

POLICY	STATUS	AT	DATE	DOC ID
<i>Temporary Road Closure for Events</i>	<i>Approved</i>	<i>Operational ELT Meeting</i>	<i>03/08/2026</i>	<i>A1405133</i>



OPOTIKI DISTRICT COUNCIL

TEMPORARY ROAD CLOSURE FOR EVENTS

AMENDMENTS/REVIEW

No:	Amendment(s)/Review	Date	Carried out by / Authority
0.1	Created in 2008	2008	
0.2	Updated the Policy	13/07/2026	Scott J

1. BACKGROUND

1.1. From time-to-time, Ōpōtiki District Council receives requests to temporarily close roads to enable events that require the use of part or all of the road network within the district.

2. PURPOSE

2.1. This policy outlines the process for the temporary closure of Council-controlled roads for events, in accordance with the:

- Transport (Vehicular Traffic Road Closure) Regulations 1965, and
- Local Government Act 1974.

2.2. Temporary road closures may be approved for events including, but not limited to:

- Exhibitions, fairs, shows, markets, concerts;
- Filmmaking;
- Races or other sporting events;
- Public functions.

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

3. DEFINITIONS

3.1. **Council** – Ōpōtiki District Council

3.2. **Public Notification, public notice(s)** – Defined in the Legislation Act 2019, a matter, or a thing, means a notice published –

- (a) In the *Gazette*; or
- (b) In 1 or more newspaper circulating in the area to which the act, matter, or thing relates or in which it arises; or
- (c) On an Internet site that is administered by or on behalf of the person who must or may publish the notice, and that is publicly available as practicable and free of charge.

4. LEGISLATION REQUIREMENTS

4.1. Temporary road closures may be approved under either:

- Transport (Vehicular Traffic Road Closure) Regulations 1965, or
- Section 319(h), s 342 and the Tenth Schedule of the Local Government Act 1974, depending on the nature of the event.

4.2. All temporary traffic management must comply with the New Zealand Guide for Temporary Traffic Management.

Transport (Vehicular Traffic Road Closure) Regulations 1965

4.3. This legislation must be used where event participants require an exemption from normal road rules (for example, competitive racing). It is typically used for State Highway closures and motorsport events.

Local Government Act 1974

4.4. Under section 319(h) and Schedule 10-11(e) of the Local Government Act 1974, Council may temporarily close roads for exhibitions, fairs, shows, markets, concerts, filmmaking, races, sporting events, or other public functions, provided the closure is not likely to unreasonably impede traffic.

4.5. This legislation is much simpler and typically used for most events on Council-managed roads.

5. POLICY STATEMENTS

Application procedure

5.1. Applications for a temporary road or street closure must be made using the **APPLICATIONS FOR TEMPORARY ROAD OR STREET CLOSURE** form. The form is available on Council's website.

5.2. Applications must be submitted to Council at least 56 days before the event. This time frame allows sufficient time for consultation, public notification, and approval.

5.3. Council may, at its discretion, accept applications submitted less than 56 days before the event, provided the application is received no later than 42 days before the event and the legislative requirements can still be met. This discretion will only be exercised in exceptional circumstances, including events of significant community benefit. Any exception to the 56-day timeframe must be approved by relevant delegated authority referenced in s 5.12.

Responsibilities

5.4. Council will:

- Assess the proposed road closure and any detours;
- Prepare and arrange the required public notices.

5.5. Public notification will be undertaken by Council on behalf of the applicant using one or more methods that satisfy the definition of public notice in section 3.2.

5.6. The applicant is responsible for:

- Paying the cost of public notice advertisements arranged by Council;
- Meeting the cost of any damage caused by the event to roads, bridges, road furniture or utilities within the road reserve;
- Providing public liability insurance where required by Council.
- Liaising with property owners adjacent to the roads or roads proposed for closure and advising them of the event;
- Providing a proposed Traffic Management Plan for Council approval.

5.7. Applicants must prepare the Traffic Management Plan in accordance with the NZTA New Zealand Guide to Temporary Traffic Management and any relevant supplements. The cost of preparing and implementing the TMP is the applicant's responsibility.

5.8. Each application must also include the prescribed fee set out in Council's Schedule of Fees and Charges.

Costs

5.9. All costs associated with the temporary road closure are the responsibility of the applicant.

5.10. This includes a standard processing fee, as set out in Council's Schedule of Fees and Charges, for closures approved under the Local Government Act 1974.

Advertisement for public notification

5.11. Two public notices will be published for each temporary road or street closure.

- The first notice will be published 56 days before the event, allowing 28 days for objections. The objection period closes 28 days before the road closure.
- The second notice will be published in the week of the event and will detail: the date and time of the road closure, and any available detours.

Delegations

5.12. When a temporary road closure for events is publicly notified under either the Local Government Act 1974 or Transport (Vehicular Traffic Road Closure) Regulations 1965, the consideration of the application and any resulting submissions will be undertaken by the Transport Network Engineer or their delegated authority.

6. RELEVANT LEGISLATION

6.1. Temporary road closures for events are undertaken in accordance with the following legislation:

- Transport (Vehicular Traffic Road Closure) Regulations 1965.
- Local Government Act 1974.
- Legislation Act 2019.

7. REVIEW

7.1. This policy will be reviewed every 3 years. Check the policy index for the policy owner.