Submitting Temporary Traffic Plan (TTM) Applications

Click on the link below to submit a Temporary Traffic Management (TTM) Plan via a web form - https://arcg.is/1TbPCT

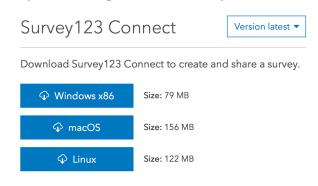
*if the link doesn't work, please copy and paste the URL into a browser (e.g. Google Chrome)

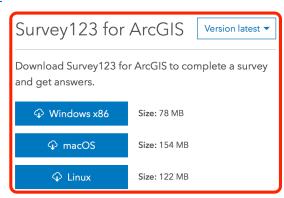
Alternatively, download the **Public TTM Submissions** application if you intend on submitting multiple applications. This will fast-track any subsequent applications, as this allows you to copy previously sent applications into new applications.

This saves time having to re-enter any duplicate information e.g. contact details

Downloading Public TTM Submissions application

 Download and install the *latest version* of Survey123 for ArcGIS https://doc.arcgis.com/en/survey123/download/

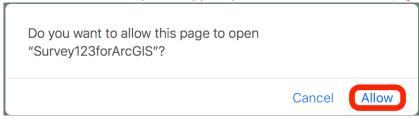




2. Once installed, click on the following link to download the **Public TTM Submissions** application

https://arcg.is/14Xmv4

*if the link doesn't work, please copy and paste the URL into a browser (e.g. Google Chrome)

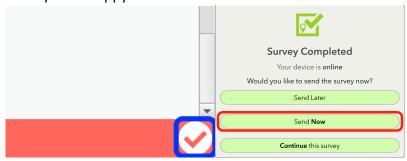


Sending your first application

1. Click **Survey123 for ArcGIS** → **Public TTM Submissions** → **Collect** to start entering your first TTM plan application.

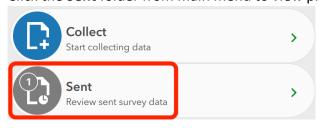


- 2. Fill in the relevant information
- 3. Once you're happy with the information click \checkmark > Send Now



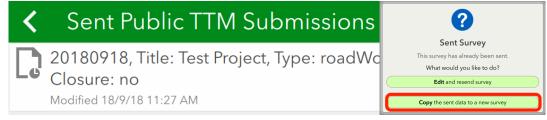
Copy a previously sent application into a new application

1. Click the **Sent** folder from main menu to view previously submitted applications



2. Select the relevant application you wish to copy → click Copy the sent data to a new survey

*you'll receive an error upon submission if you attempt to Edit and resend survey



3. Change information as necessary and click \checkmark \rightarrow Send Now

Public TTM Submissions applications – FAQ

- 1. I cannot find the relevant Suburb or Street name from the drop-down list?

 If this happens, choose 'OTHER' from the drop-down list, and state the actual name of suburb or street in 'List any additional streets.....'
- 2. My application was unauthorised Can I edit and resend?

 No, please select the unauthorised application from the Sent folder and 'copy it into a new application' and make the relevant changes.
- My application needs an extension of time Can I edit and resend?
 No, please select the relevant application from the Sent folder and 'copy it into a new application' and make the relevant date/time changes.
- 4. I can't send my application it is stuck in the Outbox folder? The main reason for this is when users attempt to 'edit and resend' an application. Alternatively, this occurs when an individual attachment is larger than 10MB in size. To attach files larger than 10 MB, spilt the PDF into smaller pieces and use the five other attachment type questions to attach the subsequent PDFs.



5. I accidentally selected **Send Later** when attempting to send my application – where can I find this application?

Applications selected as 'Send Later' will sit in your 'Outbox' folder.



6. I'm undertaking works at multiple locations – how should I enter this information?

Use the 'Area of works' section and 'location of works on map' to highlight where the bulk of the works will occur, and 'List any additional streets.....' to write down all the other streets and suburbs.



7. Where can I find more information? Please visit - https://arcg.is/f1qui