

# How to Complete a Construction Traffic Management Plan (CTMP) Report

A **Construction Traffic Management Plan (CTMP)** outlines how construction activities will impact the local road network and details measures to manage traffic safely and efficiently. A CTMP report must be prepared, reviewed and approved by qualified professional.

## 1. Introduction

This section must include:

- **Project details:** Site location, scope of works, key activities, and hours of operation.
- **Surrounding traffic environment:** Road network (State, Regional, and Local Roads), public transport facilities, and existing parking restrictions.
- A copy of the **North Sydney Standard Requirements for a CTMP** should be attached to the CTMP and referenced in the report as being complied with.

## 2. Managing Construction Vehicles

This section must cover:

- **Truck routes:** Provide a map showing truck routes using State and Regional Roads.
- **Largest vehicle used:** Identify the largest vehicle for demolition, excavation, and construction.

**Note:** *North Sydney Council does not permit vehicles larger than a 12.5m HRV for general construction.*

- **Truck movements:** Estimate the frequency of truck trips to and from the site.

**Note:** *Queuing or marshalling of trucks on public roads is not permitted.*

- **Vehicle entry and exit:**
  - Use swept path diagrams to show how trucks enter, circulate, and exit in a forward direction.  
**Note:** *Reversing into the site from the road is not allowed unless a one-off permit is obtained from Council.*
  - Show existing and temporary driveways with dimensions.
  - Consider a **Works Zone** if forward entry and exit are not possible. Please note that all loading/unloading must be within the site or an approved Works Zone.
- **Swept path analysis:** Demonstrate how trucks will navigate narrow and tight sections along the designated route.
- **Site layout plan:** Show locations for:
  - Vehicle loading/unloading areas

- Storage areas for equipment, materials, and waste
- Works Zones (if required)
- Cranes (if required)

**Note:** *Separate approvals are needed for Works Zones and Road Closures for crane installations.*

### 3. Project Impact

This section must explain:

- **Effects on residents, businesses, pedestrians, cyclists, local traffic, and emergency services.**
- **Staff parking management:**
  - All vehicles associated with the development must be parked within the site.
  - Site staff should use designated off-street parking or public transport instead of parking on public roads.
- **Proximity to a School Zone:**
  - If the construction route passes through a School Zone, vehicles must avoid school peak hours.

### 4. Traffic Guidance Scheme

- **Traffic Guidance Scheme (TGS)** must be prepared, reviewed and approved by Prepare Work Zone Traffic Management Plan (PWZTMP) qualified professional.
- **TGS** must comply with Australian Standards and TfNSW's *Traffic Control at Work Sites* guidelines.
- **Traffic controllers:**
  - Cannot stop traffic on public streets to allow trucks to enter or exit.
  - Must wait for a natural gap in traffic before assisting trucks.
  - Pedestrians always have right of way and can only be stopped for brief safety periods when trucks are moving.

### 5. Appendices

Include the following:

- **Swept path diagrams for:**
  - Vehicles entering, circulating, and exiting the site/Works Zone.
  - Turning movements in narrow roads.
- **Traffic Guidance Scheme** prepared by a **PWZTMP qualified professional** for:
  - Diversions and detours.

- Managing vehicle and pedestrian access near the site.