 1974 including disposing of same by selling to the owner or owners of any adjoining land or by tender to the adjoining owner.
- That the application is a reasonable, bona-fide and practical case for stopping the road.
- In accordance with the procedures set out in the Tenth Schedule, any public objection to the application.
- Purchase price, (to be fixed by a competent valuer), for the parcel of land being stopped.
- The status, use and Council's obligation in terms of the remaining road.
- A schedule of structures within the stopped road.

3.3 Costs

If the application is approved in principle by Council, the cost charged to the applicant by Council will be the greater of:

- Either 1. All costs incurred by Council, including legal fees and land transfer charges.
- Or 2. The current valuation of the land (to be established by a competent valuer) - valuation to be made at the date Council resolves that road is stopped.

The applicant will be required to undertake the legal survey at their cost.

In the case of an unsuccessful application, the applicant shall still be required to meet all of Council's costs.

Applications require a deposit and total charges will be based on actual costs plus disbursements.

If a special Council meeting is required regarding an application then additional charges will accrue.

The prescribed application fees are set out in Council's Schedule of Fees and Charges.

4. Legislation and References

Section 342 of the Local Government Act 1974 Tenth Schedule to the Act.
Public Works Act 1981.

	TEMPORARY CLOSURE OF ROADS FOR PUBLIC EVENTS	POLICY PROCEDURE 20
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

To allow for the temporary closure of roads during special events, that contribute to the public enjoyment of the event and to ensure public safety.

2. Purpose

The closing of the road is an important ability for communities to promote special events eg for carnivals, festivals, sporting events etc.

This procedure is intended to ensure safety during special events being held on or adjacent to the roadway, including the safety of participants and passers-by and that emergency access is provided.

This procedure also ensures that all parties affected by the temporary road closure are given adequate advance notice of the closure and an opportunity to make submissions.

3. Procedures

Temporary closing of the road is allowable, subject to the requirements of the Procedures Manual and the Transport (Vehicular Traffic Road Closure) Regulations 1965.

Roads may be closed for the purpose of (but not limited to):

- Exhibitions, fairs, shows, markets, concerts.
- Film-making.
- Races or other sporting events.
- Public functions.

Note: for State Highway routes, Transit New Zealand is the road controlling authority and all queries and applications shall be directed to that authority.

3.1 Applications

Applications shall be in writing, providing full details supporting the request, and made to the Group Manager Services and Assets at least 52 days prior to the event.

3.2 Responsibilities

The Council will accept responsibility for issuing the necessary public notices to be given subject to written applications being received within the legal timeframe (ie 42 days prior to the event).

The applicant shall accept the following responsibilities:

- To pay the cost of public notice advertisements issued by Council (on the applicant's behalf).
- To accept financial liability for any damage from the special events that is caused to the road, bridges or any road furniture and utilities forming part of the road.
- To take out, and provide Council with, a copy of a current Public Liability Insurance cover of not less than \$1,000,000.
- To advise in writing the local Police Station, Fire and Ambulance Services of the event.
- To contact and confer with all property owners adjacent to the road/s to be closed temporarily and advise them of the activity to be undertaken.
- To provide a proposed temporary Traffic Management Plan for Council approval. Applicants are directed to the TNZ COPTTM and supplements. The preparation and implementation of the Traffic Management Plan shall be at the applicant's expense.

Each application shall be accompanied by the prescribed fee as set out in Council's Schedule of Fees and Charges.

3.3 Advertisement for Submissions

The first advertisement, detailing the intent to temporarily close the road, shall be placed in the local newspaper 42 days prior to the event and shall allow for submissions.

Submissions shall close 28 days prior to the event and shall be addressed to the Group Manager Services and Assets.

Any submissions received will be negotiated and resolved by non-adversarial processes.

If this fails, the matter will be referred to the Group Manager Services and Assets who shall be delegated by Council to make a decision.

Where late applications are made and insufficient time is available for advertising, Council may reject the application.

3.4 Final Advertisement

The second advertisement, detailing the hours the road is closed and any detours if available, shall be placed in the newspaper 24 hours prior to the event.

4. Legislation and References

Transport (Vehicular Traffic Road Closure) Regulations 1965.
and/or

Section 342 of the Local Government Act 1974 (The Tenth Schedule thereto) as the circumstances determine.

Transit New Zealand Code of Practice for Temporary Traffic Management.

	TEMPORARY CLOSURE OF ROADS FOR ROADING PURPOSES	POLICY PROCEDURE 21
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

Council may approve the temporary closure of roads for maintenance, construction or during unforeseen circumstances to ensure the safety of the public.

2. Purpose

This Procedures Manual is to ensure public safety and to minimise damage to the road during periods of road maintenance or unforeseen circumstances.

Subject to the conditions of the Local Government Act 1974 and the Tenth Schedule to that Act, the Council allows roads to be closed where necessary in the interests of public safety or to minimise damage to the road.

Roads may be closed for the purpose of (but not limited to):

- Construction of the road and for public utilities.
- Problems associated with traffic operations.

For State Highway routes, Transit New Zealand is the road controlling authority and all queries and applications shall be directed to that authority.

3. Procedure

3.1 Applications

Applicants, who will generally be contractors or utility providers, must apply to the Council for approval before closing the road. It is imperative that approval is sought as early as possible.

Each application shall be accompanied by the prescribed fee as set out in the Council's Schedule of Fees and Charges.

3.2 Requirements

The Council shall accept responsibility for issuing the necessary public notices.

The applicant shall accept responsibility as follows:

- To accept financial liability for any damage that is caused to the road as a result of the work undertaken. This includes damage to bridges, any road furniture or utilities forming part of the road.
- To take out, and provide Council with, a copy of current liability insurance cover of not less than \$1,000,000.
- To advise the local Police Station of the closure - notwithstanding that Council has already notified the Police in writing.

- To contact and confer with property owners adjacent to the road/s to be closed temporarily and advise them of the activity to be undertaken.
- To provide a proposed temporary Traffic Management Plan for Council approval. Applicants are directed to Transit New Zealand Code of Practice for Temporary Traffic Management. The preparation and implementation of the Traffic Management Plan shall be at the applicant's expense.
- To notify Council when work has ceased and the road has been reopened.

Each application shall be accompanied by the prescribed fee as set out in the Schedule of Council Fees and Charges.

3.3 Advertising Intent

The first advertisement, detailing the intent and purpose to temporarily close the road, shall be placed in the local newspaper as early as possible.

There shall be no opportunity for submissions.

3.4 Advertising Closure

The second advertisement, detailing the hours the road is closed and any detours if available, shall be placed in the newspaper 24 hours prior to the event.

4. Legislation and References

Local Government Act 1974 and the Tenth Schedule to that Act.
TNZ - COPTTM.

 <p>Southland District Council Te Rohe Pōtae O Murīhiku</p>	STORAGE ON THE ROAD MARGIN	POLICY PROCEDURE 22
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

To limit road-side storage of materials for the safety of road users and protection of the road.

2. Purpose

Storage of materials within the road margin is allowed for Types 1 and 2 roads, and permitted only in exceptional circumstances on Type 3 roads. Storage includes hay bales, baleage, logs, stockpiles and machinery.

This procedure is intended to reduce the risk of accidents to road users and damage to the road caused by dangerous or careless stockpiling on the road margin and through the redistribution of the stockpiled material.

3. Procedure

3.1 Application

In exceptional circumstances, Council may consider an application for storage of materials on the road margin for a Type 3 road and issue a temporary permit.

Applications shall include the following information:

- Name of road.
- Location along the road.
- Type and amount of material to be stored.
- Length of time storage required.
- Distance from road boundary and edge of road formation.
- Reasons why storage on the road margin is necessary.

Where possible the requirements of the Clear Zone Standard shall be met with regard to the distances from the road edge to the stored items.

Each application shall be accompanied by the prescribed fee as set out in Council's Schedule of Fees and Charges.

3.2 Unapproved Storage

Where storage in the road margin is found, Council will endeavour to contact the owner of the items stored. The owner of the items will be given 14 calendar days to remove the items. If the owner cannot be found or the items are not removed, Council may arrange removal of the items and seek recovery of the cost from the owner of the items illegally stored.

4. Legislation and References

Section 357 Local Government Act 1974.
SDC Clear Zone Standard.

	STRUCTURES ON THE ROAD MARGIN	POLICY PROCEDURE 23
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

To permit the erection or placement of structures on the road margins whilst preventing damage to the road and injury to road users.

2. Purpose

This procedure is intended to ensure that structures on the road margin are:

- Constructed of suitable materials.
- In suitable locations that minimise the risk of injury to road users.
- Limit damage to the road.

3. Procedure

Council allows the following complying structures to be placed on the road margin subject to the conditions of these procedures:

- School bus shelters.
- Mail boxes.

4. School Bus Shelters

School bus shelters shall be constructed of an approved material and in such a manner that they can be relocated.

Shelters shall be placed as far as practical from the road and with the back of the shelter on the boundary.

5. Mail Boxes

The mailbox shall be placed a minimum of 1 metre behind the back of the watertable.

The structure holding the mailbox shall be constructed of a material that will collapse if struck by a vehicle.

Entrance and exit ways shall be constructed in such a manner that watertable flow is not restricted. If necessary, 200 mm pipes shall be placed in the watertable at the entrance and exit.

The applicant shall be responsible for all costs associated with the installation and maintenance of any drainage systems.

6. Legislation and References

Section 357 Local Government Act 1974.
SDC Clear Zone Standard.

 <p>Southland District Council Te Rohe Pōtae O Murīhiku</p>	WHITEBAIT HUTS	POLICY PROCEDURE 24
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

To manage the establishment of whitebait huts within the road margin whilst ensuring the safety of road users.

2. Purpose

Council may allow structures to be erected on road margins to provide shelter during whitebaiting.

This procedure is intended to ensure structures are constructed to the required standard and do not create safety hazards for road users.

3. Procedure

The right to place whitebait huts on Type 1, 2 and 3 roads is subject to the conditions of this Procedure.

Note No new huts will be allowed on or adjacent to Type 3 roads if, in the opinion of the Area Engineer, their location will create traffic safety issues.

Note Owners of structures do NOT own the land upon which the structures are located and do not have any legal rights of occupation.

Council has no responsibility to provide or maintain access to any structures.

4. Requirements

Whitebait huts shall meet the following requirements:

- The structure shall be single storey and shall not exceed 10.0 m² in area and 2.5 metres in height.
- The structure shall **not** contain sleeping accommodation or sanitary facilities or permanent potable water storage or plumbing.
- The number of the stand (from Environment Southland) which the structure is associated with shall be clearly displayed on the building and visible from the road.
- The structure shall be constructed in such a manner that it can be relocated off the site if necessary.
- The consent of the adjacent property owner and occupier shall be obtained where the adjacent owner or occupier is managing the land in accordance with Procedure Use of Roads and Road Licences.

- Where appropriate, it shall be the responsibility of the person intending to construct the hut to clearly establish that the hut is located on unformed road and not on privately owned land. Any costs in establishing this shall be borne entirely by the person wishing to construct the hut, with no costs to be borne by the Council.

Note Whitebait huts, being subject to the building consent process, will not be permitted where they do not meet these requirements.

5. Applications for New Huts

Formal application shall be forwarded to the Council's Property Manager prior to any new hut being constructed on any road. The application shall include ALL of the following information.

- A plan and elevation of the proposed structure, with details of materials to be used.
- A statement of which links stand to the proposed hut.
- A site plan clearly illustrating the proposed location of the hut.
- Where appropriate provide documentary evidence proving the hut is located on unformed road.
- The written approval of the adjacent landowner, if the adjacent landowner is managing the land in accordance with Procedure 'Use of Roads and Road Licences'.
- The name and address of the owner of the hut.

Any application on a Type 3 road will be referred to the Area Engineer by the Property Manager.

Each application shall be accompanied by the prescribed fee as set out in the Council's Schedule of Fees and Charges.

Following the receipt of all the above information, the Council shall forward a formal response in writing, either granting or declining approval for the construction of the hut.

6. Advice on Removal

If a change in circumstances means that the Council requires the structure to be removed; then Council shall first take all reasonable steps to locate the owner of the structure.

Where the Council is able to locate the owner, Council shall give the owner a minimum of 30 days to remove the structure. The timeframe for removal shall be outlined by letter to the owner.

If, at the end of this period, the owner has not removed the structure, then the Council may remove it without compensation to the owner and may sell the materials and retain any monies from such sale to compensate it for the costs of removal.

Where the Council is unable to locate the owner having taken all reasonable steps, then Council may remove the structure immediately, dispose of any materials, and retain any monies from such sale to compensate Council for the costs of removal.

7. Existing Whitebait Huts

7.1 Status of Existing Huts

Council acknowledges that numerous existing whitebait huts are located on unformed and formed roads throughout the District. While Council has no immediate intention to take action on such structures; the Council wishes it to be known that these structures are located on road at the pleasure of the Council and that the owners of these structures do NOT own the land upon which the structures are located and do not have any legal rights of occupation.

Existing huts are subject to this procedure.

7.2 Alterations to Existing Huts

No alterations shall be made to existing huts without the prior consent of Council.

8. Legislation and References

Section 357 Local Government Act 1974.

	TREES ON ROADS	POLICY PROCEDURE 25
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

To manage trees on Road Reserve.

2. Purpose

This Procedures Manual is intended to:

- Ensure the asset value of trees on road reserves is retained by the Council.
- Allow tree clearing to make way for appropriate private construction of roading where a justified need has been proven.
- Prevent unjustified environmental damage.
- To set the conditions for the planting of trees on Type 1 roads.

The primary function of the roadway is for the construction of a road formation.

Clearing trees to construct roads or clearing trees to harvest the timber resources are practices that Council must manage to ensure the interests of the ratepayers and the environmental consequences are balanced.

3. Procedure

Consent will be granted to remove naturally occurring trees only where the purpose of the removal is deemed to be:

- To the benefit of the general community.
- Where there is a proven need for the clearance to allow for road construction.
- For safety reasons.

Consent to plant trees on Type 1 (paper) roads will only be considered if the planting is in conjunction with a similar activity on an adjoining property.

Planting of trees on Type 1 roads shall not be allowed other than in accordance with this Procedures Manual

Each application shall be accompanied by the prescribed fee and bond as set out in the Council's Schedule of Fees and Charges.

3.1 Removal of Trees

Any person wishing to remove any naturally occurring trees on Type 1 roads shall require a permit.

Applications for removal of trees shall include the following information:

- Definition of site.
- Extent of operation proposed.
- Purpose for removing trees.
- Written consent of adjoining landowners.
- Details of income and expenditure of operation to remove trees, to whatever level of detail the Council deem appropriate given the scale of operation and assessed level of risk.

3.2 Consents for Removal

Where the need to remove the trees is associated with some form of consented development then the approval to remove the trees will be subject to all associated consents being issued and addressed prior to removal.

3.3 Adjacent Planting

Applications will only be considered from adjoining owners to plant trees on a Type 1 road if it is in conjunction with planting on an adjoining property.

Each application shall provide:

- Name and address of applicant.
- Details and approval of adjoining landowners if different to applicant.
- Details and plans of area to be planted, type of trees and estimation of trees life cycle.
- Details of any other consents required for planting or adjoining properties.

Any consent if issued shall be subject to the following conditions as a minimum:

- All trees planted shall be done so at the cost of the applicant and remain at all times the property and liability of the applicant.
- The planting of the trees does not remove the common law right of the public to use the road pursuant to Procedure Use of Roads and Road Licences herein.
- In the event that the road is required for legitimate roading purposes, the owner upon the written request of the Council shall, within the timeframes determined by the Council, remove the trees at the owners cost and leave the land in a tidy state. No compensation will be payable for the early removal of trees.

4. Legislation and References

Sections 316 and 317 Local Government Act 1974.

	PERMANENT FENCING IN THE ROAD MARGIN	POLICY PROCEDURE 26
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

To control the erection of permanent fencing on the road margin for the safety of all road users.

2. Purpose

This procedure is intended to reduce the risk of damage and injury to road users from straying animals and erection of inappropriate structures within the road margin. The siting of all fencing on the road margin must give due regard to the requirements of all road users including pedestrians and driven stock, and shall not enclose both adjacent sides of the road at any one time.

3. Procedure

Any approval given to erect a fence and occupy the road margin shall be “at the pleasure of Council” and subject to Council’s conditions.

A roadline licence will be required to be issued in accordance with Procedure for Use of Roads and Road Licences.

Each application shall be accompanied by the prescribed fee as set out in the Council’s Schedule of Fees and Charges.

3.1 Use

Use of the area of road margin occupied “at the pleasure of Council” shall be similar to the purpose of adjacent farmland.

3.2 Placement

The construction of the fence shall avoid any existing roadside drainage channels, drainage ditches or underground services.

3.3 Clear Zone Standard

The position of the fence shall be determined using the guidelines from the Council’s Clear Zone Standard. This guideline uses traffic volumes, operating speeds and shoulder slopes to determine a safe clear zone area. This Standard shall not apply to any fence or marker post used to indicate the end of a race, underpass or like structure, which has been installed to enhance the safety of the road user.

Any such structure shall be painted white, suitably reflectorised, be no closer than three metres from edge of carriageway from the road centreline, and have specific approval of Council.

3.4 Site Maintenance

No consideration shall be required by Council for occupation of the road margin except that the occupier shall be responsible for full control of noxious plants and pests.

Tree planting shall comply with procedure for Road Margin Planting Procedure.

3.5 Boundary Fence

The applicant shall peg the proposed fenceline and obtain the approval of Council as to location prior to the erection of the fence.

3.6 Costs

The property owner who erects the fence shall be responsible for the cost of repairs to or reinstatement of any underground services damaged and the maintenance or reinstatement of all inlets, water channels, culverts and water table cutouts within the area.

The applicant shall be responsible for contacting Telecom New Zealand, "LINZ" Land Information New Zealand and PowerNet Ltd to ensure the location of any underground cables, survey marks or overhead services.

3.7 Liabilities and Public Liability Insurance

The Council shall not be held responsible in any way for claims or damages, and it is a condition of this Procedures Manual and any approval granted by Council that the property owner arranges and keeps in force Public Liability Insurance of \$1,000,000 to protect the owner's liability for damage to third parties.

3.8 Structures

No structures of any nature shall be erected on the area of occupied road margin and building line requirements from the legal property boundary shall be complied with.

3.9 Removal

The Council may require the fence to be removed at any time. If Council, for whatever reason, decide the fence is to be relocated, the owner will relocate it to the boundary at their expense.

4. Legislation and References

Electricity Act 1992 and the Electricity Regulation 1993.
Any other relevant Legislation/Local Government Act.
District Plan Requirements.
Animal Law Reform Act 1989.
Section 357 Local Government Act 1974.
Fencing Act 1978.
SDC Clear Zone Standard.

3.1 Residential Address

All existing occupied rural premises should have had a R.A.P.I.D. number allocated and installed. All new premises must have a R.A.P.I.D. number allocated and installed as part of the existing building consent process. Any existing premises without a R.A.P.I.D. number should be brought to Council's attention for rectification.

3.2 Non-Residential Address

A non-residential R.A.P.I.D. number may be issued for an entranceway to a property upon application to the Council. Non-residential numbers are official addresses and are notified to all relevant information and service organisations.

3.3 Nominal Address

To improve administration and service delivery some properties have been allocated nominal addresses in the style of R.A.P.I.D. numbers. These addresses do not have official status and are for information purposes only. A residential or non-residential R.A.P.I.D. number, when issued, will always supersede a nominal address.

3.4 Assignment

The Council, or persons authorised to act on its behalf, will be responsible for measuring and assigning new R.A.P.I.D. numbers and their installation. The cost for this is to be borne by the consent holder, at a rate fixed by the Council, as part of the building consent process. Future maintenance of R.A.P.I.D. numbers will be the Council's responsibility (see Section 5.0 of the Southland District Council Roadway Bylaw for exception).

Refer to Procedure - R.A.P.I.D. Numbering, for all steps to be completed to have a R.A.P.I.D. number allocated and installed.

4. Legislation and References

Australia/New Zealand AS/NZS 4819:2003 - Geographic information-rural and urban addressing.
Policy Procedure # 28 Road Naming.

 <p>People First Southland District Council Te Rohe Pōtae O Murīhiku</p>	ROAD NAMING	POLICY PROCEDURE 28
		STATUS: FINAL
		DATE: MAY 2008

1. Overview

Council has an obligation to ensure all officially recognised roadways are, named and signed at appropriate locations, that new roadways are appropriately named, and that the opportunity to rename roads is available should it be in the best interests of all stakeholders.

2. Purpose

This Procedures Manual is intended to:

- Clarify the type of roadway that requires a road name.
- Highlight instances where a new road name is required.
- Provide guidelines for the naming or renaming of roadways.

3. Procedure

All roadways used to access a site address must have a unique name. This may include:

- Formed legal road.
- A formed private roadway, intended to service two or more properties, where Council has agreed the properties are to be assigned R.A.P.I.D. numbers measured along that roadway.
- A formed right-of-way, intended to service two or more properties, where Council has agreed the properties are to be assigned separate R.A.P.I.D. numbers measured along the right-of-way.

Each application shall be accompanied by the prescribed fee and bond as set out in the Council's Schedule of Fees and Charges.

3.1 New Road Name

A request for a new road name shall be lodged with Council. This may be required due to a new subdivision or as a result of road construction actions. A suggestion can be made for the new name and should be accompanied by any documentation or evidence that is available to support the choice of name.

Council will make the final decision on a new road name.

3.2 Change in Road Name

A change in road name may become necessary as a result of road construction actions or at the request of landowners. A request for a road name change shall be lodged with Council. The request shall be accompanied by the approval/signature of all affected landowners. The applicant is required to obtain these approvals.

3.3 Guidelines for New Road Names

All proposed road names shall be checked against the following guidelines:

- Name duplications to be avoided.
- Similar sounding or spellings are to be avoided.
- Names to be easily spelt and readily pronounced.
- Long and/or hyphenated names are to be avoided (25 character maximum).

3.4 Road Naming Process

The following process shall be applied to name or change the name of any road:

- The applicant shall submit the proposed road name to Council for approval.
- Council shall check the suitability of the road name against the above guidelines and forward a report recommending or otherwise to the local Community Board.
- The Community Board shall approve or otherwise the road name and this shall be forwarded back to Council for its final decision.
- The applicant shall be advised of the success or otherwise of the proposal.

3.4 Road Signs

The applicant shall pay for the costs with the supply and installation of road signs.

The road signs for private roads shall have the legend "Private Road" attached to the sign.

Council will maintain the signs following handover to Council, for example at the end of a maintenance period, and the sign will be entered into Council's sign register.

4. Legislation and References

Australia/New Zealand AS/NZS 4819:2003 - Geographic information-rural and urban addressing.

Sections 319, 319A, 319B Local Government Act 1974.

Section 27 - R.A.P.I.D. numbering.

A resource consent may also be required to operate an information centre or install an unattended information facility. Applicants should seek advice from Council's Resource Planning Department for requirements.

Venture Southland Tourism staff will advise Council if a facility or centre has met the required standards of a VIS member. Facilities and centres that meet the Procedures Manual requirements will be eligible to have motor service signs installed by Council. These signs will be of a type and location as set out in MOTSAM, Section 8.

The signs shall remain the property of Council and will be maintained by Council as long as they are warranted.

Signs shall be removed by Council if a facility or centre no longer meets the requirements of this Procedures Manual.

Comment

This Procedures Manual does not apply to Tourism New Zealand Visitor Information Network Centres (VIN).

4. Legislation and References

Manual of Traffic Signs and Markings (MOTSAM).

Venture Southland Tourism - Visitor Information Southland (VIS) membership contract.

Section 17 - Signs.

 <p>People First Southland District Council Te Rohe Pōtae O Murīhiku</p>	CHANGES TO ROAD TYPES	POLICY PROCEDURE 30
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

The objective of this procedure is to enable Council to change the road type classification and add or remove a road to or from its maintained asset register.

2. Purpose

Road types are used by Council to classify the operational status of a road. Changes in the use of a road can effect a change in its classification, by promoting or demoting the road. This procedure defines the change process.

The road network is very extensive. Upgrading and maintenance costs account for over half of all Council annual expenditure. The appropriateness and sustainability of road must therefore be carefully considered. However the pattern of land use is changing throughout the District and the established road network may need to change in response to the demands of the 21st century. The status of a road where such changes significantly affect it may require to be re-evaluated on its merits.

3. Road Types

Type 1 Road means all unformed roads; both fenced and unfenced, under the control and management of the Council. These are known as 'paper roads'.

Type 2 Road means all formed roads outside the maintained network, under the control and management of Council.

Type 3 Road means all formed roads under the control and management of Council and within the maintained network.

4. Change of Classification

Council shall consider the following issues to initiate a change in road type.

- To declassify a formed road which is not intended to be maintained by Council.

or

- To create a formation, which is, intended to be maintained by Council (this is subject to the specific approval of Council.).

Note The conditions within PP No. 18 Requests to physically form roads also apply.

4.1 Council Not to Maintain

Council shall arrange for the removal of the road from the maintained register into the unmaintained register, following a detailed examination of the road's purpose, its potential and its likely future use.

Council shall consider the following criteria:

- The road serves no more than one property.
- The road is a no exit road.
- Structures on the road shall be removed and/or rendered safe before the road is declared Type 2.

Note Surplus bridging components salvaged from the site shall be transported to Council's yard in Waikiwi and stored pending engineering evaluation, re-use or future disposal in accordance with approved practice.

- Council will consult with the adjacent landowner(s) and other affected parties before declassifying the road.
- Council will publicly advertise that change in status of the road.

4.1 Council to Maintain

Council To Create A Formation Which Is Intended To Be Maintained By Council

Council shall consider the following information:

- The purpose for which the road is required.
- The proposed alignment and the extent of physical formation required.
- A list of existing accesses to affected properties.
- Economic benefits from forming the road.
- Sufficient design to evaluate the proposal against the Subdivision and Land Development Bylaw.
- Consult with adjacent landowners who may be affected by the proposal.
- The appropriate construction standards for the road.
- The future maintenance and improvement regime for the road is recognised within Council's roading asset management system.

5. Fees and Charges

Each application shall be accompanied by the prescribed fee and bond as set out in the Council's Schedule of Fees and Charges.

6. Legislation and References

Roading Policy.
Roading Advanced Asset Management Plan.
Roading Activity Management Plan.

	STOCK DROVING	POLICY PROCEDURE 31
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

The objective of this procedure is to provide for the orderly droving of stock on roads within the District, with particular regard to traffic safety, and damage to roads.

2. Purpose

The purpose for this Procedure is to set conditions that will enable the stock to be driven in a safe manner, and ensure the appropriate safeguards are in place during the exercise.

3. Procedure

3.1 Permits for Droving

A permit for all droves over 10 kilometres or through urban areas is required. All droving is to be in accordance with this Procedure and any associated Best Practice Guidelines developed to clarify the requirements.

Where any person intends to drive stock further than 10 kilometres through or within the District then before that drove commences and any stock enters the District the person in charge of the drove shall apply to the Council for a permit to drove.

Where any person intends to drive stock along or across any road in an urban area within the District then before that drove commences the person in charge of the drove shall apply to the Council for a permit to drive.

The applicant shall state:

- (a) Stock owner's name and address and contact telephone number.
- (b) Head drover's name and address.
- (c) Number of stock.
- (d) Types of stock.
- (e) Identification marks of stock.
- (f) Number of drovers and dogs.
- (g) Intended route through the District, including Types 1, 2 and 3 roads.
- (h) Statement of daily stages and holding paddocks.
- (i) Details of Bovine TB Status Cards.
- (j) Public Liability Insurance details.
- (k) The date and time of the proposed droving.

Each permit issued shall be subject to the conditions set out below.

3.2 Conditions for Drove

- (a) No person shall drive lead or ride any stock along or across any roadway during the hours of darkness except for the purpose of returning any stock which have escaped to the nearest secure area or for an emergency or complying with the conditions of a permit issued by Southland District Council.
- (b) No drove shall take place or continue when visibility is less than 250 metres.
- (c) The number of animals in any one mob shall not exceed 600 head of cattle or 3,000 head of sheep.
- (d) Each mob shall be accompanied by a minimum of one competent drover and as many other competent assistants as is necessary to control the animals where the number of cattle is less than 100, or the number of sheep is less than 500, and by a minimum of two competent drovers and as many other competent assistants as is necessary to control the animals for any number exceeding 100 cattle or 500 sheep.
- (e) Where there are two or more drovers one shall be in front and one shall be behind the mob at all times, for the purpose of alerting traffic.
- (f) Every drover shall wear a bright coloured reflective jacket, vest or similar for visibility.
- (g) The stock shall at all times be kept under control.
- (h) The drover or drovers shall keep the animals moving along the road at all times so as to make progress towards the destination at an average rate of not less than eight kilometres per day.
- (i) The roadway shall be kept clear of debris and other matter that may cause danger or inconvenience to other road users.
- (j) The owner of any stock involved in a drove and the drover in charge are responsible for providing adequate warning for traffic. Temporary traffic control shall be in accordance with the Code of Practice for Temporary Traffic Management, from the date this manual is adopted as Southland District Council policy by Council resolution. At all times appropriate warning signs and flashing lights shall be displayed and be clearly visible for a distance of 250 metres.
- (k) The Council may prescribe such other conditions as it deems necessary.

3.3 Fees

Each application shall be accompanied by the prescribed fee and bond as set out in the Council's Schedule of Fees and Charges.

3.4 Road User Safety

- (a) Stock is to be driven in such a manner as will ensure that potential danger and inconvenience to other road users will be minimised. Delays to road traffic shall be limited to only that which is reasonable for the type of road. Drovers shall facilitate the passing of vehicles through a mob.

- (b) No road shall be closed for the droving of stock except that, if in the reasonable opinion of the Council the droving of any stock would be likely to:
- Constitute a danger to road users or
 - Constitute a nuisance or
 - Cause damage to any road.
- (c) If applicant fails to comply with the conditions set out for the drove they shall be responsible for public safety or any damage to public or private property, which may arise from any stock droving activity. To protect their liability for damage to third parties, the applicant shall arrange and keep in force Public Liability Insurance to the minimum value of \$1,000,000. Evidence of this insurance shall be required before any permit is issued.
- (d) The Council may, by public notice given generally or by notice in writing to an individual person or persons, prohibit for such a reasonable period and upon such conditions as the Council may prescribe the droving of stock along any road.

4. Legislation and References

Traffic Regulations 1976.

TNZ Code of Practice for Temporary Traffic Management and approved supplements.

Roading Bylaw.

 <p>People First Southland District Council Te Rohe Pōtae O Murīhiku</p>	PROPERTY NUMBERING	POLICY PROCEDURE 32
		STATUS: FINAL
		DATE: MAY 2008

1. Objective

To establish standardised property numbering procedures enabling better recognition of properties.

2. Purpose

This procedure is intended to set the guidelines for numbering of urban and rural properties in a uniform manner that allows for individual inputs.

3. Procedure

3.1 Property Numbering in Towns

The owner or occupier of premises in an area to be defined as “urban” for property numbering purposes shall mark such premises with numbers being no less than 60 mm in height, as the Council or authorised officer shall direct or approve, and shall renew the numbers as often as they are obliterated or defaced, or as directed by the Council or authorised officer from time to time.

Every such number shall be placed upon the premises in such a position as to be readily visible from the street in relation to which the property number has been allocated; or placed upon a post, fence, or gate near or adjacent to, and readily visible from, such street.

3.2 Property Numbering in Rural Areas

The owner or occupier of premises in an area to be defined as “rural” for the purposes of property numbering shall mark such premises with the allocated rural address property identification (R.A.P.I.D.) numbers with numbers being no less than 75 mm in height, as the Council or authorised officer shall direct or approve.

The standard set by Council is that of 75 mm white reflectorised numbers on a blue metal background mounted on a metal pole erected in such a position to not cause a hazard to road users.

The numbers shall be placed so as to be readily visible from the road by traffic travelling in either direction.

Refer to Policy Procedure No. 27 R.A.P.I.D. Numbering.

3.3 Fees and Charges

The owner or occupier of premises shall at the time of application for a building consent for a new or relocated building, or for the conversion of a building into a

dwelling, be charged such a R.A.P.I.D. number fee as prescribed in Council's Schedule of Fees and Charges.

4. Council to Amend Numbering

The Local Authority shall have power at any time to alter the number of any building where it may be in the Local Authority's opinion necessary or advisable to do so.

5. Defacing Names and Numbers

Every person shall be guilty of an offence against this part of the policy who wilfully or maliciously destroys, pulls down, obliterates, or defaces the name of any street, or the number of any building, or paints, affixes or sets up any name of any street, or any number to any building, contrary to the provisions of this policy.

6. Legislation and References

Australia/New Zealand Draft Standard - Geographic Information-Rural and urban addressing.

Roading Policy Procedure # 28 Road Naming.

Roading Policy Procedure # 27 R.A.P.I.D. Numbering.

 <p>People First Southland District Council Te Rohe Pōtae O Murihiku</p>	RURAL ACCESSWAY (COMMERCIAL)	POLICY PROCEDURE 33
		STATUS: FINAL
		DATE: MAY 2008

1 Objective:

The objective of this process is to ensure that rural accessways for commercial use are safe and fit for their purpose.

2 Purpose

This Specification's purpose is intended to:

- Avoid hazards to road users.
- Minimise adverse effects to the road
- Employ safe working practices and fully comply with COPTTM Standardise accesses and improve user safety
- Comply with Council's Roothing Policy, Sections 10, Council's Roothing Bylaw (2008) and the Subdivision and Land Development Bylaw (2005) Section 6, Roothing

3 Procedures

3.1 Application and Location:

No new commercial accessway shall be constructed without prior approval by Council. Following application Council will advise the applicant of the appropriate standard of accessway and any other requirements.

The Area Engineer shall, prior to construction, determine the safe location of the accessway.

Each application shall be accompanied by the prescribed fee as set out in Council's Schedule of Fees and Charges.

4 Specifications/Construction

4.1 The owner shall be responsible for the health and safety of employees and persons that have access to the site during construction.

4.2 The accessway shall be formed and constructed to the dimensions shown on the drawings appropriate to the intended use.

4.3 The contractor shall contact other utility providers to confirm locations of underground services prior to works commencing, and be responsible for damage to such utilities during contraction of the access.

4.4 The contractor shall provide the following information not less than 10 working days prior to the proposed construction of the accessway:

4.4.1 Working dates

4.4.2 Traffic Management Plan, in full compliance with COPTTM

4.4.3 Details of construction e.g. culvert pipe size and material, gradients off road into accessway, stormwater treatment.

4.4.4 Materials source

4.4.5 Confirmation that sighting distances meet Council's standards

4.5 Works: The owner shall engage a contractor experienced in road construction to construct the accessway between the formed carriageway and the owner's property boundary.

4.5.1 All vegetation, soils, organic matter and weak materials shall be stripped from the surface prior to the importation of basecourse materials and disposed of correctly.

4.5.2 The shoulder at the edge of the carriageway shall be undercut to a minimum of 100mm and backfilled with clean basecourse

4.5.3 Basecourse materials shall conform with TNZ Specification M/4.

- 4.5.4** The accessway shall be piped with a suitably sized culvert, not less than 200mm diameter uPVC or similar. The ends of the culvert pipe shall be finished with locked rock and mortar to a minimum slope of 1 in 3. For culverts greater than 900mm diameter a preformed headwall and outlet shall be installed.
- 4.5.5** The area of the culvert pipe shall be not less than 75% of the area of the open channel.
- 4.5.6** The accessway and affected road shoulders shall be tightly compacted and have a maximum slope of 1 in 5.
- 4.5.7** The accessway shall be sealed to the property boundary in a grade 3 and 5 chip seal where it butts a sealed road.
- 4.5.8** The contractor shall arrange for any pavement marking associated with the works, including reinstatements.
- 4.5.9** The owner shall arrange for an inspection of the completed works by Council's Area Engineer.
- 4.5.10** The owner shall arrange to maintain the works for a period of 12 months, and undertake any repairs deemed necessary by Council's Area Engineer during that period at the owner's cost

5 Legislation and References

Sections 341 and 357 Local Government Act 1974

Southland District Council Roading Bylaw 2008

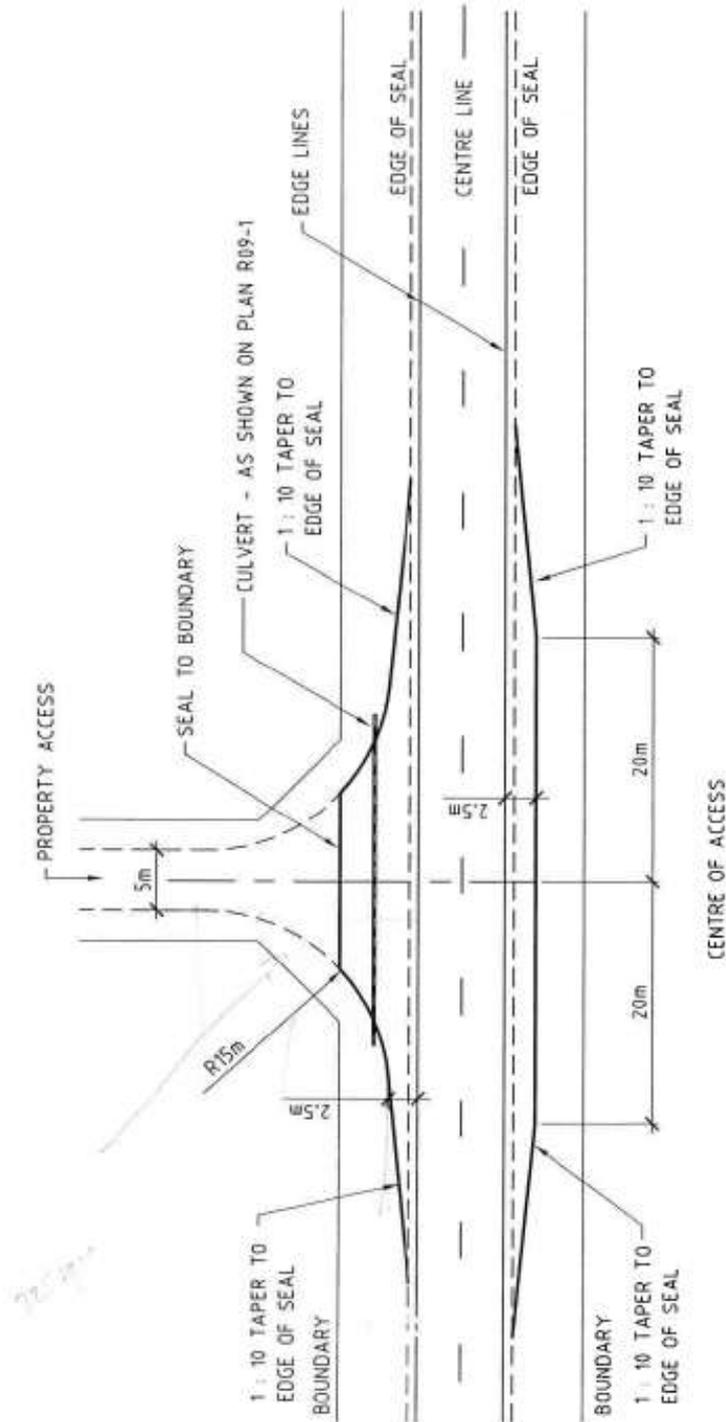
Traffic Regulations 1976

Southland District Council Subdivision and Land Development Bylaw 2005

Code of Practice for Temporary Traffic Management (CoPTTM)

Temporary Traffic Management for Local Roads, Supplement to CoPTTM (230/231).

ORIGINAL SIZE A4 DO NOT SCALE, IF IN DOUBT AS



NOTES:
 - ALL DIMENSIONS ARE IN METRES
 - DIAGRAM NOT TO SCALE

DATE : March 2005



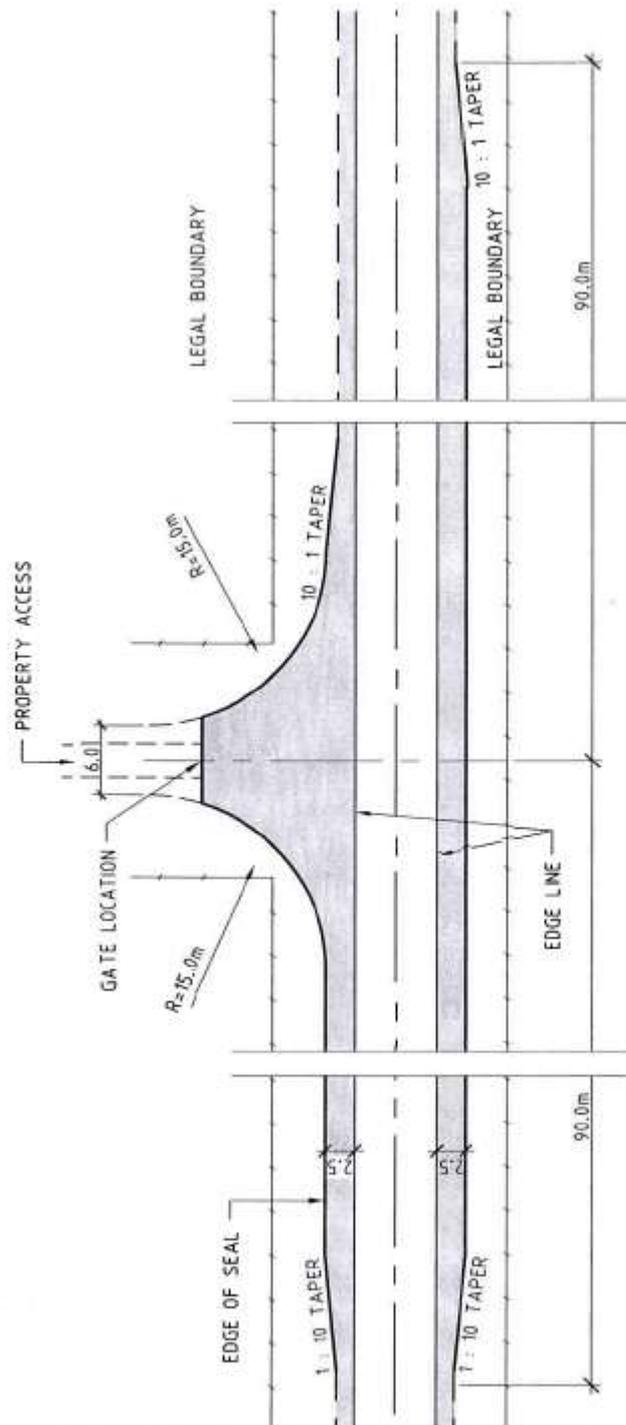
People First
 Southland District Council

COMMERCIAL RURAL ACCESS USED
 BY FREQUENT HEAVY VEHICLES
 SUCH AS DAIRY TANKERS

SCALE : 1:500

R09-2

ORIGINAL SIZE: A4 DO NOT SCALE. IF IN DOUBT, ASK



DATE : May 2005

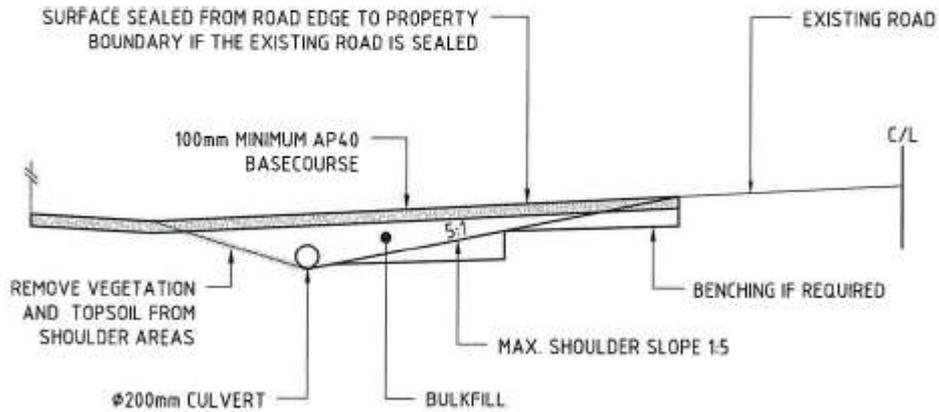
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Southland District Council

HIGH USE COMMERCIAL ACCESS ON ARTERIAL ROUTES

SCALE : 1:500

R09-3

ORIGINAL SIZE A4 DO NOT SCALE - IF IN DOUBT, ASK



TYPICAL CROSS SECTION
NOT TO SCALE



SCALES		
	INT	DATE
DESIGNED	MLG	02/08
DRAWN	PJC	02/08
CHECKED		
APPROVED		

SOUTHLAND DISTRICT COUNCIL

DAIRY FARM ENTRANCE

TYPICAL CROSS SECTION



District Stamp		
FOR APPROVAL		
Date Stamp		
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