

# Temporary Road Closure Permit

## Permit Application Form

You are applying to temporarily close a Council managed road or part thereof for the purposes of conducting a procession, public ceremony or function/event. Council has the power as set out in Clause 10 of Schedule 11 of the Local Government Act 1989 to temporarily close a road. Note: While Clause 10 of Schedule 11 of the Local Government Act 1989 provides Councils with the power to close roads for these purposes, Council does not have the power to grant a permit for the procession, public ceremony or function to occur. The power is vested in the Chief Commissioner of Police or his or delegate only.

Please complete the sections below, attach any supporting documentation, sign and return to Council at least 14 business days prior to the event.

<b>Organisation</b>			
<b>Name of Applicant</b>			
<b>Contact Address</b>			
<b>Contact Phone #</b>	<b>B/H</b>		<b>Mobile</b>
<b>Email Address</b>			
<b>Date of Event</b>			

Event Type (tick box)			
<input type="checkbox"/>	Cycle Event	<input type="checkbox"/>	Filming
<input type="checkbox"/>	Fun Run	<input type="checkbox"/>	Festival
<input type="checkbox"/>	Street Parade	<input type="checkbox"/>	Motor Cycle Race
		<input type="checkbox"/>	Other (please specify) _____

<b>Name of Event</b>					
Brief description of event					
Event Details					
Location (list all roads directly affected by this event; attach a map if required)					
Area/Town					
Start Date (DD/MM/YYYY)		Time	Finish Date (DD/MM/YYYY)		Time
<b>Estimated attendance</b>	Participants		Spectators		

Traffic Management Details			
If road is being closed, provide road closure details		Time delay	
Major traffic control device/s (attach Traffic Management Plan)			
Minor traffic control device/s (attach Traffic Management Plan)			

Does the event incorporate/require the following (tick box)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Use of Council managed road
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Use of flashing or rotating warning lamps
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Use of warning signs
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Use of event marshals (to give direction to participants)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If a race, have the Victoria Police been notified?

<b>Comments</b>	
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Document check list (attached documentation)
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<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Event Plan
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Traffic Management Plan
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Public Communication Plan
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Risk Assessment
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Victoria Police approval
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	VicRoads approval
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Certificate of Public Liability Insurance*

\*Public Liability Insurance is required to the minimum of \$10 million with Towong Shire's interest noted.

Office Use Only				
Date Permit Application received (DD/MM/YYYY)				
Comments				
Date Permit Issued (DD/MM/YYYY)				
Permit Issued by	Name		Signature	

