

Information required prior to applying for a Corridor Access Request:

No.	Task	Action
1.	Site or lay plan	<p>A site or lay plan must be submitted with all Corridor Access Requests. The plan/diagram must:</p> <ul style="list-style-type: none"> • be clear and easy to read. • be site-specific and show the full extent of work/activity and services to be installed eg. in the footpath from outside 124 Smith St to outside 148 Smith St. • show any trees and other above-ground structures, street furniture etc. along the planned lay route.
2.	Traffic Management Plan (TMP)	<p>All CAR applications must be accompanied by a Traffic Management Plan.</p> <p>NECAR applications must submit a TMP when:</p> <ul style="list-style-type: none"> • the work/activity changes the normal operating conditions of any part of the road corridor (kerb to kerb). • the work/activity will prevent normal pedestrian access along a footpath. • the work/activity will prevent normal use of a driving or parking lane. • if your AT contact requests one when responding to your application. <p>TMPs must be designed, set up and monitored by personnel qualified under NZ Transport Agency (NZTA) requirements. You can find service providers by searching online (or in the Yellow Pages) for 'Traffic Management Services'.</p>
3.	Underground service plans	<p>Before submitting a CAR application, you must get underground service plans for your proposed worksite.</p> <p>To request underground service plans, visit beforeUdig.co.nz</p>
4.	Traffic Impact Assessments (TIA)	<p>If the proposed works could significantly impact the operation of the road network or result in a reduction of capacity on the road during peak periods, you will have to commission a Traffic Impact Assessment.</p> <p>TIAs identify the traffic impacts arising from proposed works and recommend a strategy for minimising the impacts on road users.</p> <p>TIAs must be prepared by a qualified traffic engineer and be submitted at least 3 months before you intend to start work.</p>
5.	Customer accounting application form (for approval to invoice)	<p>This form enables Auckland Transport to add the applicant's name to the approved customer invoicing list for the CAR fees, which are separate to any fees from 3rd parties for providing a TMP or other work. A completed form is mandatory with all CAR applications.</p>

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6.	Bill payer	If the bill payer is someone other than the applicant (the person making the application online), the E2 (Non-utility) form is to be completed and submitted.

All CAR applications must be submitted online at MyWorksites.co.nz.

No work can commence until Auckland Transport has approved the application and issued a Works Access Permit (WAP), unless it is an emergency.

Applications must be made at least 15 working days before work starts.