

SM012 State Highway Control Manual

Part 17 - Consolidated Stopping on Highways Sections

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Motorway Service Centres

Background

The NZ Transport Agency recognises that there is a responsibility to ensure the provision of convenient facilities and services that cater for the needs and expectations of road users. These facilities can also contribute to safety objectives by providing road users with the opportunity to break their journey, reduce fatigue and service vehicles.

On most State highways, demand for essential services is usually met by private sector interests (through the provision of service stations and other roadside businesses) and the NZTA (through the provision of rest areas, viewing points and the like). However, on motorways and expressways, where access is restricted and road users are generally unable to stop, the availability of such services is often limited.

Definition

Motorway Service Centres (MSC) are defined as developments located adjacent to a motorway or expressway, for the sole purpose of providing essential services for the safety, comfort and convenience of motorway and expressway users.

Policy Objective

To encourage the nationally consistent development of MSC, in a manner that improves the contribution of motorways and expressways to an integrated, safe, responsive and sustainable land transport system.

Key principles

Policy Statement

The NZTA will support the private development of MSC where the development is consistent with the NZTA's strategic objectives for MSC, does not compromise the NZTA's statutory objectives or functions, and is established and operated at minimal cost to the NZTA.

The NZTA will work with key stakeholders (including industry representatives, private developers and local government) to ensure MSC developments are undertaken in accordance with the following principles:

Safety and efficiency

MSC are to be located, designed and operated to ensure the safe and efficient movement of vehicles (on and off-site) pedestrians (on-site).

Communities & environmental effects

MSC are to be located, designed and operated to avoid, to the extent reasonable in the circumstances, adverse effects on communities and the environment. MSC should reflect good urban design principles and be well integrated into the surrounding environs.

Availability of essential services

MSC are to be established only where there is a lack of essential services in an area to meet the safety, comfort and convenience requirements of motorway and expressway users. MSC should not be established in areas where there are sufficient stopping opportunities and adequate service availability en route to meet the needs of motorway and expressway users.

Fatigue mitigation

MSC are to be located, designed and operated to encourage motorway and expressway users to break their journey and make use of the available facilities.

Traffic generation

MSC are to be provided for the benefit of motorway and expressway users and must not of themselves generate additional traffic. MSC are not intended to encourage, extend or intensify development along a transport route.

Statutory and local authority requirements

The construction, operation and maintenance of MSC must comply with all statutory and local authority requirements, including District and Regional Plan provisions.

Public engagement

The NZTA encourages early engagement with affected communities, stakeholders and local authorities to assist in the early resolution of potential issues associated with the development of MSC.

Compliance with other NZTA policies

In giving effect to these principles, all MSC are to be located, designed, constructed and operated in accordance with NZTA's statutory objectives and relevant policies, standards and guidelines. This includes the NZTA's Guidelines on MSC, Environmental Policy Manual, Urban Design Policy and Urban Design Professional Services Guide.

Case by case approach

Detailed design, access and operating requirements for each site will be determined on a case-by-case basis. In addition, developers will be required to prepare and implement comprehensive asset management plans, in accordance with agreed levels of service and forward maintenance requirements.

Tendering process

Where MSC are to be developed on NZTA administered land, development rights will be allocated through a competitive tendering process, consistent with the NZTA's Policy and Guidelines on MSC.

Motorway Service Centre Guidelines

These guidelines set out the key issues to be considered in the development of Motorway Service Centres (MSC). The NZTA is unlikely to support proposals that are not consistent with the following requirements.

1. On site services, facilities & land area

The services and facilities are to be provided solely for the comfort, convenience and safety of road users and should not in themselves generate additional traffic movements.

Core facilities

Core facilities to be provided should include:

- Vehicle services, including emergency repairs and fuel (together with alternative energy sources, as required).
- Public amenities, including toilets, washbasins, telephones.
- Food and refreshments. Drive-through facilities will be prohibited as they do not encourage drivers to rest.
- Provision of adequate emergency spill/fire equipment.
- Rubbish collection/disposal facilities.

Additional facilities

Additional facilities may be required on a case-by-case basis, including tourist information, toll collection facilities, showers and children's play areas. Resource consents sought for MSC are to be sufficiently flexible to enable the development of all appropriate on-site services and facilities.

Operating hours

As a general rule, facilities are to be provided 24 hours 7 days week, 365 days per annum and to a standard sufficient to meet road users' needs and encourage drivers to break their journeys.

Design

The design, layout and treatment of onsite facilities and services should be family-friendly, and consistent with good urban design principles and practices. MSC should:

- fit in sensitively with the surrounding built, natural and community environments; and
- make a positive contribution to the quality of public space.

Land area

The recommended land area for MSC development will be determined on a case-by-case basis. As a *general* guide, it is anticipated that approximately 2.5-3.5 hectares will be required.

2. Location & spacing

General factors

Factors to be considered in determining the appropriate location and spacing of MSC include:

- Traffic volumes, types and predominant trip length;
- Safety/fatigue mitigation needs;
- Proximity to existing highway stopping opportunities and other NZTA approved MSC;
- Long term plans for motorway/expressway development;
- Potential co-location benefits i.e. development in pairs on either side of

Travel time	As a <i>general</i> guide, MSC are to be spaced approximately 1 hours travel time apart (unless co-located).
3. Site access and visibility	
NZTA standards	The design and location of MSC access and exit ramps are to comply with NZTA standards, including relevant geometric design standards. Appropriate provision should be made for heavy and large vehicle movements.
Direct access	Direct access sites are preferred over sites with access to an interchange as they are more effective in encouraging drivers to use the facility and provide safer traffic movements on and off the site.
Sight distances	Sight distances to accesses, design vehicle turning paths and interference to through traffic by decelerating and accelerating vehicles shall be considered on a case-by-case basis.
Access ramps	Access ramps are to be designed to provide for future motorway and expressway carriageway widening. If there is any indication the carriageway may be scheduled for future widening, ramps should be designed so that deceleration and acceleration standards are retained when the carriageway is widened.
Site visibility	Sites are to be highly visible to approaching traffic and well-lit to encourage the driver to stop. Sites should be significantly less visible to vehicles that have already passed the access point (refer landscaping requirements).
Site specific agreements	Further details on access arrangements and licence fees will be contained in site-specific access/licence agreements.
4. Connections to local roads	
No local road access	Motorway and expressway users should not be able to access the local road network from the MSC. In some circumstances it may be appropriate to provide local road access for staff and service delivery vehicles only.
5. Emergency Services Access	
Emergency services	The site design should enable efficient and effective emergency service access to the site. Liaison with emergency service agencies will be undertaken on a case-by-case basis to determine appropriate access provisions.
6. Pedestrian access	
Pedestrian access	Appropriate safety measures are to be incorporated within the median and at the MSC boundary to prevent pedestrian access to the MSC (including preventing pedestrians from crossing the motorway or expressway)
7. Lighting	
NZTA standards	All lighting (both approach and on-site) is to comply with relevant NZTA standards and should not adversely affect neighbouring properties (existing or proposed).
Safety and personal security	On-site lighting should be provided to promote safety and personal security objectives.
8. Parking & internal circulation	
NZTA standards	All parking is to comply with appropriate standards, including disability

provisions and stormwater requirements. Parking areas are to be sealed and well-defined for safety and efficiency.

Numbers and layout	The number and layout of parking spaces will be determined on a case-by- case basis, with regard to traffic volumes and types.
Size	Parking spaces are to be of a sufficient size to enable easy access and manoeuvrability for users e.g. to check load stability.
Vehicle classes	Dedicated parking areas are to be established for different vehicle classes e.g. private vehicles, heavy vehicles, buses, and motorhomes/caravans.
Safety	Parking areas are to be designed to provide a smooth transition from vehicle to pedestrian areas, with minimum conflict between pedestrians and vehicles. Ease and directness of circulation between parking and onsite facilities should determine the location of pedestrian walkways.

9. Signage

NZTA standards	Advanced and on-site signage is to comply with relevant NZTA standards.
Advance signage	Advance signposting is to be provided to give drivers adequate advance notice of a MSC, to encourage use of the centre and to ensure safety standards are met. Care should be taken to ensure the landscape planting does not encroach on signage sight lines.

10. Landscaping

NZTA Guidelines	Landscaping is to be designed and maintained in accordance with NZTA’s “Guidelines for Highway Landscaping”. The purpose of landscaping in MSC should include: <ul style="list-style-type: none">• Minimising driver distraction for vehicles that have already passed the access point;• Creating a pleasant setting and visual interest for MSC users; and• Integrating the site into the natural surrounds.
Setback	On site landscaping is to be set back sufficient distance from the road boundary to avoid shoulder closure when maintaining landscaping.

11. Stormwater

NZTA standards	Permanent stormwater quality treatment and improvement devices are to be designed and operated in accordance with the objectives of the NZTA’s Environmental Plan. This should include adequate spill containment capacity.
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12. Noise

NZTA standards	Noise mitigation measures are to comply with relevant NZTA standards. Mitigation measures are to be included in detailed site design to reduce adverse noise effects from the use of MSC in relation to any neighbouring properties (existing or proposed).
Reverse sensitivity	Consideration should also be given to mitigating adverse noise effects from the motorway/expressway for MSC users.

Highway Stopping Places

Background

The NZ Transport Agency recognises that there is a responsibility to ensure the provision of stopping Places that contribute to safety objectives by providing road users with the opportunity to break their journeys and reduce fatigue.

On most State highways, demand for stopping places is usually met by NZTA through the provision of rest areas, viewing points and similar stopping places. Stopping places are suitable areas of surplus road reserve that have or can be developed to form a safe and attractive off-road parking place for road users. They must have safe entry and exit points readily negotiable by cars, with or without trailers or caravans, and trucks as appropriate.

Broad Definition

The primary purpose of a highway stopping place is somewhere you can park safely, get out of your car, and refresh yourself before continuing your journey.

Utility points provide places for heavy vehicle drivers to stop so that they may observe statutory regulations for driving hours and rest breaks.

This strategy defines 5 ‘types’ of stopping places located on the network. Section 3H.5 defines the minimum standards that will be included within each type of site.

The primary goals of rest areas and utility point layout designs are to provide suitable facilities in an environment that promotes effective and safe rest and/or sleep opportunities, and to ensure that there is adequate provision for vehicles and pedestrians to move safely within the site.

Personal security of rest area users should be considered in the siting and design of highway stopping places.

Strategy Development

NZTA regional offices are to produce and maintain a regional strategy for the selection and development of highway stopping places based on the Highway Stopping Places Strategy on pages 12 to 30 below.

Funding for upgrading of highway stopping places will be considered based on the priority requirements of the regional strategy.

NZTA regional offices will maintain an inventory of highway stopping places identifying the current standards and services of each stopping place.

Key design principles

Highway stopping places are to be selected and developed in accordance with the Highway Stopping Places Strategy on pages 9 to 23 below and the principles on pages 10 and 11 below.

Safety and efficiency

Highway stopping places are to be located, designed and operated to ensure the safe and efficient movement of vehicles (on and off-site) pedestrians (on-site).

Standard “rest area” signs shall be installed, including advance information ones.

Stopping places designed to be suitable for heavy motor vehicles must be signposted as such. Refer to the MOTSAM for details.

Fatigue mitigation

Highway stopping places are to be located, designed and maintained to encourage road users to break their journey and make use of the available facilities. Include the needs of long haul truck drivers in this consideration.

Frequency	The frequency of stopping places should be related to the qualities of the area and not be selected on a distance from the last one basis although a desirable upper limit for spacing is about 1 hour's travel time. Rest areas would not normally be formed near a city or town, which provides suitable stopping facilities. The Strategy on pages 9 to 23 below is to be used to guide decisions on establishing or retaining rest areas.
Location	The location of any stopping place should be discussed and approved by the appropriate TLA. A written agreement should be developed with the TLA and any other parties involved that clearly defines each party's obligations in the long-term maintenance of the rest area.
Toilet facilities	<p>The NZTA currently has a policy of avoiding any participation in the provision or maintenance of toilet facilities at rest areas. This is largely due to the vandalism, which occurs at these facilities and the virtual impossibility for the NZTA of maintaining the continuous supervision which would be necessary to avoid high maintenance and repair costs. The NZTA will allow other agencies, to provide toilets subject to an undertaking that maintenance responsibilities will also be accepted by those agencies.</p> <p>If a problem develops with camper van users emptying their storage tanks in the area, suitable signs warning against this and giving directions to the nearest dump site may be installed within the stopping place.</p>
Rubbish	Under the Litter Act 1979 the NZTA has a responsibility for ensuring that rubbish facilities are provided at appropriate stopping places and maintained and emptied on a regular basis. See the Strategy on pages 9 to 23 below for guidance on placement of rubbish bins. By agreement this task can be delegated to a TLA.
Case by case approach	Detailed design, access and operating requirements for each site will be determined on a case-by-case basis.
Freedom Camping Act	This Act only applies to land controlled or managed by territorial local authorities and so it is not considered that this either applies to State highways or can be delegated to local authorities. In particular the Act gives powers to local authorities to set wide-ranging controls on camping on public land. However, since it is generally held that local authority bylaws do not apply to State highways as they do not have powers of control, it is not expected that their bylaws apply in this case either so must not refer to State highways. It is possible that any such reference could render the bylaw invalid.

New Zealand Transport Agency's Highway Stopping Places Strategy



1.1 Overview

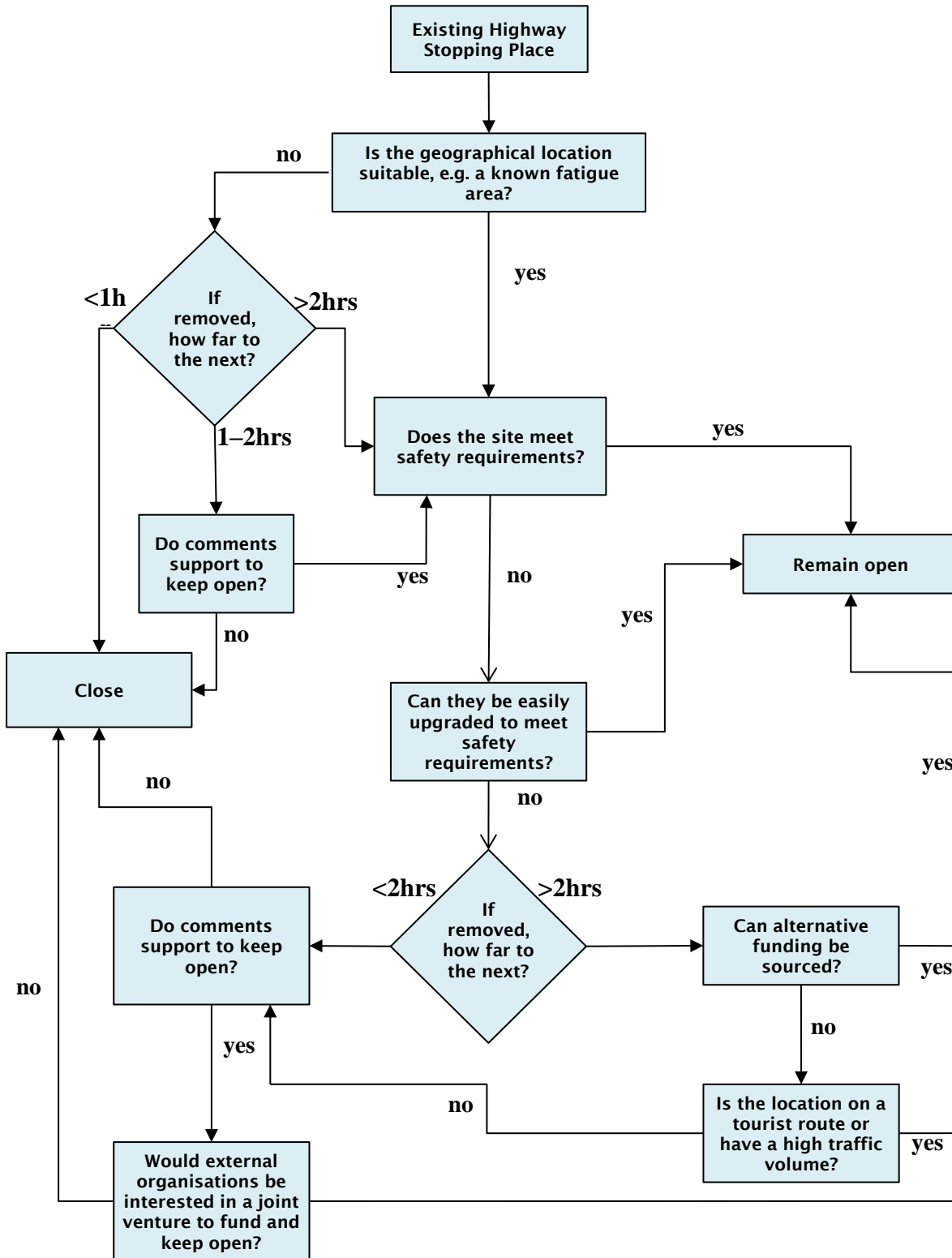
Fundamentals:

- A. New Zealand is a beautiful country offering fantastic and diverse scenery
- B. Road users are the NZTA's customers
- C. Historically roadside stopping places have resulted from land surplus, not strategic placement and as a result the NZTA currently has a large number of sites with varying Level of Service LOS
- D. Better to rationalise the stock and provide an appropriate location-based stopping places with a standard minimum level of service based on:
 - Known driver fatigue areas/black stops
 - Desired location
 - Spacing between other rest areas & town
 - Town services

1.2 Highway Stopping Places Strategy

Purpose	A. Provide guidelines and a defined level of service within each site for consistency
Objective	<p>A. To provide road users in New Zealand with an appropriate standard and number of rest areas, viewing places, historical sites and utility points. Stopping places will promote a safe, pleasurable and informative travel experience.</p> <p>B. To provide a set of National guidelines to assist in developing new stopping place facilities and in upgrading existing areas.</p>
Historically	<p>Stopping places serve an important function to road users and local communities by providing safe, attractive stopping places where drivers can take a break to reduce driving fatigue.</p> <p>In more cases than not, stopping places have happened rather than being planned, never-the-less a large number are located in the right place to perform their intended function (e.g. excess land on curve, old road alignments, stockpile sites etc.).</p> <p>Stopping places on state highways have been formed and are managed by the NZTA to provide stopping facilities and amenities for highway users.</p> <p>The network of highway stopping places is complemented by other rest areas provided and managed by a number of different agencies, including DOC, local authorities, the NZTA and commercial/tourism ventures.</p> <p>NZTA stopping places are managed at a regional level. Although some minimal policy guidelines are provided in the <i>State Highway Control Manual Part 17</i>, benefits to road users could be markedly improved through a rationalisation of the existing sites, through adoption of a national strategy for highway stopping places.</p>
Outcomes	A. To rationalise the existing number of stopping places, and priorities for implementation.
Implications	<p><u>Financial:</u></p> <p>Outline the funding approval programme and creation for new stopping places and for upgrading of existing stopping places</p> <p>Regions will assess the location and standard of stopping places as part of more general highway maintenance and upgrade strategies. Regions are expected to review expenditure on stopping places as part of their ongoing budget allocation process so that stopping places are upgraded in a timely manner over a reasonable period of time.</p> <p>In some situations, collective financial contribution can be negotiated with other interested agencies, such as installation with tourist information boards and signage.</p> <p><u>Stakeholders:</u></p> <p>Enough time should be allowed to consult with stakeholders, especially where closures are proposed.</p> <p>Other stopping place owners such as DOC and Local Councils should be encouraged to upgrade where necessary to provide a uniform level of service.</p>

1.3 Guide for Decision Making



1.4 Criteria for Selection

Priority Criteria

Sites will be considered for funding with priority on the following criteria:

	Criteria	Requirement
1	Traffic Safety	<ul style="list-style-type: none"> The principle factor influencing safety should be the fatigue needs of motorists. Drivers must be able to enter and leave all sites safely in accordance with the Austroads Guide to Road Design (Parts 4 and 4A: Intersections and Crossings, General; and Unsignalised and Signalised Intersections) and Diagram “D” within the Planning Policy Manual.
2	Spacing & Location	<p>Sites should be strategically located in both the increasing and decreasing directions.</p> <p>Factors that should be taken into consideration include;</p> <ul style="list-style-type: none"> History of fatigue related crashes Location of existing stopping opportunities Annual average daily traffic volume (AADT) Composition of traffic (priority will be given to highways with high traffic volumes or major tourist routes for general stops, or high volumes of heavy vehicles for utility stops). <p><i>(As a very general guide stopping places should be 1hr travel time or approximately 50km apart).</i></p>
3	Site Attractiveness	<p>Tidy layout, good landscaping and planting. Refer to Section 4.10.2 for a more detailed list.</p> <p>Factors that assist in identifying preferable locations include natural;</p> <ul style="list-style-type: none"> grade shade good views of the surrounding area availability of utilities consideration of geometric & environmental constraints of the site
4	Personal Safety	Maintain at least partial visibility from passing cars to prevent concealment and any perceived risk to personal safety
5	Road User & Community Support	It is important to consider support that is strong to continue maintaining and/or improving the site

Sites should be assessed under each criterion and prioritised if they are tourist routes or have high traffic or heavy traffic volumes. All stopping opportunities along the route including existing rest areas, town and service areas should be identified in the first instance to highlight key area's that give opportunity for new or improved facilities.

All sites considered for redundancy, improvement or new stopping places must demonstrate justification of cost and benefits. Benefits or costs may include safety, landscaping improvements or ongoing maintenance costs.

1.5 Types of Highway Stopping Places

Type	Requirements																		
1. Rest Areas	Suitable for all drivers to stop and rest																		
	<table border="1"> <thead> <tr> <th>Facilities</th> <th>Requirement</th> </tr> </thead> <tbody> <tr> <td> 1. Safe access & egress Good visibility as per the <i>Austrroads Guide to Road Design (Part4A: Unsignalised and Signalised Intersections)</i> and <i>Diagram “D” within the Planning Policy Manual</i> </td> <td>Mandatory √</td> </tr> <tr> <td> 2. Signage <i>MOTSAM Part 1: Traffic signs, Sections 8 & 9</i> Advance signposting should be provided to inform drivers of the location, facilities within & distance to the upcoming two stopping opportunities. </td> <td>Mandatory √</td> </tr> <tr> <td> 3. Internal vehicle circulation Provision of parking spaces and turning radii of vehicles is required </td> <td>Seal/maintain existing gravel areas as appropriate √</td> </tr> <tr> <td> 4. Pedestrian paths & table areas </td> <td>All weather</td> </tr> <tr> <td> 5. Tables and seating <ul style="list-style-type: none"> Uniform design standard Uniform design colour (Unless covering already exists) </td> <td>Uncovered √ √</td> </tr> <tr> <td> 6. Rubbish bins </td> <td>Mandatory</td> </tr> <tr> <td> 7. Site boundary definition Fencing </td> <td>Desirable</td> </tr> <tr> <td> 8. Public Information boards May be provided in conjunction with local tourist information centres. Contains local map with distance to next/nearest <ul style="list-style-type: none"> Rest area Caravan waste dump stations Town or city Local tourist attraction [Must contain NZTA logo and contact details] </td> <td>Desirable √ √ √ If appropriate</td> </tr> </tbody> </table>	Facilities	Requirement	1. Safe access & egress Good visibility as per the <i>Austrroads Guide to Road Design (Part4A: Unsignalised and Signalised Intersections)</i> and <i>Diagram “D” within the Planning Policy Manual</i>	Mandatory √	2. Signage <i>MOTSAM Part 1: Traffic signs, Sections 8 & 9</i> Advance signposting should be provided to inform drivers of the location, facilities within & distance to the upcoming two stopping opportunities.	Mandatory √	3. Internal vehicle circulation Provision of parking spaces and turning radii of vehicles is required	Seal/maintain existing gravel areas as appropriate √	4. Pedestrian paths & table areas	All weather	5. Tables and seating <ul style="list-style-type: none"> Uniform design standard Uniform design colour (Unless covering already exists)	Uncovered √ √	6. Rubbish bins	Mandatory	7. Site boundary definition Fencing	Desirable	8. Public Information boards May be provided in conjunction with local tourist information centres. Contains local map with distance to next/nearest <ul style="list-style-type: none"> Rest area Caravan waste dump stations Town or city Local tourist attraction [Must contain NZTA logo and contact details]	Desirable √ √ √ If appropriate
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2. Viewing Places

Suitable for scenic drivers to pull off the road safely and enjoy particular views

Facilities	Requirement
<p>1. Safe access to & egress</p> <p>Good visibility <i>the Austroads Guide to Road Design (Part4A: Unsignalised and Signalised Intersections) and Diagram “D” within the Planning Policy Manual</i></p>	<p>Mandatory</p> <p>√</p>
<p>2. Signage</p> <p><i>MOTSAM Part 1: Traffic signs, Sections 8 & 9</i></p>	<p>Mandatory</p>
<p>3. Public Information Boards</p>	<p>If appropriate</p>
<p>4. Internal vehicle circulation</p> <p>Parking spaces</p>	<p>Mandatory</p> <p>√</p>
<p>5. Rubbish bins</p>	<p>If appropriate</p>
<p>6. Bench seats</p>	<p>If appropriate</p>

3. Utility Points

Stopping places for heavy vehicles which also include;

- Major commercial vehicle weigh stations, and
- Stock effluent disposal receptors

Facilities	Requirement
<p>1. Safe access & egress</p> <p>Good visibility as per <i>the Austroads Guide to Road Design (Part4A: Unsignalised and Signalised Intersections) and Diagram “D” within the Planning Policy Manual</i></p> <p>Location at top of hills with up-grade access and down-grade exit is desirable.</p>	<p>Mandatory</p> <p>√</p>
<p>2. Signage</p> <p><i>MOTSAM Part 1: Traffic signs, Sections 8 & 9</i></p>	<p>Mandatory</p>
<p>3. Public Information Boards</p>	<p>As appropriate</p>
<p>4. Internal vehicle circulation</p> <p>Parking spaces</p> <p>Edge definition</p>	<p>Seal/maintain existing gravel areas as appropriate</p> <p>√</p> <p>√</p>
<p>5. Rubbish bins</p>	<p>If appropriate</p>
<p>6. Sheds/Buildings</p>	<p>Subject to Police requirements</p>

Note: In conjunction with these sites, NZTA should provide marked “pull-off” areas

	<p>where heavy commercial vehicles can check their loads and park heavy trailers temporarily. These sites should be established after consultation with the Road Transport Association (RTA).</p> <p>(The Northern Road Transport Association has identified 65 locations on the Northland network alone where it considers Stopping Places are required to meet these needs).</p>														
4. Historical or Cultural Places	<p>Specific location that has a historical or cultural significance, that road users may wish to visit</p> <table border="1"> <thead> <tr> <th>Facilities</th> <th>Requirement</th> </tr> </thead> <tbody> <tr> <td> 1. Safe access & egress Good visibility as per <i>the Austroads Guide to Road Design (Part4A: Unsignalised and Signalised Intersections) and Diagram “D” within the Planning Policy Manual</i> </td> <td>Mandatory √</td> </tr> <tr> <td> 2. Signage <i>MOTSAM Part 1: Traffic signs, Sections 8 & 9</i> </td> <td>Mandatory</td> </tr> <tr> <td> 3. Internal vehicle circulation Parking spaces </td> <td>Seal/ maintain existing gravel areas as appropriate √</td> </tr> <tr> <td>4. Rubbish bins</td> <td>If appropriate</td> </tr> <tr> <td>5. Bench seats</td> <td>Mandatory</td> </tr> <tr> <td>6. Public Information boards</td> <td>As appropriate</td> </tr> </tbody> </table>	Facilities	Requirement	1. Safe access & egress Good visibility as per <i>the Austroads Guide to Road Design (Part4A: Unsignalised and Signalised Intersections) and Diagram “D” within the Planning Policy Manual</i>	Mandatory √	2. Signage <i>MOTSAM Part 1: Traffic signs, Sections 8 & 9</i>	Mandatory	3. Internal vehicle circulation Parking spaces	Seal/ maintain existing gravel areas as appropriate √	4. Rubbish bins	If appropriate	5. Bench seats	Mandatory	6. Public Information boards	As appropriate
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5. Bench seats	Mandatory														
6. Public Information boards	As appropriate														
5. Composite Areas	Combination of some or all of the above four categories with the minimum facilities defined by 1-4 above.														

1.6 Level of Service

Stopping Place Schedules and Maintenance Inspection Plan

- A. A National standard maintenance inspection plan is attached for use showing:
- the extent of stopping place (boundaries)
 - the specific work required
- B. Clear definition is required for sites, which are under the control of private owners, the Department of Conservation or Local Authorities.

Note:

- All **new** maintenance inspection plans shall be completed on the standard format attached as Appendix 1.
- RS/RP locations and increasing/decreasing directions are required for road asset management/maintenance and GIS mapping purposes.

Feature	Level of Service	Maintenance Regime	Inspection Frequency
Tables & seating	Maintain in good, clean, safe condition at all times. It is desirable to have no graffiti	Regular inspections and maintenance to meet the required level of service	As per contract documents (minimum monthly inspections)
Internal vehicle circulation	Ample parking separated from vehicle access way		
Pedestrian paths	Level, safe surfacing maintained in good condition for pedestrian traffic		
Fencing	Clear boundary definition where appropriate (planting can be acceptable) for child safety		
Rubbish bins	Regularly emptied and kept clean. Peak holiday periods will require a more frequent collection regime		
Vegetation	Maintained as per C21 Specification. Grass Type I standard		
Sealed areas	Maintain waterproof, no potholes or loose chip		
Unsealed areas	Maintain gravel areas		
Signage	As per MOTSAM & RSMA		
Public information boards	To appropriate standards and/or local authority requirements		

Toilets/ Drinking
water/Lighting

NZTA should consider partnerships where toilets and drinking water could be provided, especially where another party or parties are willing to meet the cost of supplying, installing and maintaining the facilities.

Lighting is a future consideration that should be investigated.

For specific details refer to the Strategy Design Criteria

1.7 Design Criteria for New Highway Stopping Places

Location of Stopping Places	<p>Strategic location is an essential consideration and should not simply be to use surplus land. The principle factor influencing siting should be the needs of motorists.</p> <p>As a very general guide stopping places should be 1hr travel time or approximately 50km apart.</p> <p>Factors that need to be taken into consideration include:</p> <ul style="list-style-type: none">• Needs of motorists• Locations of existing stopping opportunities• Annual average daily traffic volume• Composition of traffic• History of fatigue related crashes
Sizes of Stopping Places	<p>The area of a stopping place is determined largely by the peak numbers of vehicles expected to be accommodated within the site at any time and the likely stopping duration of those vehicles, particularly for those sites on recognised scenic routes (dependent on the number of vehicles and category of vehicles).</p>
Access & Visibility Requirements	<p>Safe access entry/exit points to stopping places and the required sight distance must be provided in accordance with the <i>Austrroads Guide to Road Design (Part4A: Unsignalised and Signalised Intersections)</i> with access layout in accordance with Diagram “D” Moderate use access standard in the Planning Policy Manual.</p> <p>The location of adjacent property access and side roads must also be taken into account in this context. Generally, these areas should be located on the same side of the highway as any “attraction” so that pedestrians are never encouraged to cross the highway.</p> <p>Sight distance, design vehicle turning paths and interference to through traffic by decelerating and accelerating vehicles should be considered at each site.</p>
Highway Signs	<p>Advance signposting (preferably 5km for major rest areas, but certainly 2km, 1km and 500metres on approaches) should be provided to enable drivers with adequate time to decide to use a particular area, or alternative offer information relating to upcoming stopping places or service centres. As a general rule, the provision of ‘distance to next service’ information should be provided in kilometre units only.</p> <p>Signs for stopping places are to conform with the ‘Manual of Traffic Signs and Markings’, Section 8 - Motorist Service Signs and Section 9 - Tourist Signs or its successor. While it is expected that most stopping places will have Motorist Service Signs, Tourist Signs will be required in some situations.</p>
Site Design	<p>The type and number of facilities (e.g. tables/seats) within sites should be based on peak vehicle use and on there being an average of 2 persons per stopped vehicle.</p>
Stopping Place Safety	<p>Stopping places should be designed to mitigate occupational and personal safety risks to those maintaining and using the facilities provided.</p>
Consultation	<p>Local authorities should be consulted on proposed stopping place sites and locations to ensure the views of affected communities are taken into account.</p>
General Structures and	<ul style="list-style-type: none">• <u>Aesthetics and Functionality</u>: Structures and facilities at stopping places

Facilities

should combine aesthetics with functional requirements.

- **Design Unity:** The materials, texture, colour, form, and scale in all elements of each facility should reflect a unity of design.
- **Existing Features:** Topographic and geologic features should be preserved and existing trees and other natural growth should be utilised/retained wherever possible.
- **Accessibility:** Stopping places are to be designed to be accessible to all travellers. While rest areas are primarily available for light vehicles, provision will need to be made for heavy vehicles where there is demand. The layout design should take into account the comfort and safety of rest area users, particularly children.
- **Expansion:** If possible provision should be made in the plan for possible future expansion of the facilities and circulation patterns.

Consideration should be given to the provision of facilities that are durable, low maintenance, vandal proof and not portable.

Internal Vehicle Circulation

- **Parking Areas:** Parking areas are to be located so that there is a smooth transition from vehicle to pedestrian, with minimum conflict between pedestrians and moving vehicles.

Parking is to be in smaller bays and the areas are to be generally curvilinear because they are easier to use and more aesthetically pleasing than long straight parking bays.

Parking areas should be well defined, by means of painted lines and permanent edging where appropriate, for safety and efficiency.

- **Separate Types:** Separate parking for heavy and light vehicles should be established where possible. Heavy vehicles should be encouraged towards Utility points where feasible.

At stopping places, the numbers of larger vehicle parks needed are determined by applying percentages from the AADT and from information supplied by coach operators about the numbers of buses using existing stopping places.

Parking spaces for trucks and buses are to be pull-through, so that these vehicles do not have to reverse.

Parking Spaces

The number of parking spaces should be determined by existing rest area usage patterns, traffic volume and professional judgement.

Where possible appropriate facilities and access requirements should be provided for people with disabilities in accordance with the Commonwealth Disability Discrimination Act 1992.

Surface

Parking areas are to be available for all-weather use and should be surfaced with chip seal or in highly trafficked areas thin asphaltic concrete (where possible recycled material could also be used). The road and parking areas are to have an even surface.

Pedestrian Circulation

- **Location:** Paths should allow direct circulation to all facilities and should be easily followed by the pedestrian. Ease and directness of circulation between parking and picnic areas should generally determine the location of walks.
 - **Widths:** Paths should be wide enough to handle expected pedestrian traffic. Widths of 900 mm to 1.8 metre are generally suitable.
 - **Materials:** Main pedestrian areas are to be surfaced so that they remain dry
-

and uniform for all-weather use. Materials can be insitu concrete, pre-cast concrete, asphaltic concrete, or timber/bark, as appropriate for the level of use and the landscape setting. Consideration should be made of likelihood of overrun of footpath by vehicles, particularly heavies, and the need for full depth construction.

- **Disability provision:** Where possible appropriate facilities and access requirements should be provided for people with disabilities in accordance with the Commonwealth Disability Discrimination Act 1992.
 - **Changes in surface levels:** Ramps are to be used for changes of level and steps should be avoided. Ramp gradients should be no steeper than 8% (1:12) where possible.
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Information Boards/ Panels

Information boards may be erected in rest areas to support tourism in the local area. Information regarding the distance to the next town, toilet or rest area can be provided along with any tourist information for light vehicle drivers. If an information board is to be provided, this should be done in consultation with local council as a possible joint venture.

- **Location:** Information boards/panels should be located along major pedestrian paths at stopping places. Paving should be provided in front of the board/panel for pedestrian circulation.
- **Design:** Information display boards/panels may be freestanding or be part of other structures, such as shelters or kiosk. The materials, colour, and design should be related to other structures in the stopping place and to the landscape context.
- **Tourist Information:** Display material for information boards should be supplied by local tourist information centres. The display should indicate that the rest area is supplied by the NZTA.

Note: Because the information is intended to be read by stationary pedestrians the maximum letter height on the panels is 50mm.

Tables

Tables with adjacent bench seats or platforms for picnics are to be provided at Rest Areas.

- **Numbers:** In general, as a minimum, one table should be provided for every 3 parking spaces, but this should be modified once the peak usage is known.
- **Location:** Tables should be near or adjacent to pathways.
- **Sizes:** Tables should be 0.9m x 1.7m in plan, with benches on both sides along the longer dimension. Platforms are also to be a minimum of 0.9m x 1.7m in plan, and no higher than 0.6m above ground level.
- **Materials:** Pre-cast concrete and steel reinforced in-situ are preferred over timber, due to timber being a flammable material.

All steel hardware and bolts/screws are preferred to nails; fixed to limit theft.

Materials are to be constructed on a footing adequate to avoid settlement, and in a manner that will keep the structure dry. Mortared masonry is to be sealed to prevent penetration of moisture. Concrete may be left uncoloured, have integral colour, or have a penetrating stain applied after manufacture, but is not to be painted.

- **Benches:** Separate freestanding benches with or without backs should be provided as needed where there is a view, or at places where people wait, congregate, or rest. Materials and finishes are to be the same as for tables.
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- Pads: Picnic tables and benches are to be set on concrete pads for ease of maintenance. Pads should be slightly elevated and sloped at 1% for drainage.
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Rubbish Bins

- **Numbers**: There should be at least one rubbish bin for each Rest Area, and as considered appropriate at other facilities.
- **Location**: Bins should be located where they are visible and accessible from parking areas and tables or seating, but should not block or detract from scenic views.
- **Design**: Bins should:
 - be no less than 100 litres or more than 145 litres in capacity
 - be very simple in design
 - maximum aperture should be sized such that it prevents/discourages household waste being left
 - be of robust, durable materials and resistant to theft and vandalism
 - watertight
 - be easily-cleanable and of non-absorbent materials
 - able to drain, otherwise water retention may become a health issue
 - be rodent and bird proof
 - include a disposable plastic liner that can be conveniently lifted by maintenance personnel

For aesthetic reasons, the use of "40-gallon" oil drums as rubbish bins is not acceptable, unless they are painted in appropriate colours and contained within a suitable enclosure.

- **Enclosure and Pad**: Bins are to be set in an enclosure made of timber, concrete, or stone, as appropriate for the surroundings, and set on a concrete pad
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Fencing

- Location and Heights: Fences should be constructed to define the area when necessary for access or traffic control, or for safety. Where fencing is necessary between the highway and the stopping place, it should be as unobtrusive as possible and should not exceed 1.2 metres in height.

Around the perimeter, any fencing should also be unobtrusive, and of the minimum height and design needed to accomplish its intended purpose.

- Design: Fencing is an important visual element in the design unity of a stopping place. The type of fence and its location, line, form, colour, and materials are to be determined by the landscape context and the general need for the fence to be as unobtrusive as possible. The main types for stopping places are:
 - timber post and wire
 - timber post and rail
 - locally sourced stone and timber
 - locally sourced stone walls
 - galvanised pipe and chain link
 - Planting: Close planting should be considered as a style of fencing as this can
-

achieve the same result.

Planting/ Shade

- General: Planting may consist of trees, shrubs, groundcovers, or grass. Consideration should be given to low growth vegetation species as this may reduce maintenance costs in the future. Ease and economy of maintenance, comfort, safety, and cleanliness must be considered in the types, location, and species of planting.

Planting must be consistent with NZTA's objectives for highway landscaping as per the Landscape Guidelines first edition.

The purposes of planting in stopping places are to:

- screen out objectionable views or enhance prominent views
- provide shade
- give wind shelter
- provide erosion control
- define spaces
- separate conflicting uses
- maintain at least partial visibility from passing cars to prevent concealment and any perceived risk to personal safety
- break-up large, paved areas
- create a pleasant setting
- give visual interest
- Existing Vegetation: The natural vegetation existing on a site should generally be retained and protected in the design and development of stopping places. Branches along entrances should be pruned sufficiently to prevent damage to vehicles. Overhanging limbs on sealed road should be pruned sufficiently to prevent damage to vehicles. At Viewing Places, the removal of existing vegetation to frame the view should be kept to a minimum.
- Materials: Trees and shrubs that will provide shade and shelter as soon as possible are to be used. The size and variety of trees and shrubs is dependent upon location, use, cost, and availability.

Plants native to each area are to be used as much as possible. In and near national parks and scenic reserves, native plant materials are to be from sources in the immediate vicinity of the site.

Toilet Facilities*

Due to the size and layout of New Zealand, service centres and towns in which toilet facilities can be utilised are located relatively frequently throughout the highway network.

It is highly recommended to display the location of the nearest toilet facilities on information boards and advance signposting.

Where appropriate, consideration should be given for joint partnership initiatives to install toilet facilities. Assessment would be on a case-by-case basis whereby the design would be appropriate to the area, topography and other various factors bearing in mind purpose and the minimisation of the whole of life costs.

* Refer to Appendix 1 for supporting reasons

APPENDIX 1

Assessment Form for New Highway Stopping Places

Facilities	Highway Stopping Place (circle one)				
	Rest Area	Viewing Place	Utility Point	Historical - Cultural Place	Composite Area
	Region:				
	SH:				
	RS/ RP:				
Direction (increasing/ decreasing):					
1. Safe access to & from highway	Acceptable: <input type="checkbox"/> Yes <input type="checkbox"/> No Know Fatigue Site? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what activity is required for upgrading to an acceptable standard?				
2. Signage	Both directions? <input type="checkbox"/> Yes <input type="checkbox"/> No Signage meets MOTSAM requirements? ? <input type="checkbox"/> Yes <input type="checkbox"/> No				
3. Internal vehicle circulation	Acceptable: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what activity is required for upgrading to an acceptable standard?				
4. Pedestrian paths & table areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/ A If not, what activity is required for upgrading?				
5. Tables and seating	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Insufficient <input type="checkbox"/> N/ A				
6. Rubbish bins	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Insufficient <input type="checkbox"/> N/ A				
7. Site boundary definition	<input type="checkbox"/> Defined <input type="checkbox"/> Not defined, but needs to be <input type="checkbox"/> N/ A If the area is not, what work is required to define the area?				
8. Public Information boards	<input type="checkbox"/> Yes <input type="checkbox"/> No, but would be useful at this site <input type="checkbox"/> N/ A <input type="checkbox"/> Locally funded/ maintained				
9. Landscaping	<input type="checkbox"/> Suitable as is <input type="checkbox"/> Needs improvement maintenance work <input type="checkbox"/> N/ A <input type="checkbox"/> Requires new planting & landscaping				
10. Other facilities e.g. toilets, dump & stock effluent sites	<input type="checkbox"/> Yes <input type="checkbox"/> No				
11. Recommendation & supporting justification Priority 1=high, 2=medium, 3=low	Recommendation			Tick	Priority
	Remain Open				
	Upgrade				
	Close				

Basic Design Criteria for State Highways through National Parks, Reserves and Conservation Areas

Stopping places

Rest areas, viewing points, utility points and points to appreciate historical and cultural places may be established and managed in appropriate locations in consultation with DOC. These sites should be maintained to the standards outlined in the NZTA’s Highway Stopping Places Strategy, unless this contravenes any NPMP/CMP/CMS, in which case the areas of difference shall be remedied and agreed between the NZTA and the DOC.

Information Centres

Information centres

Where information centres are proposed by local interests a suitable rest area can be established and maintained as a State highway charge.

Information kiosks substantially in accordance with the standard NZ Tourism Council design can be approved by the System Manager. Other proposals require the approval of the National Manager Programming and Standards.

Standard signs may be erected ahead of the information centre.

Rural Selling Places

Rural selling places

Guidance on rural selling places is contained in:

- A. RTS3: Guidelines for Establishing Rural Selling Places, MOT/Transit.
 - B. Planning Policy Manual.
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No Stopping/Parking Bylaws

Purpose

Bylaws are used to regulate the activities of road users on State highways.

Authority to make bylaws

The Land Transport Act s22AB authorises the Board to make no stopping/parking bylaws with respect to any State highway. The GRP Act allowed for bylaws to be made on the subject matters referred to in s684(1) of the Local Government Act 1974 (LGA), but this section of the LGA has been revoked and the GRP Act provisions no longer give authority.

Wherever possible, bylaws should be made under the Land Transport Act.

The Board may give delegation to TLA's to use NZTA no stopping/parking bylaws or the TLA's own no stopping/parking bylaws on State highways (subject to those bylaws being of such content that the NZTA may itself have made them). Such delegations require a delegation agreement.

To be effective, bylaws must be made with the proper authority. All bylaws must be published in the *New Zealand Gazette* and cannot come into force until 28 days after the date of publication.

Delegation to approve new State highway bylaws is held by the General Manager System Design and Delivery. Recommendations on new bylaws will be made to the General Manager by the Senior Manager Operational Policy, Planning and Performance.

Existing bylaws

All the changes in legislation have allowed for existing bylaws to be carried over.

Electronic copies of all current bylaws are available on-line via the NZTA website except that the schedules for parking and stopping and for speed limits are held only in regional offices.

Review of No Stopping/Parking bylaws

A recommendation by the National Manager Programme and Standards is required by the General Manager Transport Services prior to any changes being made to No Stopping/Parking Restrictions.

This formal approval mechanism then initiates the action to create an amendment bylaw.

- When regional bylaws are to be updated, the local office shall provide Wellington Office with the updated bylaws and schedules.
 - The delegation for approving parking and stopping amendment bylaws is currently held by the General Manager Transport Services, who will provide an overview of the process.
 - Once approval is given, the bylaw is published in the *New Zealand Gazette* and comes into effect 28 days after the publication date.
 - Following the approval, the office affected will implement the restrictions in the field (consistent with the date specified in the amendment bylaw).
 - The information associated with this bylaw is held and updated by the respective NZTA Offices.
 - This register must be available to the public on request.
 - The original bylaw and its subsequent amendments will be consolidated on a bi-annual basis.
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