

Application to use a Council Managed Road for an Event or Activity. Application for Temporary Road Closure

When to use this form

This form is to be used to apply for permission to conduct an event or activity on Council managed road or footpath. If the planned event or activity will create an interference with the normal flow of traffic or pedestrian activity then this interference must be managed. A certified traffic management plan must be submitted for Council to consider this request.

For this application,

- An activity pertains to construction works undertaken within the road reserve.
- An event includes, cycle races, marathons, fun runs, parades, fetes, marches, etc.

Please note; Application must be submitted with all pages dated and applicant must provide their signature on last page.

What is an event

An activity or event (in traffic management terms) is a planned action that is wholly or partly conducted on a roadway. It may require multiple agency involvement, and/or special Traffic Management Arrangements, and usually involves a large number of participants and/or spectators (e.g. marathons, fun runs, cycling events, parades, fetes, marches, etc.).

Some events will require the approval and involvement of other agencies, e.g. Queensland Police, Department of Transport and Main Roads and Queensland Emergency Services. Staff from Cairns Regional Council will be able to advise if this is required.

When assessing any applications to close or partially close a road, Council examines the effect on the local community, businesses and the environment. It is important to minimise the impact of the action on the operation of the road network and on local residents / businesses.

What you must do prior to and during the approved closure

With respect to events, the applicant must apply to Queensland Police Service and other relevant authorities prior to the closure.

Under Section 96 of the Transport Operations (Road Use Management) Act, only the Queensland Police Service has the authority to order temporary closure of any road. Queensland Police Service will issue a Permit only if a local government authority has given its approval.

- Cairns Police – (07) 4030 7000
- Department of Transport and Main Roads – 131 940

Traffic Management Registration Number

In February 2010 the Department of Transport and Main Roads introduced a registration system for all traffic management companies. Cairns Regional Council has adopted this system to ensure all traffic management companies meet minimum safety and quality standards.

This Traffic Management Registration Number is a mandatory requirement for all applications received by the Cairns Regional Council from 1 November 2014. More information on the Traffic Management Registration Scheme, is available at www.tmr.qld.gov.au

Other important information

- Advertising of the closure and/or route should not take place until written approval has been obtained from all the relevant authorities.
- Emergency Vehicle access is to be maintained on all closed roads (3m clear corridor).

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- Access for residents/businesses to and from their premises shall be maintained. Where access cannot be maintained, an agreed alternative is to be arranged and Council shall be provided with a copy of this arrangement.
- Events should always aim to minimise impacts on pedestrian and road user access, retail and business operations, public transport operation and local residents' access.
- Council may refuse temporary closure for roads if the road is used by public transport or the closure will cause major disruption to the public traffic system.
- Safety barriers may be required to prevent vehicles coming into contact with pedestrians/event participants.
- It is desirable for safety reasons for an event to have mostly left turns at major intersections rather than right turns.
- All intended activities on Cairns Regional Council roads must be undertaken in accordance with the current version of Queensland Transport's Manual of Uniform Control Devices Part 3 – Works on Road and AS1742.3

Other Council forms that may need to be completed

You should be aware that there may be additional approvals required for your event. Examples may involve preparation and sale of food, liquor licensing etc. For further information, please contact Cairns Regional Council on 1300 69 22 47 or visit any Customer Service Centre or Council's website at www.cairns.qld.gov.au.

Reference documents

- Local Government Act 2009
- Transport Operations (Road Use Management) Act 1995
- Transport Operations (Road Use Management) Regulation 1999
- Traffic and Road Use Management Manual (TRUM)
- Manual of Uniform Traffic Control (MUTCD), Part 3 – Works on Roads current version
- AS1742.3 – 1996: Traffic Control Devices for Works on Roads – Standards Australia

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Any activity on a road or road related area must not commence until the appropriate permit applications are approved.

Please refer to the Temporary Road Closure Procedure for guidance when completing this application
All applications must be completed in full and submitted with any supporting information. Please allow at least 28 working days for processing and note that some activities may require further information.

DETAILS OF THE APPLICATION

Type	<input type="checkbox"/>	Special Event	Name of Event / Activity	
	<input type="checkbox"/>	Works / Construction		
Name of Applicant			24hr Mobile Contact Number	
Email			Fax	
General description of activity				
Roads to be closed or affected				
Date of Activity	Start:		Time of activity	Start: 24/Hrs.
	End:			End: 24/Hrs.
Please tick the most relevant type box which describes the activity you are planning	<input type="checkbox"/> Application for temporary road closure to <u>completely</u> close the road or path.			
	<input type="checkbox"/> Application for <u>partial</u> temporary road closure (where the road / footpath is to be <u>partially</u> closed to pedestrian / vehicles e.g. One lane, footpath only etc.).			
<input type="checkbox"/> On street / footpath – moving / non-moving (i.e. pedestrian or bike race / activity / public performance / party).				
<p>Applicants must provide a detailed map of the route including street names and placement of signage and marshals.</p> <p>ALL applications that affect road users and/or require detours will require a Traffic Guidance Scheme (TGS) or Traffic Management Plan (TMP) to be designed and implemented by suitably qualified and competent persons (licensed Traffic Management Company).</p> <p>This process is detailed in the Manual of Uniform Traffic Control Devices (MUTCD) Part 3. The Applicant must engage qualified Traffic Controllers or the Police to assist in any traffic control operations.</p> <p><u>Note emergency vehicle and pedestrian access must be available at all times.</u></p>				
<input type="checkbox"/> A Traffic Management Plan or Traffic Guidance Scheme has been attached:				
Traffic Management Company / Contact Name			24hr Mobile Contact Number	

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EVENT INFORMATION ONLY

Expected no. of participants		Expected no. of spectators	
What is the nature of the event	<input type="checkbox"/> Festival <input type="checkbox"/> Exhibition <input type="checkbox"/> Major Event <input type="checkbox"/> Fun Run <input type="checkbox"/> Markets	<input type="checkbox"/> Cycle Event <input type="checkbox"/> Procession <input type="checkbox"/> Fete <input type="checkbox"/> Other – Give Details <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>	
Event Management Company / Contact Name		24hr Mobile Contact Number	
Public Liability Certificate No.		Police Permit No. (Office Use Only)	

CHECKLIST for submitting this form

- A Traffic Management Plan is attached
- Public Liability – Certificate of Currency is attached
- A copy of the proposed notice to advise residents / businesses is attached
- For Events only – Copy of EMP – Events Management Plan
- At least 28 full business days have been allowed for processing

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CONDITIONS OF APPROVAL FOR ALL ACTIVITIES

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. Suitable Public Liability Insurance cover with a reputable insurer for an amount not less than \$20 million must be in place prior to the activity commencing.
6. Advance notification of the works must be suitably signposted at either end of the works, in excess of 24 hours prior to the commencement of works. The sign must identify: the purpose of the works, duration of the works, any detour arrangements in place, the contact name and 24hr emergency contact number of the applicant/representative. When Council, Police or TMR determine that the event will have a significant impact on the operation of roads to be used by the event, organisers will be required to erect advisory signage or Variable Message Signs (VMSs) 14 days prior to the event to alert other road users to the forthcoming event and resulting changed traffic conditions.
7. If an event is expected to have significant impact on access for residents / road users, you shall be required to notify the public by;
 - a) Delivering notice to residents/businesses along the affected route at least 14 days before the event, advising of event date, time, affected routes and alternative routes and/or
 - b) Placing a notice in a newspaper circulating widely in the affected area to advise of event date, time, affected routes and alternative routes.
8. 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. This includes all tour bus companies and taxi services.
9. The Applicant must contact the Queensland Police (Cairns Traffic Branch) a minimum of 21 days prior to the event, 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. A copy of the approval shall be supplied to Cairns Regional Council.
10. The Applicant must notify Emergency Services of any traffic control which may affect their response times. Special conditions or issues raised by them must be presented to Council and will supplement the conditions of this application.
11. On completion of the works, the road reserve must be left in a neat and tidy manner, to the satisfaction of the Council and any reinstatements completed in accordance with Council FNQROC Development Manual.
12. If the works relate to construction activity, they must not cause, or be likely to cause, environmental harm resulting from the release of contaminants, dust, noise or sediments from the area. Appropriate Erosion and Sediment Control measures must be installed and maintained for the duration of the works as required. If dewatering is required, an Application for Dewatering Permit must be applied for and submitted to Council for approval, prior to the commencement of works.
13. The Applicant must pay for parking bays that are in a "paid parking zone" if the road closure is within the designated parking times. If the road closure is out of the hours displayed on the existing signage, payment is not required.

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ADDITIONAL CONDITIONS FOR EVENTS ONLY

1. Submission of a detailed Event Management Plan is required.
2. Dependent 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.
3. No vending of any kind is permitted without gaining appropriate approval from Council and/or any other relevant bodies.
4. 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 14 days prior to the commencement of the activity. A suitable sign might read "FUN RUN, SUNDAY 25TH MARCH 2014 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.

SUBMISSION OF APPLICATION

Please allow up to 28 working days to process this application. By submitting this application, the Applicant is consenting to agree to the terms and conditions identified above. The applicant can appeal these conditions in writing. The appeal is to be attached to the application with the conditions to be appealed, struck out on the application.

NO WORKS / MAINTENANCE / EVENT SHALL 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: 1300 69 22 47

Email: imenquiries@cairns.qld.gov.au

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

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