



### Temporary Road Closure Application

Road closures cause major disruptions to the road network, the movement of people and equipment, parking and traffic. Roads are not designed nor always suitable for the staging of special events. Special events do however, stimulate the local economy and provide opportunities for social interaction and a community sense of wellbeing. The closing of a road has inherent risk factors that directly impact on the safety of those involved and on other road users. Early application, addressing in depth, the issues as contained overleaf, will help your application.

I/We .....

of.....Telephone Number: .....

Hereby apply for the temporary closure of the section of road as detailed below.

Signed: .....Date: ...../...../200...

Contact Person: ..... Mobile Telephone Number: .....  
(Please Print)

(The Contact Persons name and mobile telephone number will be made available to those business and residents affected by the temporary road closure)

Please supply all details (see attached list) to assist in the assessment of the closure. If insufficient space attach Annexure.

Street/s: .....

Suburb: .....

Section: .....

.....

Purpose: .....

.....

Date/s: ..... Times from .....am/pm ...../...../200..

to .....am/pm ...../...../200..

**NOTE:**

This form is to be completed and returned to Community Planning a minimum of 8 weeks prior to the proposed road closure. After an assessment of the application has been conducted, if approved, an approval letter and request for payment of fees will be sent to you. Fees of \$275 are payable upon approval of the temporary closure.

For any further information please contact Ph: 49 800 207

PSC2005-4023

**The following information must be supplied with your application:**

- Approval for the event obtained from the NSW Police. Contact is to be made with Port Stephens Local Area Command - Traffic Services on telephone 49830503
- A Traffic Control Plan, prepared by a suitably qualified person, in accordance with the RTA 'Traffic Control at Worksites' Manual and AS1742 'Manual of Uniform Traffic Control Devices'.
- A Traffic Management Plan addressing traffic related issues including public transport, parking, pedestrians, number of people anticipated to attend, activities, alcohol supply, clean up etc.(for events conducted on the road)

**The following are conditions that would apply on approval of the closure;**

- Residential and emergency vehicle access along the route is not inhibited by the event.
- Any person having a legitimate reason to gain access along the route is permitted to do so without undue delay taking into account the safety of participants and the general public.
- Disruptions to traffic are kept to an absolute minimum.
- The area used is left in a clean and tidy manner including parking and pedestrian areas.
- Port Stephens Council is provided with evidence of Public Liability insurance with a minimum limit of indemnity of \$20m and noting Port Stephens Council's interests.

**The following are conditions that may apply on approval of the closure;**

- Local Bus Operators will need to be advised via letter of the proposed event, if necessary two (2) weeks prior to event and any changes to routes and any bus stops effected will be clearly signposted prior to the event and on the day of the event to direct passengers to alternate bus stops.
  - Warning signs are to be placed at all major intersections along the routes to inform motorists of the proposed closure.
  - All barricades and signposting are erected and maintained by competent persons at any locations deemed necessary by the local Police for the duration of the appropriate event stage.
  - Marshals are located at major intersection points along with warning signs, as agreed with local Police. N.B. Only accredited traffic controllers can direct traffic. The Marshall's, if not accredited traffic controllers, can only assist in directing traffic.
  - Relevant arrangements are made with business owners within road closure in relation to parking outside the premises and disruptions to business.
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