



TEMPORARY ROAD CLOSURE APPLICATION (EVENTS)

Record: _____
 Doc # MMC-SPE-FORM-004
 Issued January 2020
 Next Review Q1/2021

This form must be completed and submitted with a Major Event Permit Application Form for any event requiring Traffic & Pedestrian Management (Road Closures):

Send To: Mid Murray Council, PO Box 28, MANNUM SA 5238;
 OR Email: Postbox@Mid-Murray.sa.gov.au

Note: Council must declare any event which Road Traffic Act 1961 s.33 applies, and under s.33(s) makes the relevant ancillary orders (with or without conditions). Any application for temporary road closures is required to go to a meeting of Council and be approved.

To allow time to meet all road closure requirements, this form **must** be lodged **90 days or more** prior to the event.

Terms and Conditions:

Please be aware that submitting in this form you are agreeing to comply with the conditions of approval imposed by Council and/or SAPOL. These may include (but are not limited to):

- Provision of a Major Event Permit Application / an event management plan;
- Provision of a Traffic Management Plan prepared by a suitably qualified professional;
- Payment of all costs for advertising the event to meet the requirements of the Road Traffic Act and Council;
- Provision of road traffic signs and devices;
- Provision of a public liability insurance certificate to Council’s satisfaction;
- Proof of consultation with affected parties.

EVENT / APPLICANT

Name of the Event: _____

Location of Event: _____

Date & Time of Event

Date Start:	_____	Time	_____
Date End:	_____	Time	_____

Estimated Attendance: _____

Event Organiser (Organisation) _____

Address: _____

Contact Person: _____ Phone Number: _____

E-mail (of contact person): _____

Website (of Event): _____
 If applicable

TRAFFIC & PEDESTRIAN MANAGEMENT

PROPOSED ROAD CLOSURE(S)

NOTE: Fee Applicable (refer Council's Fees & Charges Schedule) for administration of road closure; which includes - notification to SAPOL, DPTI, CFS, SES, and SA Ambulance; and cost of advertisement notices of the road closure in local newspapers.

Road / Street Name:	CLOSURE		RE-OPENING	
	Date	Time	Date	Time
1.				
2.				
3.				
4.				
5.				
6.				

Are you making an application for fees for the road closure to be waived?

Community organisation (non-profit), in lieu of monetary payment, are to recognise mid Murray Council in promotion / advertising for the event to the same value.

Yes

No

Please explain how your organisation proposes to promote Council's support with this event.

(e.g.: Social media / media / radio / newspaper articles / signage)

TRAFFIC MANAGEMENT PLAN

Guidance can be provided by Council with the development of this plan if required.

Has a Traffic Management Plan been developed for this Event?

Yes

No

Parking Considerations.

N/A

Yes

No

- Emergency Vehicles

N/A

Yes

No

- Key Stakeholders

N/A

Yes

No

- Disabled

N/A

Yes

No

- General Parking

N/A

Yes

No

- Overspill

N/A

Yes

No

- Buses

N/A

Yes

No

- Other * describe below:

N/A

Yes

No

Copy of the Traffic Management Plan attached?

Yes

No

TRAFFIC CONTROL DEVICES AND SIGNAGE

*Installation and removal of road closure signage **must** be undertaken by a competent person with a Work Zone Traffic Management (WZTM) ticket.*

Please provide details of your supplier:

Company: _____

Contact Name: _____

Phone: _____

AND / OR:

Names of qualified personnel who will be installing and removing traffic control devices and signage:

Name _____

WZTM # _____

Contact No. _____

Name _____

WZTM # _____

Contact No. _____

Name _____

WZTM # _____

Contact No. _____

Are traffic control devices and signage required to be supplied by Council? Yes

No

Arrangements & Contact details for collection & return:

Are you making an application for the road closure to be enacted by Council? Yes

No

Council will contact the Event Organiser to discuss price and availability.

DECLARATION

I acknowledge that I have read, understood and agree to comply with the Terms and Conditions, for and on behalf of the event organiser:

Name: _____	Date: _____
Position: _____	Signature: _____

FOR OFFICE USE ONLY –

TASKS	✓	DATE	RECORD #
Application Registered			IAF
Decision of Council to Applicant			OCORR
Notice Under Section 33, Road Traffic Act requested from SAPOL			OCORR
Notice Under Section 33, Road Traffic Act issued by SAPOL received			ICORR
Emergency Services Notifications sent:			<i>Must be 2 weeks prior</i>
• Commissioner of Highways (DPTI)			
• Commissioner of Police (SAPOL)			
• Country Fire Service (Regional)			
• SA Ambulance (Regional)			
• SES			
• Traffic Management Centre (DPTI)			
• Local Police			
• Local Ambulance			
• Local CFS			
•			
Advertising			<i>Must be 2 weeks prior</i>
• Request			OMEDIA
•			OMEDIA
•			OMEDIA
Decision Notification to Applicant			OAF

Council Authorisation:

Council Meeting	Date:		Report #:	
Council Decision	Approved, subject to conditions of Council's Major Event Permit.			
	YES		NO	Resolution #:
Fee Waiver Approved	N/A		YES	NO

If NO, complete Fees and Charges Section below and refer to Accounts for Invoicing

Fees & Charges

Fee: \$	Invoice Number:
Details:	

END OF DOCUMENT