



APPLICATIONS FOR ROAD CLOSURES FOR SPECIAL EVENTS

DOCUMENT VERSION CONTROL

Modified By	Date Reviewed	Date Approved	Review Period
Paul Gallagher Director of Engineering Services	June 2009	By Council on 15 September 2009 Res No 2009/373	3 years
Director Infrastructure and Engineering Services	April 2024	By Council on 10 April 2024 Res No 2024/066	4 years

OBJECTIVE

1. To provide guidance and manage the requirements for the temporary closure of Public Roads within the Shire when requested by members of the public.
2. To assist organisers meet their requirements under the Roads Act with respect to temporary closure of public roads.

POLICY

A request from an individual or organisation to close a public road must meet the following notification requirements:

- Road closure less than 8 hours – 4 weeks' notice
- Road closure more than 8 hour OR on a State Road* – 4 months' notice

*In Narromine Shire State Roads are the Mitchell Highway, Newell Highway, Manildra and Culling Streets. These roads are under Transport for NSW control and Council does not have authority to close the road without consent.

A request to close a road must be made in writing to Council via a "Road Closure Request" Form.

The notification period ensure Council can table the item at the Local Traffic Committee Meeting and seek further approval from regulators as 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.

Road Closure Requirements

1. All special events are to be undertaken in accordance with the Transport for NSW guidelines. Information can be found at:
<https://www.transport.nsw.gov.au/operations/roads-and-waterways/business-and-industry/event-management-guidelines>.
2. A completed Special Event Transport Management Plan (*Annexure 1*), including a certified Traffic Guidance Scheme (TGS) is to be forwarded to Council at least ten days prior to the event and prior to advertising the proposed closures.
3. In the event where road barricades are required, Council is able to setup road closures (including signs) at the cost of the individual/organisation. All sign and barricade setup must be in accordance with Transport for NSW guidelines and in line with the TGS.

4. Events are to be undertaken in accordance with the requirements of the NSW Police Service with their approval documentation forwarded to Council for notation.
5. 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.
6. For approval of the road closure, a current copy of a public liability insurance policy in the amount of at least \$20 million must be provided to Council.
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. All setup and reinstatement costs will be borne by the event organiser.

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)

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2. RISK MANAGEMENT – TRAFFIC

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

3. TRAFFIC AND TRANSPORT MANAGEMENT

Class 1	Class 2	CLASS 3	3.1 The route or location
			<input type="checkbox"/> Map attached
			3.2 Parking
			<input type="checkbox"/> Parking organised – details attached <input type="checkbox"/> Parking not required
			3.3 Construction, traffic calming and traffic generating developments
			<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.
			3.4 Trusts, authorities or Government enterprises
			<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
			3.5 Impact on/of Public transport
			<input type="checkbox"/> Public transport plans created – details attached <input type="checkbox"/> Public transport not impacted or will not impact
3.6 Re-opening roads after moving events			
<input type="checkbox"/> This is a moving event – details attached <input type="checkbox"/> This is a non-moving event			
3.7 Traffic management requirements unique to this event			
<input type="checkbox"/> Description of unique traffic management requirements attached <input type="checkbox"/> There are no unique traffic requirements for this event			
3.8 Contingency plans			
<input type="checkbox"/> Contingency plans attached			
3.9 Heavy vehicle			
<input type="checkbox"/> Impacts heavy vehicles – RTA to manage <input type="checkbox"/> Does not impact heavy vehicles			
3.10 Special event clearways			
<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>	4.1 Access for local residents, businesses, hospitals and emergency vehicles
	<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
	4.2 Advertise traffic management arrangements
	<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.
	4.3 Special event warning signs
	<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
	4.4 Permanent Variable Message Signs
	<input type="checkbox"/> Messages, locations and times attached
	<input type="checkbox"/> This event does not use permanent Variable Message Signs
	4.5 Portable Variable Message Signs
	<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, Transport for NSW 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 OrganiserDate

Regulation of Traffic Authorised by: RTADate

Or: CouncilDate