

Application for a road closure to undertake a sporting, social or commercial film making activity within the Cairns Regional Council managed road system

All applications must be completed in full and submitted with any supporting information. Please apply at least **5 working days** in advance of the event. Note that some activities may require further information and approval from Council and incomplete applications will not be processed.

DETAILS OF THE APPLICATION

Name of event			
Location			
Name of Event Organiser (The applicant)		Telephone	
Email		Fax	
Event Management Company Name (if applicable)		Telephone	
Date of Activity		Time of activity	From Hrs To Hrs

DESCRIPTION OF THE EVENT

Expected number of participants people	Expected number of spectators people
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Please tick the most relevant type box below which describes the event you are planning:

- On street - moving (i.e. pedestrian or bike race / activity.)
- On street - non-moving (i.e. public performance/party/market etc.)
- Commercial film making/photography activity (Note: In addition to the road closure details we need on this form, you will also need to apply for a 'Film Production Licence' from Cairns Regional Council, details of which can be found on our website: <http://www.cairns.qld.gov.au> or call us to discuss the activity on (07) 4044 3044.

Please note that if the event is to be held within a council managed park, reserve or on the foreshore, this form SHOULD NOT be used. Please instead, access our website page: <http://www.cairns.qld.gov.au> and under the 'Facilities and Recreation' tab, chose the appropriate form to complete online, or call us to discuss the activity on (07) 4044 3044.

Use this space to provide any further details or submit additional pages:

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FACILITIES TO BE PROVIDED ON THE ROAD RESERVE (This includes roads and associated verges)

Please tick the facilities to be provided (if any):

Note: Some activities may require separate approval from Council and fees may be charged.

- Temporary Toilets
- Food/beverage outlets
- Alcohol vending outlets
- Other** (Please specify) _____

INFORMATION TO BE SUPPLIED WITH THIS APPLICATION (Tick all appropriate boxes)

Is there a proposal to implement a detour or close part of a road or footpath for pedestrians or vehicles?

- No** **Yes**

If 'Yes', provide a detailed traffic guidance scheme or traffic management plan in accordance with the Manual Of Uniform Traffic Control Devices (MUTCD). In such cases the Council advises the use of a specialist to design and implement a suitable plan. Note that practical access for emergency vehicles must be maintained at all times and the Police must authorise the closure.

If road closures are required, provide the name and telephone number of the accredited traffic control organisation to be employed:

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- Provide a map of the route, if more than 1 street is to be used.
- Provide a list of roads that require any Temporary Road Closures. (This list must be appropriately publicised in local newspapers in advance of the activity.)
- Provide a copy of any correspondence regarding consultation with other interested parties that may support this application e.g.
 - Transport and Main Roads – Tel: (07) 4050 5444.
 - Queensland Ambulance Service – Tel: (07) 4040 6630.
 - Queensland Police Service (Cairns District Traffic Branch) - Tel: (07) 4044 8888.
 - Queensland Rail (Activities that cross a railway track) – Tel: (07) 4036 9425.
 - Sunbus - public transport operations – Tel: (07) 4057 7411.

(NOTE: Numbers correct at time of publication)

- Other** (Please include any other correspondence to support your application)

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Cairns Regional Council – Information Privacy Statement

Your personal information is being collected for the purpose of processing your Temporary Road Closure application for a Sporting, Social or Film making activity within the road reserve. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

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CONDITIONS OF THE APPLICATION

1. The signatory warrants that he/she is authorised to sign on behalf of the Applicant and that in signing this application, agrees to adhere to the Conditions of this application and the consideration of advice provided by Council when organising and operating the event.
2. Cairns Regional Council does not accept any responsibility for damage to or repair work resulting from the activities carried out by the approved Applicant or a person acting on behalf of the approved Applicant.
3. The Applicant is responsible for all aspects of control and safety and must ensure that all participants are briefed on how the activity is to be conducted, being mindful to adhere to all road rules, regulations and Local Laws whilst participating in the activity.
4. The applicant is advised to undertake a risk assessment to consider aspects of the event such as crowd control, the use of safety barriers and conflict points with other road users to ensure the activity is operated in a safe manner.
5. The applicant must ensure that adequate marshalling is provided throughout the event.
6. Dependant on the number of people likely to attend the event, the applicant is to ensure that adequate measures exist to quickly engage the services of any emergency personnel in the event of an incident occurring and that suitably trained first aiders be present during the activity.
7. No vending of any kind is permitted without gaining appropriate approval from Council and/or any other relevant bodies.
8. Suitable Public liability insurance cover with a reputable insurer for an amount recommended to be not less than \$20 million must be in place prior to the activity commencing.
9. **Notification of the activity must be conspicuously signposted at all road approaches. This signage must not obstruct pathways, traffic signs or sightlines. Depending on the scale of the event, Council advises that the signage should be provided a minimum of 7 days prior to the commencement of the activity. A suitable sign might read "FUN RUN, SUNDAY 25TH MARCH 2013 between xx.xx and xx.xx Hrs. DELAYS EXPECTED. For more details ring (07)1234xxxx". It must not contain any commercial advertising. The activity will generally require that an announcement is made in appropriate local media and/or letter drops to inform people who may be directly affected by the event.**
10. The Applicant must address any local access arrangements with residents and businesses in the immediate vicinity of the activity. This consultation must be completed prior to commencement of the activity.
11. The Applicant must contact the Queensland Police (Cairns Traffic Branch), to ascertain if they will require a permit for the activity. If required, the permit must be obtained prior to commencement. Special conditions or issues raised by them must be presented to Council and will supplement the conditions of this application.
12. The Applicant must notify Emergency Services of any traffic control which may effect their response times. Special conditions or issues raised by them must be presented to Council and will supplement the conditions of this application.
13. Any activity on a bus route during normal operating times must be notified to the passenger transport company and agreement reached with them to suitably divert bus services as required. Special conditions or issues raised by them must be presented to Council and will supplement the conditions of this application.
14. The Applicant must engage qualified Traffic Controllers or the Police to assist in any traffic control operations. Controllers must monitor the surrounding traffic flow. Should there be significant queuing, the Controller is to advise the event organiser to clear the area and allow the traffic queues to clear before resuming the activity. Traffic diversions must be provided if the event is expected to delay traffic more than 10 minutes. Note emergency access must be available at all times.
15. On completion of the event, all debris, litter, signage etc. must be removed and the road reserve left in a neat and tidy manner, to the satisfaction of the Council.
16. The Applicant must notify the Council by telephone (07) 4044 3044 should there be any changes required to operating times and dates or for any requirements to adjust the approval.

Signature of Authorised Representative of Applicant	Date	Office Use Only	
		CRC File Ref:	15/16/1-xx

SUBMISSION OF APPLICATION

Please allow up to **5 working days** to process the application. By submitting this application, the Applicant is consenting to agree to the terms and conditions identified above. The applicant can appeal any of these conditions in writing. The appeal is to be attached to the application, with the conditions to be appealed, struck out on the application.

ACTIVITIES CANNOT COMMENCE UNTIL COUNCIL PROVIDES A NOTICE OF 'NO OBJECTION' AND ANY OTHER APPROVALS OBTAINED BY THE APPLICANT, OR PUBLIC NOTIFICATION PERIODS HAVE BEEN COMPLETED

PLEASE RETURN TO:

Fax: (07) 4044 3838

Telephone: (07) 4044 3044

Email: imenuquiries@cairns.qld.gov.au

Post: Infrastructure Management, PO Box 359, Cairns, QLD 4870