

ROAD CLOSURE CHECKLIST

QUESTION	WHEN	RESPONSIBLE	COMPLETED	MORE INFO
Is there a requirement for any roads to be closed to run my event?				
If there is a need for roads to be closed, what date, time and for how long do they need to be closed?				
Have I lodged a temporary road close application with Port Stephens Council? (This must be done at least 4 weeks prior to the event to allow advertising of the road closure)				
What equipment might I need to make the road closure happen?				
Have I allowed for the cost of that equipment in my budget?				
Have I informed the local police?				
Do I have a Traffic Management Plan with Traffic Control plans drawn by a suitably qualified person?				
What notifications do I need to make to the local community?				

TRAFFIC MANAGEMENT PLAN CHECKLIST

QUESTION	WHEN	RESPONSIBLE	COMPLETED	MORE INFO
How much traffic will the event generate?				
At what times do you estimate that traffic will be at its heaviest?				
Are there public transport options to get to the event?				
Are there any other activities in the vicinity that will impact traffic at the same time as my event?				
Does the traffic movements anticipated for my event have the potential to disrupt or clog traffic in already busy areas?				
How am I communicating or promoting the transport options to the general public attending my event?				
Have I talked to other stakeholders in the event, and external stakeholders (e.g. neighbouring businesses) that could be potentially impacted by traffic flow and movement relating to my event?				