

HOW TO APPLY FOR CAR & TMP- SUBMITICA

1	Introduction	1
2	Step One.....	2
3	Step Two	3
4	Step Three – Where?	4
4.1	Excavation or Non-Excavation – Working Space	4
4.2	Generic TMPs – Working Space	5
5	Step Four – When?.....	6
5.1	Timeframes	6
5.1.1	Generic TMP Application	6
5.1.2	Generic TMP Notification.....	6
5.1.3	Site specific TMP	6
6	Step Five – Who?	7
7	Step Six – What?	8
8	Step Seven – Traffic.....	9
8.1	Generic TMP – Application	11
8.2	Generic TMP Notification– Excavation or Non-Excavation.....	11
8.3	Site Specific TMP	11
9	Step Eight – Extra?	13
10	Step Nine.....	14
11	Done: Wait for a response... ..	15
11.1	What if you forgot to attach a file or you are wanting to attach a file after you have applied for a CAR?.....	16

1 Introduction

This guide shows the process of creating a CAR & Uploading a TMP using www.submitica.com.

Submitting CARs/TMPs through Submitica is quick and easy. Take some time to learn the process and you will find that it offers helpful features, such as worksite conflicts and keeping track of your sites, and it really is quick once you become familiar with the process.

You can also look at detailed [PDF](#) guides & [Video training](#) provided for Submitica.

You'll need to be able to fill in a few details in each section, so make sure you have the information ready before you start. There are prompts that help as you go – but you can't proceed until you have completed each stage.

Submitica guides you through the application process, dividing the request into sections:

Where – where are you proposing to work or have your activity. You need to draw your site and you need to make this accurate! You may also need detailed plans that are uploaded separately. Here you can see if others have planned to work nearby. If so, you may need to plan to manage this.

When – when are you planning to do it? This is needed to see if it clashes with other sites.

Who – make sure you have the details of all those involved, ie the utility company, phone numbers.

What – what are you planning to do? Is it an event or an excavation? How big?

Traffic – here you submit your proposed traffic management plan, upload an approved GTMP and draw the area of traffic affected.

Extra – here you will attach detailed plans for us to check, if you are applying to do work in the road corridor.

Preview – you can check and make sure the application is complete. You can go back to change things if needed.

2 Step One

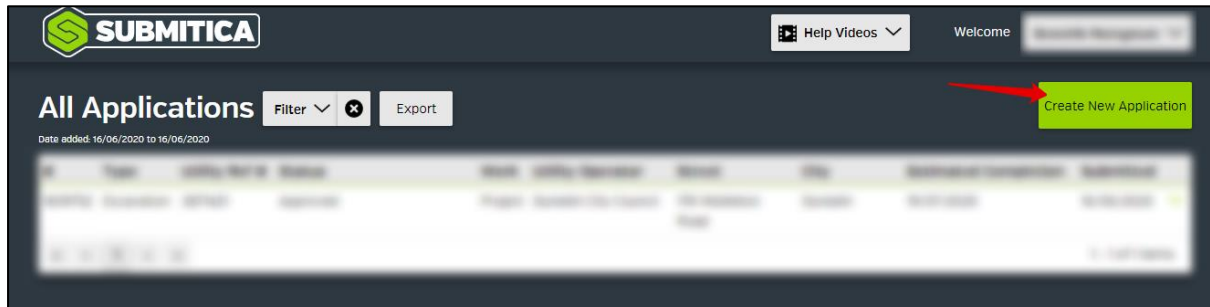



Figure 1

- Log into your [Submitica](#) account.
- Create New Application as shown above.

3 Step Two

First check [here](#) that your worksite will not conflict with other applications
For further advice regarding conflicts, please contact your local RCA

What type of application are you making?

Non-Excavation 

You have chosen to apply to perform maintenance or construction works on or near the road surface/corridor

Typical maintenance and construction works are:

Asset Inspections/Maintenance Billboard/Sign Maintenance	Demolition Drainage Works Fibre Works Garden Bed	Meter Maintenance Moving Parking Reservation Pavement	Scaffolding Street Light Maintenance Survey Traffic Signals
Building Maintenance Cabinets/Pedestals Access Cable	Maintenance House Removal Landscaping Manhole	Maintenance Power Pole/Cable Maintenance Road Marking	Maintenance Transformer Maintenance Tree Maintenance
Works/Hauling/Slicing Chambers Access Crane Operation	Maintenance	Maintenance Road Sweeping	Vehicle Crossing Waste Removal

Traffic Management Plan(s) [TMP] are required when submitting an application, you cannot proceed unless you have one available to upload.


☒ I have a Traffic Management Plan(s) [TMP] ready to upload

[Create Non-Excavation Application](#)

Figure 2

First check [here](#) that your worksite will not conflict with other applications
For further advice regarding conflicts, please contact your local RCA

What type of application are you making?

Excavation 

You have chosen to apply for an Excavation application

Excavation application is applicable to any trench and digging work within a Transport Corridor for the purpose of maintaining, locating, or installing services or structure

Traffic Management Plan(s) [TMP] are required when submitting an application, you cannot proceed unless you have one available to upload.

☒ I have a Traffic Management Plan(s) [TMP] ready to upload

Underground service plans are required before submitting an application, you cannot proceed unless you have obtained them.

☒ I have already requested and obtained underground service plans for our proposed worksite

[Create Excavation Application](#)





Figure 3

- Choose the type of CAR. The type of CAR can be Excavation, Events, Non-Excavation, Retrospective and Preliminary.
- You must have a Traffic Management Plan (TMP) ready to be uploaded before creating a new application.
- For Generic TMP application, you must choose Non-Excavation.
- For Generic TMP notification you may choose Excavation or Non-Excavation depending on the type of work.
 - You must choose Non-Excavation, if your work doesn't involve any excavation.
 - You must choose Excavation, if your work involves excavation. Then this becomes a normal CAR application with TMP site in it.
- After choosing the correct type, click Create Application.


4 Step Three – Where?

4.1 Excavation or Non-Excavation – Working Space

Draw the site where your activity will take place


 CAR Type - Key  Classic  Satellite 

Search



☒ Display Existing CARs
 Start Date End Date

Work site address

Street
 Suburb
 City

Locations in Road

select work locations...

Location Notes

Figure 4

- In the map, mark your proposed working space of your site. Note: the shape of your TMP site might vary from the CAR working space as the actual working area can be less than the traffic management site.
- You can upload detailed plans later in the 'Extras' step.
- Later in the application in the 'Traffic' step, you will mark the traffic management site.
- You may use the satellite view to locate the existing structures and conditions of your working space.
- You must use the Display Existing CARs function by inputting Start date and End date of you proposed work. When you click display, the map will show any upcoming or ongoing work within the vicinity of your working space. This helps to track any potential clash with other worksites and improves co-ordination.
- You must choose the correct Locations in Road options. For e.g. if you work is both on footpath and carriageway, then you must choose both footpath and carriageway.
- In the Location Notes section, you must input any details regarding the location of your working space. For e.g. any nearby structures, tree or tree roots underground that can potentially be affected by your proposed work.

4.2 Generic TMPs – Working Space

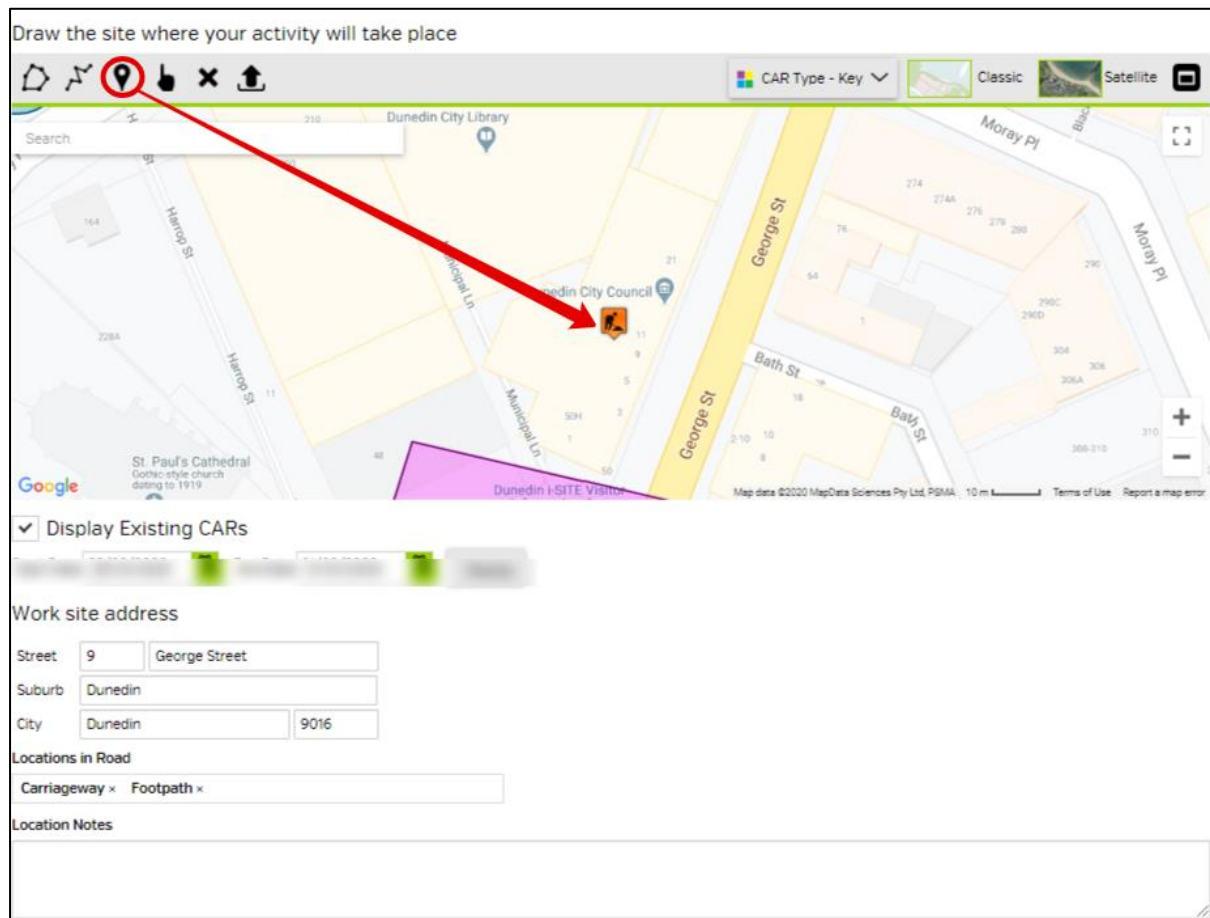



Figure 5


- As there is no single working space for Generic TMP, you must use Place a Point option and click on your location / building. In the above example, as I am applying from Dunedin City Council, I have used the Place a Point option to place the sign on the DCC building.

5 Step Four – When?

What is the estimated timeframe for the actual work?

Duration
 (days)

Start Date
A CAR must be submitted at least 1 working days before the Proposed Start Date.
 

Completion Date
  [Calculate End Date from Duration](#)

You must check [here](#) that your worksite will not conflict with other applications.

What are the normal working hours?
e.g. Mon-Fri 8:00a.m. to 5:00p.m.

Figure 6

The timeframes are different for Generic TMP, Generic TMP notification & Site specific TMP.

5.1 Timeframes

5.1.1 Generic TMP Application

- Your Generic TMP application will take us 5 working days to process. However, because these plans take some time to check, please submit as early as possible.
- On your Generic TMP application, the Generic TMP can remain active for up to a maximum of a year. Which means you can type in up to 365 in the Duration, select the start date & calculate the end date from the duration.

5.1.2 Generic TMP Notification

- For Generic TMP notifications, your proposed work duration can be short. Therefore, choose the appropriate duration. If shorter than a day, choose 1 day.


5.1.3 Site specific TMP


- If your CAR application has site specific TMP, then you will need to provide us 5 working day notice (or the notice period relating to the activity – in some cases longer is required, for example if a road closure is required).

Once you complete the start date and completion date, you must then input the working hours in the working hours section. Click next now.

6 Step Five – Who?

Who's involved in the application?
RCAs are automatically linked to the application

Applicant Primary Contact
Me 

What is the role of this Applicant?
Consultant 

Are you the Principal for this application?

Dunedin City Council

Me

Who is the Bill Payer?
Dunedin City Council Can't find the Bill Payer Organisation?

Me Can't find the Bill Payer?

Any other participants?

Figure 7

- This section is about who is involved in your application. Therefore, fill in the appropriate details correctly.
- You can use the Add participant option to choose, Civil Contractor, Traffic Management etc.

7 Step Six – What?

What Activities will be performed?

Pavement Maintenance x

☒ Is this a Global CAR?

Description

Figure 8

- Choose the type of activities that will take place.
- You must describe your activity clearly.
- You can attach plans later

8 Step Seven – Traffic

What is the level of traffic in your application area?

Level 1 - Low to moderate volume roads [AADT between 500 to 10000vpd] - Low to... ▼

☒ Is a full road closure requested?

Upload your Traffic Management Plan

Click [here](#) to view help video for more information about Traffic Management Plan

Traffic Management Plan has been uploaded

Attach TMP Files

Delete tmp short form.pdf

Traffic Management Sites Add Site

Enter Site and Detour information here

Site	Status

Add Temporary Traffic Management Site Save Cancel

Click [here](#) to view help video for more information about Traffic Management Site

Address
 - 9 George Street

Road Class
 Select Road Class... ▼ ?

Road Level
 Level 1 - Low to moderate volume roads [...] ▼

Type
 Select Type... ▼

Type Explanation

Impact
 Select Impact... ▼

Impact Explanation

Work Activity
 Select Work Activity... ▼

Work Activity Explanation

Speed Limit
 Select Speed Limit... ▼

Affected Access
 Select Affected Access...

Location
 9 George Street, Dunedin, Dunedin, Carriageway, Footpath

Affected Area What's this?
 Affected Area Description

☐ Is Traffic Delay Likely?

☐ Is Public Notification Required?

Notes
 Notes

Figure 9

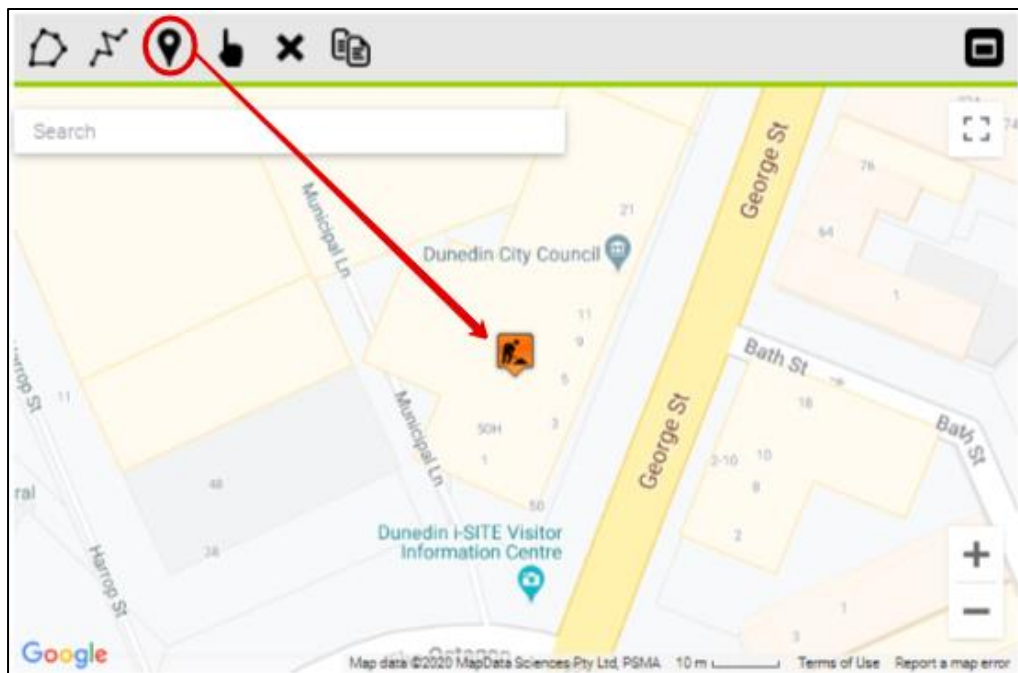


Figure 10 Generic TMP

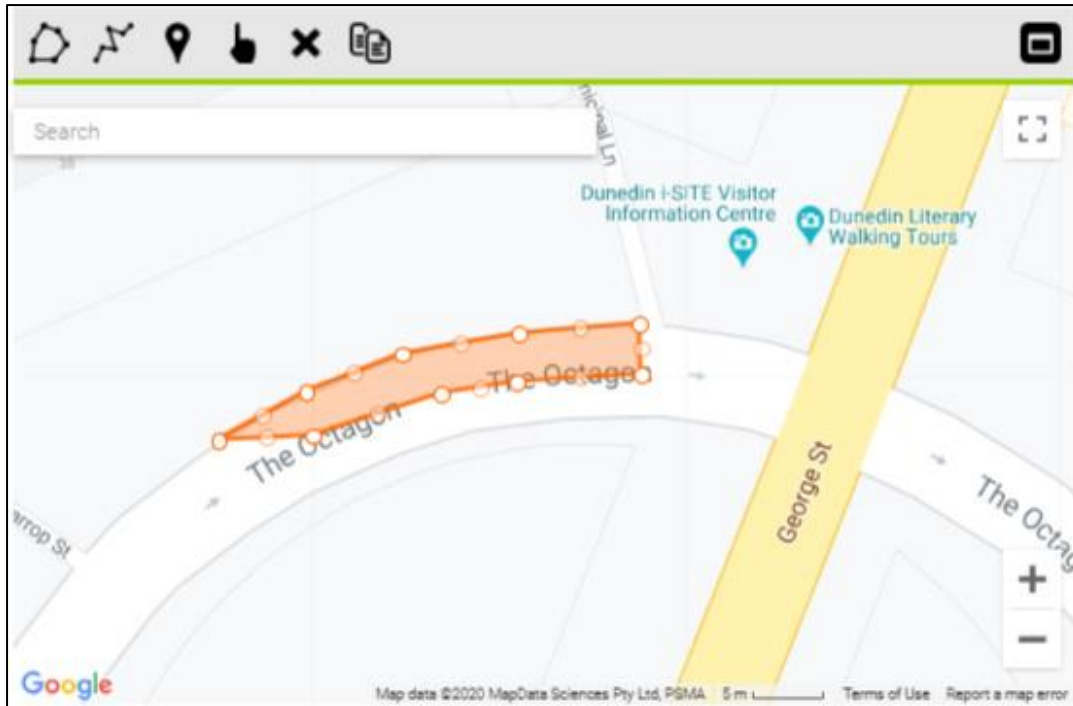


Figure 11 Generic TMP Notification / Site specific TMP

Traffic Management Sites

[Add Site](#)

Site	Status
9 George Street, Dunedin, Dunedin, Carriageway, Footpath	New Edit

[Add Detour](#)

No Detours have been added to this Site

[Add Closure Time](#)

No Closure Times have been added to this Site

Add Temporary Traffic Management Detour

[Save](#) [Cancel](#)

[Click here](#) to view help video for more information about Traffic Management Detour

Description

Description

Notes

Notes

Figure 12 Detours

Traffic Management Sites

[Add Site](#)

Site	Status
9 George Street, Dunedin, Dunedin, Carriageway, Footpath	New Edit

[Add Detour](#)

No Detours have been added to this Site

[Add Closure Time](#)

No Closure Times have been added to this Site

Add Temporary Traffic Management Closure Time

[Save](#) [Cancel](#)

[Click here](#) to view help video for more information about Traffic Management Closure Time

Proposed Start

[🕒](#)

Actual Start

[🕒](#)

Proposed End

[🕒](#)

Actual End

[🕒](#)

Notes

Notes

Figure 13 Closure Times

- Choose the appropriate level for the road. You can use [mobile road](#) to get the AADT which will help you work out the level of the road.
- Upload your proposed TMP– a PDF document preferred.
- If you need a full road closure, please attach a filled in [road closure application](#) form with TMP attached. In other instances, you must upload a Traffic Management Plan.
- You must add a Traffic Management Site before going to the next step. Click add new site and fill the required details.

8.1 Generic TMP – Application

If you are submitting a Generic Traffic Management Plan application, use the ‘[Place a point](#)’ and place the sign on your premises as shown in Figure 10.

- For example, in the above application, the GTMP is submitted by the DCC. Therefore, a location is marked on the DCC building.
- This is just a place marker, and it can be away from the road.
- We will check and approve your GTMP and return it to you.
- Remember: submit as early as possible – we will check and return within 5 working days if your application is acceptable.

8.2 Generic TMP Notification– Excavation or Non-Excavation

- The CoPTTM requires you to notify us when you intend to use your GTMP.
 - To do this, you need to submit a [Non-Excavation](#) or [Excavation](#) CAR using Submitica, each time you want to use it. The type of CAR depends on your work type within Generic TMP notification.
 - This will enable you to detect clashes with other worksites.
 - You need to upload a copy of your approved GTMP with this Non-Excavation or Excavation CAR. *Tip: file approved GTMPs carefully so that you don't have trouble finding them at this stage.*
 - You need to tell us who the STMS is for this site if multiple are shown on the GTMP.
 - You also need to specify the diagrams you intend to use if your GTMP has many diagrams attached.
 - You must use the polygon or line options to mark the traffic management site to depict the extent of your traffic management site as shown in figure 11.
 - Submit your notification as early as possible. We will check and respond within 1 working day.
 - The work you are planning to do could have different notice timeframes than the TMP.

8.3 Site Specific TMP

- The site specific TMP can be of both Excavation or Non-Excavation CAR type depending on the type of your proposed work.
- If you are submitting site specific TMP, you must attach the relevant TMP file.
- You must then add the Traffic Management Site & fill in the required details.
- You must provide us 5 working day notice by selecting the date appropriately.

- Once you complete the Traffic Management Site, you must click save.
- Figure 12 – If you have detours due to full road closure, you must show the detour by completing the detours section.
- Figure 13 – You must then add closure times and provide notes if any.
- Note – some TMPs require longer than 5 days to approve, for example road closures. The timeframes are shown on the DCC Website under Traffic Management Plans.
- Click next if you have completed this section.

9 Step Eight – Extra?

Consent Number What's this?

Utility Reference Number What's this?

Purchase Order Number What's this?

Any extra supporting information?

Any extra supporting attachments?

Attach Other Files


Delete  tmp short form.pdf Traffic Management Plan

Figure 14

- Use the attach other files to upload design sketch of your proposed work. The plan must show all details such as: proposed location of above ground items, footpath width before and after the works, trees, existing services, proposed trenches, road layout and features such as kerb and channel, carriageway, berm, property boundaries.
- If you are applying for a CAR in relation to vehicle crossing construction, make sure that you have an approved letter of vehicle crossing from the DCC Asset Supervisor and you must attach the approved letter in here. More detail on DCC vehicle crossing construction procedures in [here](#).
- You must note any existing defects crack, slumps etc. in the vicinity of your working space and within your working space. This may be of assistance in future regarding any defects arising within your patch in the next 2 years.
- You must take pre-condition photographs, it may be helpful to include these in this part of the application. You can add extra attachments later.

10 Step Nine




Work Information Work Type Not Applicable Applicant Role Consultant Activities Pavement Maintenance Traffic Management Level 1 - Low to moderate volume roads (AADT between 500 to 10000vpd) - Low to moderate volume roads (AADT between 500 to 10000vpd) Global CAR No Road Closure Required No Estimated Duration 4 days from 23/06/2020 to 26/06/2020 Normal Working Hours 8:00a.m. to 5:00p.m.	People Bill Payer Me Principal Me						
Location 9 George Street Dunedin Dunedin, 9016 Location in Road Carriageway Footpath	Notes Attachments tmp short form.pdf Traffic Management Sites <table border="1"> <thead> <tr> <th>Site</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>9 George Street</td> <td>New</td> <td>View </td> </tr> </tbody> </table> Submit Application Pressing Submit will send the application to Dunedin City Council <div style="background-color: #00b050; color: white; text-align: center; padding: 10px; width: 100px; margin: 0 auto;">Submit</div>	Site	Status		9 George Street	New	View 
Site	Status						
9 George Street	New	View 					

Figure 15

- Preview your application details and check if the information you provided is all correct.
- Click submit.

11 Done: Wait for a response...

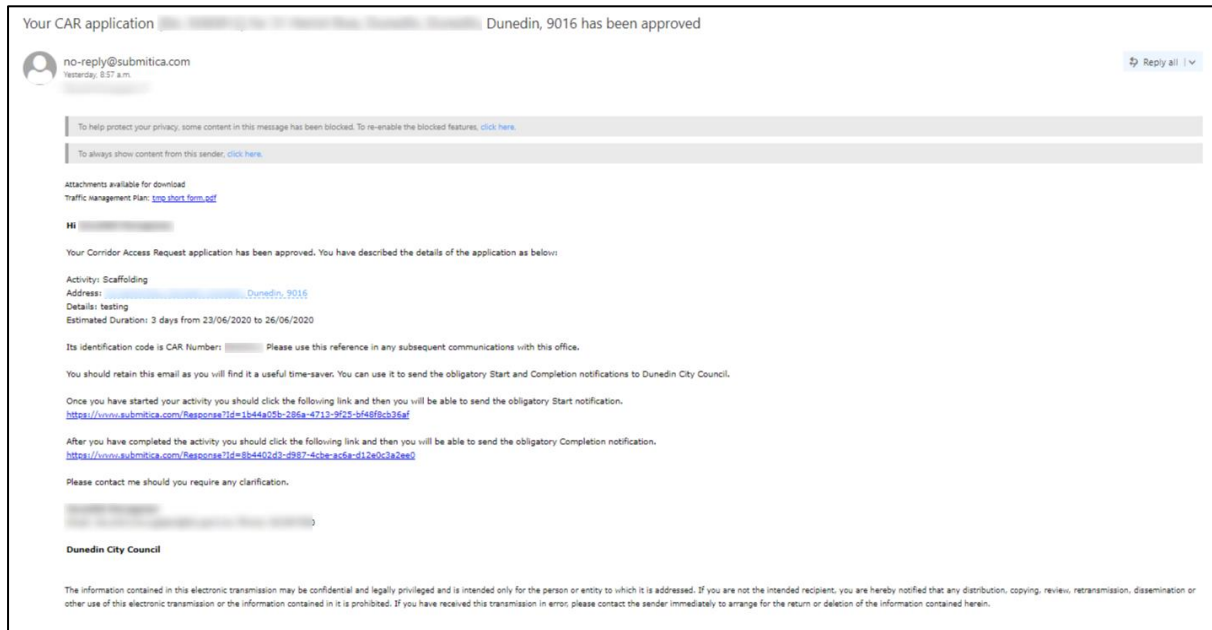


Figure 16

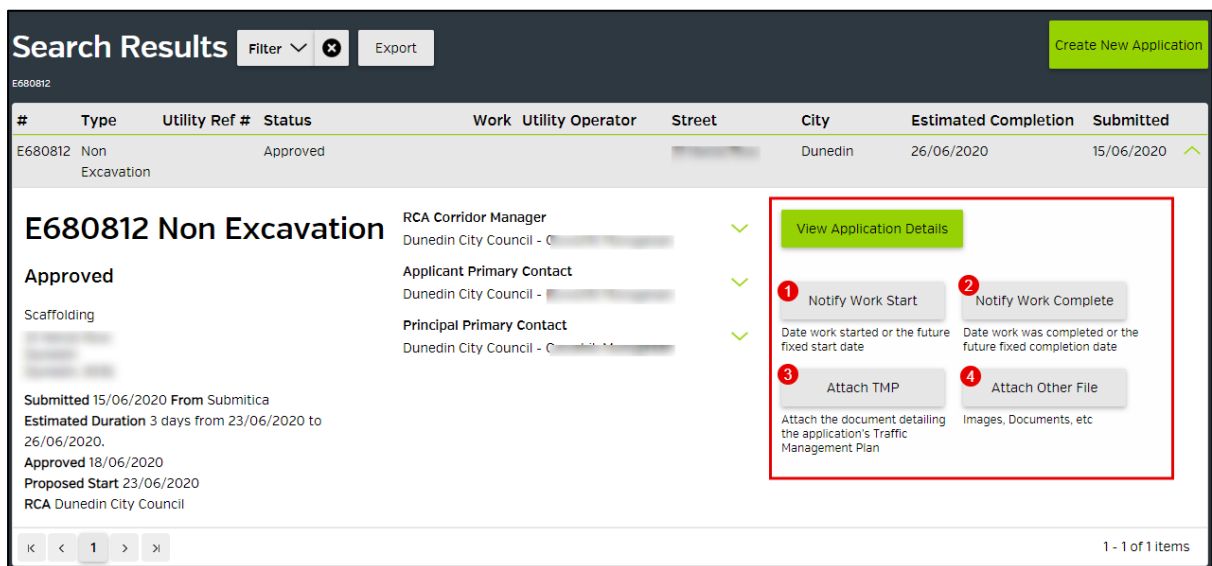


Figure 17

- We will respond within timeframes indicated elsewhere in this document and on the DCC website.
- You will be notified when your worksite/TMP is approved and you will receive a confirmation email from no-reply@submitica.com with your CAR number in the application as email subject.

And you are good to go!

11.1 What if you forgot to attach a file or you are wanting to attach a file after you have applied for a CAR?

- In both instances, you can log back to the Submitica and view and add information. You just need to click 'view application'.
- You can then input the CAR number in the filter drop down menu to you view your CAR application. From there you have the option to notify work start, notify work completion, attach TMP, or attach another file. Refer figure 17.
- Before you commence your work, you **MUST** click the start notification link to let us know that you have started your work.
- After you complete your work, you **MUST** click the work completion notification link to let us know that you have completed your work.
- You **must upload** a picture of your site after completing your work.
- We will then inspect the reinstatement and sign it to warranty or defect as per the NZUAG Code of Practice.