



FESTIVALS AND EVENTS ROAD CLOSURE REQUEST

APPLICATION

Council has authority to approve the closure of all roads under its care and control, as per delegation by the Minister for Transport and in accordance with the Road Traffic Act 1961 (Section 33) and the Ministers Notice, dated 27th April 2009.

For events requiring road closures a completed copy of the Road Closure Request must be submitted in conjunction with a Traffic Management Plan (map) and an Event Application Form. If you require assistance to complete these forms please contact Council's Festivals and Events Officer.

Event organisers will be responsible for covering costs associated with road closures under the Road Traffic Act. These may include such things as advertising the road closures in a locally distributed newspaper, notifying residents of road closures and engaging the services of a company with relevant traffic management experience to implement closures, in accordance with Traffic Management Plan. Refer to Page 5 for further information.

EVENT NAME

Event Date(s):

Event Location:

Event Organiser:

Applicant's Name:

Email:

Phone:

ROAD CLOSURE RATIONALE:

Please provide reasons for the necessity of the closure.

ROAD CLOSURE DETAILS

DATE:				
ROAD	SECTION		TIME	
	FROM	TO	FROM	TO

If road closure information exceeds this table, please ensure that all details are clearly outlined within the letter to council seeking permission to close roads.

PUBLIC CONSULTATION

Please provide details of the extent of any public consultation that may have occurred by your organisation, in particular any communication that has occurred with residents that will be directly affected by closures. Please provide the details of the nominated person that will be responsible for this consultation.

TRAFFIC MARSHALS

Traffic Control Devices must be installed by persons with relevant experience and knowledge in Traffic Management. Ideally individuals with a Work Zone Traffic Management Certificate, in accordance with the Australian Standard (AS 1906.4). Please provide the names of the officials involved with installing and/or monitoring traffic control devices.

NAME(s)	POSITION / ROLE

POSITIONING OF MARSHALS

Please provide details on where marshals will be positioned.

ADVANCE WARNING SIGNAGE

If Advance Warning signage is to be installed please provide details of locations and installation times of such signage.

ALTERNATE ROUTES

Provide details of traffic detours that may be implemented to ensure that inconvenience to local residents is kept to a minimum.

ACCESS FOR EMERGENCY SERVICES

Provide details about access points and arrangements for Emergency Service vehicles.

DISABLED ACCESS

Advise access arrangements for those people with a disability

POST EVENT CLEAN UP

Provide details of the arrangements for cleaning up the road and verges following the event. It is expected that the site be returned to the same condition as at the start of the event.

This section must be completed by Car Rallies or as requested by Council :

EMERGENCY RESPONSE PROCEDURES

Provide details of steps taken in the event of a vehicle accidents associated with your event. Supporting documentation maybe attached to answer this question.

DRIVEWAYS

Please advise how driveways will be secured to ensure that no members of the public will be accessing the roadway.

PROPERTY DAMAGE

If as a result of the event a residents property is damaged please provide detail on the steps that will be taken to repair any damage caused, including time frames.

PRE EVENT ACTIVITIES

At no stage should any competitors associated with your event practice on the roadway prior to the event. Please outline steps that will be taken to prevent this from occurring.

RESIDENT ACCESS

Where the road closure blocks access to property, please provide details on how locals are able to gain access during the event.

TRESPASSING

Where spectators are likely to attend your event, please outline steps that will be taken to prevent the public from gaining unauthorised access to private property.

NEIGHBOURING COUNCIL

Do the roads requested for closure adjoin roads that are owned or under the control of another Government Authority (either state or local government)?

YES NO

Have you notified the neighbouring Government Authority of your intentions to close the above mentioned roads?

YES NO

Will your event be taking place in other Local Government Areas, if so which ones?

CONDITIONS OF ROAD CLOSURE APPROVAL

As the applicant you understand that (if required) the following actions / conditions will apply:

General Conditions

- Applicants must hold a current public liability insurance policy with a minimum of \$20,000,000 coverage. The applicant must present Council with a copy of the Certificate of Currency relating to the policy prior to the event proceeding.
- The Applicant agrees to indemnify, protect, defend and hold harmless the City of Victor Harbor from and against any and all claims, demands, actions and proceedings whatsoever in relation to personal injury or property damage caused by or occasioned during the period of the event and shall indemnify the Council for any and all fees, costs and expenses incurred in respect thereof.
- Council will not be responsible for any personal injury to Event personnel and requires indemnification from the Event organiser should any claims be made against Council.
- That all bonds required are paid prior to the event. Bonds will be refunded to the applicant following inspection by council after the event.
- If the applicant causes damage to Council property it retains the right to withhold part or the entire bond towards the cost of repair and/or reinstatement.
- All Council facilities must be left in a clean and tidy state and all rubbish must be placed in bins or removed from the site.
- A site plan presenting the layout of any structures (marquees etc) must be submitted with the Event Application.
- A Risk Management Plan must be submitted.
- A Traffic Management Plan produced by a qualified person must be submitted

Council Use Only

Event Application Form received

Traffic Management Plan received

This Road Closure Request has been reviewed by:

PRINT NAME

SIGNATURE

DATE