

 District Council of Coober Pedy	APPLICATION for Event – Temporary Road Closure SECTION 33 OF THE ROAD TRAFFIC ACT 1961 SECTION 221 AND 222 OF THE LOCAL GOVERNMENT ACT 1999	Version No:	1.0
		Last Reviewed:	New
		Next Review:	2030
		Ref:	FORM

Please complete this form in BLOCK LETTERS and return to:

District Council of Coober Pedy

PO Box 425

COOBER PEDY SA 5723

Phone: 08 8672 4600 Email: dccp@cpcouncil.sa.gov.au

TERMS AND CONDITIONS

Please be aware that in submitting this form you are agreeing to comply with the conditions of approval imposed by Council and/or SAPOL. These may include but are not limited to:

- Provision of an Event management plan
- Provision of a Traffic Management Plan prepared by a suitably qualified professional
- Payment of all costs for advertising the Event to meet the requirements of the *Road Traffic Act 1961* and Council
- Provision of road traffic signs and devices
- Cost of reinstatement
- Provision of a public liability insurance certificate to Council's satisfaction
- Proof of consultation with affected parties

Please note that lead time of three (3) months is usually a minimum timeframe in order to fulfil all of the requirements for road closures. Please lodge this application as early as possible.

APPLICATION FORM	
Item 1: Applicant	Organisation Name: Address: ABN (if applicable): Trading as (if applicable): Contact Person: Email Phone Name of Event: Is there a website from which further information about the Event may be obtained?

	☐ Yes ☐ No If yes, website address:
Item 2: Road	Identify the section of road where your road closure and/or Event will be held: Road name/s: Adjacent properties (list street address): 1. 2. 3. 4. ☐ shown on the attached traffic management plan, including the route of any proposed movement
Item 3: Road Closure Details	Include details for proposed closure of the Road pursuant to Section 33(1) of the <i>Road Traffic Act 1961</i> including timing: ☐ Road closure OR ☐ Reduced traffic speed AND/OR ☐ Parking control Start Date and Time: End Date and Time: Traffic control devices and signage being hired from:
Item 4: Event Details	Include details of proposed Event (e.g. community Event, markets, street party) Event Name: Event Description: Event Start Date and Time: Event End Date and Time: Expected attendance

Item 5: Equipment	Include details of any structures / equipment you will be setting up on /over the road (e.g. marquees, seating, temporary fencing, signs, banners, PA system)
Item 6: Fee	The costs associated with preparation of a Traffic Management Plan and use of Traffic Control Devices will be payable by the Applicant.
Item 7: Public Liability Insurance	Twenty Million Dollard (\$20,000,000).

APPLICANT RESPONSIBILITIES

Three months prior to the Event:

TASK	COMPLETED
Event organisers to present Council with Certificate of Currency for Public Liability insurance to minimum value of \$10m and note "District Council of Coober Pedy" as an interested party	
Engage a professional Traffic Management business to operate road closures on Event day. The Traffic Management company will prepare a Traffic Management Plan for the road closure and present to Event Organiser and Council for review <i>Note: At the discretion of the CEO, a Plan provided by the Event organisers may suffice.</i>	
Event organisers to undertake community engagement and provide Council with any objections, support or matters of concern. Community engagement can be by flyer or letter containing all relevant Event details to all affected residents/ business owners. Council to approve the flyer or letter prior to distribution. The document must contain a clause that asks affected people to provide comment about the road closure to the Event organisers of Council.	

Two months prior to the Event

TASK	COMPLETED
Event organisers to present evidence to Council that community engagement has occurred. Objections to road closure to be discussed with Council and decision as to whether the road closure is to proceed	

As least two (2) clear weeks prior to the Event

TASK	COMPLETED
Notice to Department of Infrastructure and Transport if closing an arterial road requesting permission to close road.	

Obtain written consent from Council to apply for a liquor licence or a gaming machine licence if required.	
Obtain required licences for the playing of live music or film as part of the Event.	

On the day of the Event

TASK	COMPLETED
Ensure that any equipment is erected, installed, maintained and removed with due care and diligence.	
Keep the road and any adjoining road clean, tidy and free from rubbish and dispose of any waste.	
Ensure compliance with all relevant legislative requirements relating to the storage, service and disposal of food and beverages.	
Arrange their own power supply at the road for use in connection with the Event.	
Install and remove any signs, banners, moveable structures in accordance with Council's direction.	
Not permit, cause or contribute to damage to the road or any road, footpath council owned or controlled land or property in the immediate vicinity of the road in erecting, installing, maintaining or removing the equipment or undertaking the Event.	

ADDITIONAL INFORMATION

1. The Applicant must obtain written consent from all adjacent residents of the road in relation to the Event and the proposed road closure and must provide this to the Council together with the application form three months (3) prior to the Event.
2. The Applicant must notify properties in the nearby vicinity of the road of the road closure at least fourteen (14) days prior to the Event.
3. It is the responsibility of the Applicant to undertake the required advertisement in newspaper circulating in the local area, with the costs payable by the Applicant.
4. Traffic Control Devices must be installed and maintained for the proposed road closure at the Event in accordance with the requirements of the *Road Traffic Act 1961*, the *Road Traffic (Miscellaneous) Regulations 2014* and the Traffic Management Plan for the Event.
5. This Authorisation does not apply to closure of a road that runs into or intersect with, or is otherwise likely to affect traffic (including its flow, speed and composition) on a road that is under the care control and management of the Commissions for Highways. Road closures for Events on such roads require separate approval from the Minister under the *Road Traffic Act 1961*.

In making this application, I/we acknowledge that I/we have read, understand and agree to be bound by the Conditions of the Authorisation and declare that the particulars provided by me/us with regard to the Proposed Event are true and accurate.

Name

Signature

Dated

Applicant Check List

Please ensure the following supporting documentation is provided with your application:

- ☐ **Traffic Management Plan** (this needs to be prepared by a professional traffic management company)
- ☐ **Site Plan** (showing the proposed Event area, area of road to be closed and dimensions, the location of driveways / property access points and the location of any equipment)
- ☐ **Public Liability Insurance Certificate of Currency** (minimum of \$20 million, where applicable)
- ☐ Written consent from all adjoining property owners (where applicable)