SM012 State Highway Controls and Operations Manual

Part 10 - Consolidated Stopping on Highways Sections

Index

1.0 Highway Stopping Places

1.1 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 the 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.

1.2 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 five 'types' of stopping places located on the network. Section 2.0 below 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.

1.3 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 in section 2.0 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.

1.4 Key Design Principles

Highway stopping places are to be selected and developed in accordance with the Highway Stopping Places Strategy in section 2.0 below and the principles in section 2.2 below.

1.5 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.

1.6 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.

1.7 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 in section 2.0 below is to be used to guide decisions on establishing or retaining rest areas.

1.8 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.

1.9 Toilet Facilities

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.

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.

1.10 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 in section 2.0 below for guidance on placement of rubbish bins. By agreement this task can be delegated to a TLA.

1.11 Case by Case Approach

Detailed design, access and operating requirements for each site will be determined on a case-by-case basis.

1.12 Freedom Camping Act

This Act has been amended and now also applies to land controlled or managed by the NZTA. It is now considered that this directly applies to State highways and can be delegated to local authorities on request. In particular this would give powers to local authorities to set wide-ranging controls on freedom camping on highway roadsides and rest areas. Since it is generally held that the definition of freedom camping in the Act includes stopping to restore by resting, some past local authority bylaws would have not been beneficial to safety on State highways. Therefore it is important that any such request for delegation under this Act should be well scrutinised to ensure there is a good degree of alignment.

2.0 New Zealand Transport Agency's Highway Stopping Places Strategy

2.1 Overview

2.1.1 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 surplus, available land, not strategic placement, and as a result the NZTA currently has a large number of sites with varying Level of Service LOS issues.

(d) It is agreed that it would be better to rationalise the stock and provide 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

2.2 Highway Stopping Places Strategy

2.2.1 Purpose

Provide guidelines and a defined level of service within each site for consistency.

2.2.2 Objective

(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.

(b) To provide a set of national guidelines to assist in developing new stopping place facilities and in upgrading existing areas.

2.2.3 Historically

Stopping places on State highways have been formed and are managed by the NZTA to provide stopping facilities and amenities for highway users. 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.

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 using spaces such as excess land on curve, old road alignments and former stockpile sites for example.

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.

NZTA stopping places are managed at a regional level. Although some policy guidelines are provided in section 1.0 above, benefits to road users could be markedly improved through a rationalisation of the existing sites, following through on this national strategy for highway stopping places.

2.2.4 Outcomes

To rationalise the existing number of stopping places, and priorities for implementation of improved customer services.

2.2.5 Implications

(a) Financial:

Outline the funding approval programme and creation for new stopping places and for upgrading of existing stopping places

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.

In some situations, collective financial contribution can be negotiated with other interested agencies, such as installation with tourist information boards and signage.

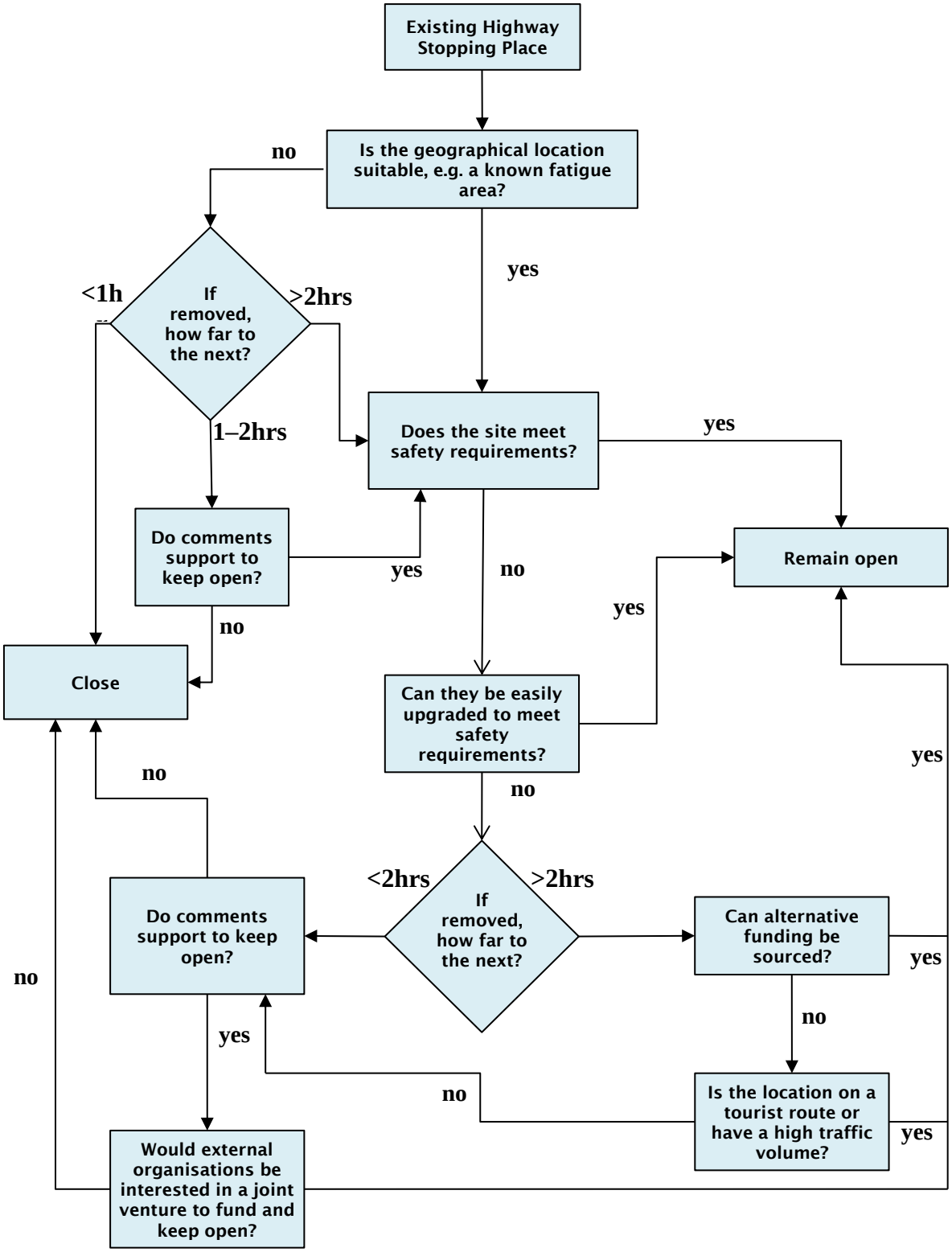
(b) Stakeholders:

Enough time should be allowed to consult with stakeholders, especially where closures are proposed.

Other stopping place owners such as DOC and Local Councils should be encouraged to upgrade where necessary to provide a uniform level of service.

2.3 Guide for Decision Making

Figure 1: Guidance Flowchart



2.4 Criteria for Selection

2.4.1 Priority Criteria

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

No.	Criteria	Requirement
1	Traffic Safety	• 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, Part 4: Intersections and Crossings - General; and Part 4A: Unsignalised and Signalised Intersections, and Diagram “D” in Appendix 5B of the Planning Policy Manual.
2	Spacing & Location	Sites should be strategically located in both the increasing and decreasing directions. Factors that should be taken into consideration include; • 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). As a general guide stopping places should be 1 hour travel time or approximately 50 kilometres apart.
3	Site Attractiveness	Tidy layout, good landscaping and planting. Refer to Section 2.7.8 for a more detailed list. Factors that assist in identifying preferable locations include natural; • 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.

2.5 Types of Highway Stopping Places

<table>
<tr><th>Type</th><th>Requirements</th></tr>
<tr><td>1. Rest Areas</td><td>Suitable for all drivers to stop and rest
<table>
<tr><th>Facilities</th><th>Requirement</th></tr>
<tr><td>1. Safe access & egress
Good visibility as per the Austroads Guide to Road Design Part4A: Unsignalised and Signalised Intersections and Diagram “D” in Appendix 5B of the Planning Policy Manual</td><td>Mandatory
√</td></tr>
<tr><td>2. Signage
TCD Manual Part 1: General Requirements for Traffic Signs
Advance signposting should be provided to inform drivers of the location, facilities within and distance to the upcoming stopping opportunity(s).</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
• 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>
</table></td></tr>
</table>

	8. Public Information boards May be provided in conjunction with local tourist information centres. Contains local map with distance to next/nearest • Rest area • Caravan waste dump stations • Town or city • Local tourist attraction Boards must contain NZTA logo and contact details.	Desirable √ √ √ If appropriate

2. Viewing Places

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

Facilities	Requirement
1. Safe access to & egress Good visibility *the Austroads Guide to Road Design Part4A: Unsignalised and Signalised Intersections and Diagram "D" in Appendix 5B of the Planning Policy Manual.*	Mandatory √
2. Signage *TCD Manual Part 1: General Requirements for Traffic Signs*	Mandatory
3. Public Information Boards	If appropriate
4. Internal vehicle circulation Parking spaces	Mandatory √
5. Rubbish bins	If appropriate
6. Bench seats	If appropriate

3. Utility Points

Stopping places for heavy vehicles which also include;

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

Facilities	Requirement
1. Safe access & egress Good visibility as per *the Austroads Guide to Road Design Part4A: Unsignalised and Signalised Intersections and Diagram "D" in Appendix 5B of the Planning Policy Manual*	Mandatory √

	Location at top of hills with up-grade access and down-grade exit is desirable.	
	2. Signage *TCD Manual Part 1: General Requirements for Traffic Signs*	Mandatory
	3. Public Information Boards	As appropriate
	4. Internal vehicle circulation Parking spaces Edge definition	Seal/maintain existing gravel areas as appropriate √ √
	5. Rubbish bins	If appropriate
	6. Sheds/Buildings	Subject to Police requirements

Note: In conjunction with these sites, NZTA should provide marked "pull-off" areas 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).

(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).

4. Historical or Cultural Places

Specific location that has a historical or cultural significance, that road users may wish to visit

Facilities	Requirement
1. Safe access & egress Good visibility as per *the Austroads Guide to Road Design Part4A: Unsignalised and Signalised Intersections and Diagram "D" in Appendix 5B of the Planning Policy Manual*	Mandatory √
2. Signage *TCD Manual Part 1: General Requirements for Traffic Signs*	Mandatory
3. Internal vehicle circulation	Seal/ maintain existing gravel areas as appropriate

	Parking spaces	√
	4. Rubbish bins	If appropriate
	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.**	

2.6 Level of Service

2.6.1 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 Figure 2. Route station/route position 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 TCD Manual		
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			

2.7 Design Criteria for New Highway Stopping Places

2.7.1 Location of Stopping Places

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.

As a very general guide stopping places should be one hour travel time or approximately 50 kilometres apart.

Factors that need to be taken into consideration include:

- Needs of motorists
- Locations of existing stopping opportunities
- Annual average daily traffic volume
- Composition of traffic
- History of fatigue related crashes

2.7.2 Sizes of Stopping Places

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.

2.7.3 Access and Visibility Requirements

Safe access entry/exit points to stopping places and the required sight distance must be provided in accordance with the *Austroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections* with access layout in accordance with Diagram “D” Moderate use access standard in Appendix 5B of the Planning Policy Manual.

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.

Sight distance, design vehicle turning paths and interference to through traffic by decelerating and accelerating vehicles should be considered at each site.

2.7.4 Highway Signs

Advance signposting, preferably five kilometres ahead for major rest areas, but certainly two kilometres, one kilometre and 500 metres ahead on the approaches, should be provided to enable drivers with adequate time to decide to use a particular stopping point. Alternatively it is possible to offer information via signage 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.

Signs for stopping places are to conform with the TCD Manual, Part 2 – Direction, Service and General Guidance Signs. While it is expected that most stopping places will have service or public amenity signs, tourist signs may be a better fit in some situations.

2.7.5 Site Design

The type and number of facilities such as tables and/or seats within sites should be based on peak vehicle use and on there being an average of two persons per stopped vehicle.

2.7.6 Stopping Place Safety

Stopping places should be designed to mitigate occupational and personal safety risks to those maintaining and using the facilities provided.

2.7.7 Consultation

Local authorities should be consulted on proposed stopping place sites and locations to ensure the views of affected communities are taken into account.

2.7.8 General Structures and Facilities

- Aesthetics and Functionality: Structures and facilities at stopping places 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.

2.7.9 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.

2.7.10 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.

2.7.11 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, especially where possible recycled material could also be used. The road and parking areas are to have an even surface.

2.7.12 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.

2.7.13 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 that because the information is intended to be read by stationary pedestrians the maximum letter height on the panels is 50 millimetres.

2.7.14 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 0.9 metres by 1.7 metres in plan, with benches on both sides along the longer dimension. Platforms are also to be a minimum of 0.9 metres by 1.7 metres in plan, and no higher than 0.6 metres 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.
- 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% from the horizontal for drainage.

2.7.15 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
    - be 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

2.7.16 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.

2.7.17 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.

2.7.18 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 Figure 1 above for supporting reasons

Figure 2: Assessment Form for New Highway Stopping Places

<table>
<tr><td>Facilities</td><td>Highway Stopping Place (circle one)
<table>
<tr><td>Rest Area</td><td>Viewing Place</td><td>Utility Point</td><td>Historical - Cultural Place</td><td>Composite Area</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="5">Region:</td></tr>
<tr><td colspan="5">SH:</td></tr>
<tr><td colspan="5">RS/RP:</td></tr>
<tr><td colspan="5">Direction (increasing/decreasing):</td></tr>
</table></td></tr>
<tr><td>1. Safe access to & from highway</td><td>Acceptable: ☐ Yes ☐ No

Know Fatigue Site? ☐ Yes ☐ No

If no, what activity is required for upgrading to an acceptable standard?</td></tr>
<tr><td>2. Signage</td><td>Both directions? ☐ Yes ☐ No

Signage meets MOTSAM requirements? ? ☐ Yes ☐ No</td></tr>
<tr><td>3. Internal vehicle circulation</td><td>Acceptable: ☐ Yes ☐ No

If no, what activity is required for upgrading to an acceptable standard?</td></tr>
<tr><td>4. Pedestrian paths & table areas</td><td>☐ Yes ☐ No ☐ N/A

If not, what activity is required for upgrading?</td></tr>
<tr><td>5. Tables and seating</td><td>☐ Yes ☐ No ☐ Insufficient ☐ N/A</td></tr>
<tr><td>6. Rubbish bins</td><td>☐ Yes ☐ No ☐ Insufficient ☐ N/A</td></tr>
<tr><td>7. Site boundary definition</td><td>☐ Defined ☐ Not defined, but needs to be ☐ N/A

If the area is not, what work is required to define the area?</td></tr>
<tr><td>8. Public Information boards</td><td>☐ Yes ☐ No, but would be useful at this site ☐ N/A
☐ Locally funded/maintained</td></tr>
<tr><td>9. Landscaping</td><td>☐ Suitable as is ☐ Needs improvement maintenance work
☐ N/A ☐ Requires new planting & landscaping</td></tr>
<tr><td>10. Other facilities e.g. toilets, dump & stock effluent sites</td><td>☐ Yes ☐ No</td></tr>
<tr><td>11. Recommendation & supporting justification

Priority 1=high, 2=medium, 3=low</td><td>
<table>
<tr><th>Recommendation</th><th>Tick</th><th>Priority</th></tr>
<tr><td>Remain Open</td><td></td><td></td></tr>
<tr><td>Upgrade</td><td></td><td></td></tr>
<tr><td>Close</td><td></td><td></td></tr>
<tr><td>New Site Required</td><td></td><td></td></tr>
</table></td></tr>
</table>

3.0 Information Centres

3.1 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.

4.0 Rural Selling Places

4.1 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.

5.0 No Stopping/Parking Bylaws

5.1 Purpose

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

5.2 Authority to Make Bylaws

The Government Roading Powers Act section 61 authorises the Board to be able to make Bylaws to manage State highway activities. The allowable subject matters for those bylaws are set out in the Land Transport Act section 22AB and include the right 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.

5.3 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.

5.4 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.