



## **NARROMINE SHIRE COUNCIL**

### **APPLICATIONS FOR ROAD CLOSURES FOR SPECIAL EVENTS**

### **POLICY**

Adopted by Council on 15 September 2009  
(Resolution No 2009/373)

# APPLICATIONS FOR ROAD CLOSURES FOR SPECIAL EVENTS POLICY

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## NARROMINE SHIRE COUNCIL

### APPLICATIONS FOR ROAD CLOSURES FOR SPECIAL EVENTS POLICY

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### OBJECTIVE

1. To manage the requirements for the temporary closure of Public Roads within the Shire.
2. To assist organisers meet their requirements under the Roads Act with respect to temporary closure of public roads.

### POLICY

That Council, as a matter of policy, request that organisations apply in writing to Council if requesting a Road/Street closure for the purpose of a special event, a minimum of four (4) months from the proposed start date of the event in order to conform with the current requirements, to allow time for the issue to be considered at the next Traffic Committee Meeting which are held every two months, to allow time to draft the necessary documentation and seek further approval from the Road and Traffic Authority and Police Service where required.

### Background

1. A special event (in traffic management terms) is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, requires special traffic management arrangements, and may involve large numbers of participants and/or spectators. Examples are marathons, fun runs, cycling events, parades, marches and street market days.
2. The definition also applies to events conducted in their own venue if the event requires special traffic management arrangements and multiple agency support.

### Special Events

1. All special events are to be undertaken in accordance with the Guide to Traffic and Transport Management for Special Events Version 3.2 (available from <http://www.rta.nsw.gov.au/trafficinformation/downloads/tmcspcialeventsdl1.html>)
2. A Traffic Control Plan certified by a person with a "Worksite Traffic Control Certificate" is to be forwarded to Council for its notation prior to advertising the proposed closures at least ten days prior to the event (refer form 1 attached).
3. Events are to be undertaken in accordance with the requirements of the NSW Police Service with their approval documentation forwarded to Council for notation (refer form 2 attached).
4. If there is a need for any person to direct traffic on a public road, they are required to possess an appropriate traffic controller's certificate.
5. If the Police Service provide an escort for the event hence precluding the requirement to undertake a formal road closure(s) along the route, otherwise barricades will need to be put in place prior to the event and removed at it's completion.

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6. Council must be provided with a current copy of a public liability insurance policy in the amount of at least \$10 million such policy is to note that Council is indemnified against any possible action as the result of the event.
7. The event convener is to notify all affected businesses and residents adjacent to the proposed closure indicating the period during which their accesses will be affected. Such notification is to be in writing.
8. The area/s are to be left in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths.
9. That in complying with legislation for the process of road closures, the cost of staff time be borne by Council but external costs such as advertising will be borne by the event organiser.

### **Other Temporary Closures**

1. A Traffic Control Plan certified by a person with a "Worksite Traffic Control Certificate" is to be forwarded to Council for its notation prior to advertising the proposed closures at least ten days prior to the event
2. If there is a need for any person to direct traffic on a public road, they are required to possess a traffic controller's certificate.
3. Council must be provided with a current copy of a public liability insurance policy in the amount of at least \$10 million such policy is to note that Council is indemnified against any possible action as the result of the closure.
4. The Applicant is to notify all affected businesses and residents adjacent to the proposed closure indicating the period during which their accesses will be affected. Such notification is to be in writing.
5. The area/s are to be left in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths.
6. That in complying with legislation for the process of road closures, the cost of staff time be borne by Council but external costs such as advertising will be borne by the applicant.

## **ROADS ACT 1993**

### **122 Temporary regulation of traffic**

(1) A roads authority may regulate traffic on a specified public road or on all public roads for which it is the roads authority:

(a) in relation to a classified road, by means of an order published in a daily newspaper circulating generally throughout the State, or

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(b) in relation to any other public road, by means of an order published in one or more local newspapers or in a daily newspaper circulating generally throughout the State.

(2) A roads authority may, by order served on any person, prohibit the person from causing any vehicle under the person's control to pass along a specified local road unless the vehicle is being driven to a destination that cannot be reached except by means of that road.

(3) An order under this section may not be made unless the roads authority is satisfied that it is necessary to do so in order to prevent damage in excess of the ordinary wear and tear arising from the reasonable use of the road or roads concerned.

(4) A person must not, without reasonable excuse, contravene an order under this section. Maximum penalty: 30 penalty units.

(5) A roads authority must revoke any order under this section as soon as the circumstances giving rise to its making cease to exist.

(6) Unless sooner revoked, an order under this section ceases to have effect at the expiration of 12 months after it was made.

(7) Subsection (6) does not prevent an order being remade.

### **144 Permits for road events**

(1) A roads authority may grant a permit to any person to conduct a road event on a public road.

(2) A permit may not be granted with respect to a classified road except with the consent of the RTA.

(3) A permit may not be granted with respect to an activity for which an approval is required under section 40 of the [Road Transport \(Safety and Traffic Management\) Act 1999](#) unless such an approval is in force.

**Special Event Transport Management Plan Template**

**1. EVENT DETAILS**

**1.1 Event Summary**

Event Name:

Event Location:

Event Date:

Event Start Time:

Event Finish Time:

Event Setup Start Time:

.. Event Pack-up Finish Time:

Event is:  off Street  on street moving  on street non moving  
 Held regularly throughout the year (calendar attached)

**1.2 Contact Names**

Event Organiser \*\* .....

Phone: Fax: .....Mobile:

Email: .....

Event Management Company (if applicable) .....

Phone: Fax: .....Mobile:

Email: .....

Council .....

Phone: Fax: .....Mobile:

Email: .....

Roads & Traffic Authority (if Class 1) .....

Phone: Fax: .....Mobile:

Email: .....

\*\* NOTE: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

**1.3 Brief description of the event (one paragraph)**

.....  
.....  
.....

**2. RISK MANAGEMENT – TRAFFIC**

<b>CLASS 1</b> <b>CLASS 2</b> <b>CLASS 3</b>	<b>2.1 Occupational Health &amp; Safety – Traffic Control</b>
	<input type="checkbox"/> Risk assessment plan/s attached
	<b>2.2 Public Liability Insurance</b>
	<input type="checkbox"/> Public liability insurance arranged. Certificate of Currency attached
	<b>2.3 Police</b>
	<input type="checkbox"/> Police written approval obtained
	<b>2.4 Fire Brigades and Ambulance</b>
	<input type="checkbox"/> Fire brigades notified <input type="checkbox"/> Ambulance notified

**3. TRAFFIC AND TRANSPORT MANAGEMENT**

<b>Class 1</b> <b>Class 2</b> <b>CLASS 3</b>	<b>3.1 The route or location</b>
	<input type="checkbox"/> Map attached
	<b>3.2 Parking</b>
	<input type="checkbox"/> Parking organised – details attached <input type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b>
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic generating developments attached <input type="checkbox"/> There are no construction activities, traffic calming devices or traffic generating developments at the location/route or on the detour routes.
	<b>3.4 Trusts, authorities or Government enterprises</b>
	<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise: written approval attached <input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5 Impact on/of Public transport</b>
	<input type="checkbox"/> Public transport plans created – details attached <input type="checkbox"/> Public transport not impacted or will not impact
<b>3.6 Re-opening roads after moving events</b>	
<input type="checkbox"/> This is a moving event – details attached <input type="checkbox"/> This is a non-moving event	
<b>3.7 Traffic management requirements unique to this event</b>	
<input type="checkbox"/> Description of unique traffic management requirements attached <input type="checkbox"/> There are no unique traffic requirements for this event	
<b>3.8 Contingency plans</b>	
<input type="checkbox"/> Contingency plans attached	
<b>3.9 Heavy vehicle</b>	
<input type="checkbox"/> Impacts heavy vehicles – RTA to manage <input type="checkbox"/> Does not impact heavy vehicles	
<b>3.10 Special event clearways</b>	
<input type="checkbox"/> Special event clearways required – RTA to arrange <input type="checkbox"/> Special event clearways not required	

**4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES**

<div style="background-color: red; color: white; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg);">CLASS 1</div> <div style="background-color: yellow; color: black; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg);">CLASS 2</div> <div style="background-color: green; color: white; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg);">CLASS 3</div>	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
	<input type="checkbox"/> Plans to minimise impact on non-event community attached
	<input type="checkbox"/> The event does not impact the non-event community either on the main route (or location) or detour routes
	<b>4.2 Advertise traffic management arrangements</b>
	<input type="checkbox"/> Road closures or restrictions – advertising medium and copy of proposed advertisements attached.
	<input type="checkbox"/> No road closures or restrictions but special event clearways in place – advertising medium and copy of proposed advertisements attached
	<input type="checkbox"/> No road closures, restrictions or special event clearways – advertising not required.
	<b>4.3 Special event warning signs</b>
	<input type="checkbox"/> Special event information signs are described in the Traffic
	<input type="checkbox"/> Control Plan/s This event does not require special event warning signs
	<b>4.4 Permanent Variable Message Signs</b>
	<input type="checkbox"/> Messages, locations and times attached
	<input type="checkbox"/> This event does not use permanent Variable Message Signs
	<b>4.5 Portable Variable Message Signs</b>
	<input type="checkbox"/> The permanent messages and locations for portable VMS are attached
<input type="checkbox"/> This event does not use portable VMS	

**5. PRIVACY NOTICE**

The “Personal Information” contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads & Traffic Authority (RTA) or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The “personal information” is being collected for submission of the Transport Management Plan for the event described in section 1 of the document.
- I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The “personal information” being supplied is either my own or I have the approval of the person concerned to provide his/her “personal information”.
- The “personal information” held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event Managers or any other person or organisation required to manage or provide resources required to contact the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the “personal information” relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

**6. APPROVAL AND AUTHORISATION**

TMP Approved by.....Event Organiser .....Date

Regulation of Traffic Authorised by: ..... RTA .....Date

Or: ..... Council .....Date



Schedule 1 Form – Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 – Sec 23

To the Commissioner of Police

1.	<p>I, .....(name) of, ..... (address) on behalf of,..... (organisation) notify the Commissioner of Police that on the ..... (day) of..... (month) ..... (year), it is intended to hold</p> <p><b>either</b></p> <p>(a) a public assembly, <b>not</b> being a procession, of approximately which will assemble at ..... (place) at approximately .....am / pm and disperse at approximately.... am / pm</p> <p><b>or</b></p> <p>(b) a public assembly, being a procession of approximately..... (number) persons which will assemble at approximately . am / pm, and at approximately .....am / pm the procession will commence and shall proceed ..... ..... ..... (Specify route any stopping places and the approximate duration of any stops and the approximate time of termination. A diagram may be attached)</p>
2.	<p>The purpose of the proposed assembly is .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

TEMPORARY ROAD CLOSURES

3.

The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (*strike out whichever is not applicable*)

(iv) There will be ..... (number) of vehicles and/ or ... (number) of floats involved.

The type and dimensions are as follows:

.....  
.....  
.....

(iii) There will be ..... (number) of bands, musicians, entertainers, etc., which will entertain or address the assembly.

(ii) The following number and type of animals will be involved in the assembly.

.....  
.....

(i) Other special characteristics of the proposed assembly are as follows:

.....  
.....

4.

I take responsibility for organising and conducting the proposed assembly.

5.

Notices for the purposes of the Summary Offences Act 1988 may be served upon me at the following address:

.....  
.....  
..... Postcode  
Telephone No.....

6.

Signed: .....  
Capacity / Title: .....  
Date: .....