

Temporary Road Closure Application Form

Short term (less than 24 hours)



*This is an application under the Roads Act 1993 in accordance with Part 8 Division 4
Application and relevant fees MUST be received three months prior to the event to allow processing*

Applicant's details

Applicants name			
Name of Organisation			
Position in Organisation			
Postal Address			
	Postcode		
Telephone	After hours		
Email			
Contact during Event	Mobile		

I/We hereby apply for the temporary short-term closure of the section of road as detailed below. If the application is approved I/we agree to the Standard Conditions attached to this application form and any additional conditions imposed.

Signature of Applicant/s

Date / /

Details of Road Closure

Road	Suburb						
Section to be closed (plan to be provided)							
from	am/pm	/	/	to	am/pm	/	/
Purpose							
Number of persons anticipated to be attending				Number of driveways affected			
Parking arrangements							
Litter control and removal							
Toilet facilities							
Food / drink facilities							

Please supply written agreement from all properties directly affected by the temporary closure.

All applicants/organisations to contact Council's Regulation & Compliance Unit regarding litter, toilet and food facilities before lodging this application. Certification of Public Liability Insurance for an amount of 10 Million dollars must be provided with the application. Applicant must obtain written agreement from Police, Ambulance, Fire Brigade & relevant bus companies prior to closure.

OFFICE USE

Receipt No Date / /

Standard Conditions for Temporary Road Closures

Part 8, Division 4 Roads Act 1993

1. The closure is to be defined by approved barriers and signs generally as detailed in AS1742 Manual of Uniform Traffic Control Devices which must be removed promptly at the conclusion of the proceedings. Arrangements are to be in accordance with details provided on the Council approved Traffic Control Plan.
The Traffic Control Plan shall be prepared by an RMS accredited person and must be submitted with the application.*
2. The applicant is responsible for provision and maintenance of all necessary barriers, signs, lights, etc. These will NOT normally be provided by Council but can be obtained from a private hire company. These are listed in the Telstra Yellow Pages under "Hire" equipment.
3. The nominated contact person is to be on-site at all times.

4. Barriers at the closures are to be manned at all times by persons qualified in traffic control procedures, having passed an RMS approved training course.*

Details of Traffic Controllers' Certification must accompany the Traffic Control Plan.

NOTE: any person having a legitimate reason to gain access to the closed section of road shall be permitted to do so without undue delay.

5. At night and at any other time as directed, traffic hazard warning lamps conforming to Australian Standard AS 1165 shall be provided and operated by the applicant.
6. Any direction of the Police or authorised Council Officer is to be promptly obeyed.
7. The applicant must notify Police, Fire Brigade & Ambulance Services. The applicant will ensure that suitable arrangements are made for access by emergency vehicles (e.g. Police, Fire Brigade, Ambulance, Waste Service) through the closed section of road. Stalls or structures erected within the road carriageway shall be arranged to allow a clear passageway six (6) metres wide through the area. Under no circumstances shall vehicles, tables or other such objects be placed at the point of closure.
8. The applicant will need to contact the relevant bus company and ensure that no bus services will be affected by the proposed closure.
9. No metal objects (eg. stage, trailers, trestles etc) shall be placed or vehicles parked within ten (10) metres of traffic control signals.
10. Recovery of Additional Costs by Council:
 - The applicant is responsible for cleaning the area after the event. Failure to leave the area in a clean and tidy condition will incur a charge for cleaning by Council.
 - The applicant is responsible for implementing the road closures in accordance with Council's requirements. Failure to do so will incur charges for Council's costs associated with correcting any deficiencies.
 - The applicant is responsible for any damage or defacement of Council's pavements, kerb and gutter or other assets resulting from the event and any such damage must be repaired at the applicants full cost.
11. As the proposed closure will be carried out on land over which Council has control, your attention is drawn to your responsibilities under the Work, Health & Safety Act 2011. Please ensure that any persons employed to work at the proposed closure are able to meet the requirements of the Work, Health & Safety Act which provides for the protection of the health safety & welfare of people at work.
12. If deemed necessary by Council the applicant will need to arrange at their cost for a 14 day advertisement of the proposed closure in order to minimise inconvenience to the community.

NOTE: CONSIDERATION OF FUTURE EVENTS

Council will consider the level of compliance with all conditions of approval for past events organised by any particular group or individual when considering the current application.

13. Public Liability Insurance

The applicant must indemnify Council against all claims, damages and costs incurred by or charges made against Council in respect of death or injury to any person or property damage arising from or as a result of the proposed closure.

NOTE: This usually can be arranged by contacting your Home and Contents Insurers at no extra cost. The policy limit should be at least \$10 million.

* For details of Accredited Training Providers contact RMS Ph: (02) 9831 0058.

Qualified personnel are also available from private labour hire companies. (Consult the Yellow Pages for details).

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