

1.0 Introduction – *Kupu Arataki*

This document describes the procedure that Whakatāne District Council will undertake when considering requests for bollard installation on road reserve (including footpaths) or other Council owned land.

2.0 Background – *He tirohanga whakamuri*

This procedure has been developed in response to the increasing number of requests for bollards from local businesses wanting to reduce the probability of ram raids affecting their premises in the Whakatāne District. This process may be used for purposes outside of bollard installation where considered appropriate.

3.0 Application requirements

Whenever possible bollards must be installed within the premises' property rather than on road reserve. However, if the property façade is located on, or so close to the boundary to make this option inviable, bollards may be installed on road reserve under conditions and at Council's discretion.

- Complete an online application form ([Click here for the form](#)) including:
 - A statement explaining why the bollards are considered necessary, and why they need to be installed within the road reserve.
 - Any supporting evidence such as police reports of previous ram raids.
 - A summary of other actions that the applicant may have taken to reduce the chance of ram raids occurring.
 - A detailed plan or drawing showing the location(s) where the bollards are proposed to be installed, including measurements from the building face and roadside kerb, and the spacings between the bollards. The plan should show where the boundary is between the property and the road reserve.
 - Evidence that the applicant has undertaken a Before-U-Dig or similar assessment to ensure the proposed location of the bollards does not interfere or affect any underground utilities.
 - Evidence that the property owner supports the bollard installation.
 - Evidence that other affected parties have been consulted about installation of bollards, including neighbouring property owners.
 - Contact name, phone number and email address.
- The property must obtain and fully comply with any statutory consent requirements, such as building and/or resource consents.
- The applicant/property owner will be responsible for all costs associated with the installation, removal, and ongoing maintenance of the bollards and must keep them in a clean, safe, and tidy condition at all times.
- Council staff will discuss the application with the applicant and make any adjustments deemed necessary.
- A decision will be made following assessment by staff.

- Once approved, the applicant must submit a Corridor Access Request (CAR) via Submittica with the information above as supporting documentation.

4.0 Bollard requirements

- All bollards must be of a type specifically for its intended use.
- The bollards must be located as close to the building façade as possible to minimise encroachment into the road corridor – footpaths are required to provide adequate room for pedestrians – especially mobility scooters etc.
 - In the Whakatane CBD and other areas deemed by staff to have high foot traffic, a footpath clearance of 2.3m is required.
 - In other areas, a footpath clearance of no less than 1.6m is required
- Bollards must be a minimum 750mm tall and provide a high level of contrast with background colours, providing appropriate contrast for visually impaired people.
 - Bollards located in the CBD area, identified In Figure One below, may require a vinyl wrap to soften visual impacts
- If bollards are requested in high traffic areas, Council may request that the proposed bollards be retractable or removable to reduce obstruction when not required.
- All buildings with a fire alarm installed can ask an independent qualified person to ensure that access and egress pathways are clear as per regular fire safety inspections.

5.0 Approval process

- Council will assess the request for suitability in terms of accessibility of footpaths, entranceways, and appropriateness within an urban design context.
- Council's building team will review the application to ensure that any bollard installation is compliant with the building code, particularly around access and egress paths.
- Council reserves the right to remove bollards, at the owner's cost, at any point should the need arise.



Figure 1 - CBD boundary for the purpose of bollard installations on Council land