

## SPECIAL EVENTS/ACTIVITIES

### TEMPORARY ROAD CLOSURE/REDUCTION IN SPEED LIMIT REQUEST FORM

Council is collecting your personal information for the purposes as outlined on this form. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the *Information Privacy Act 2009*. Visit <https://www.bundaberg.qld.gov.au/privacy> for further information.

Groups, organisations or individuals wishing to hold special events/activities requiring a temporary road/s closure or a reduction in speed limit **must obtain Council approval and all applications** must be made using this form.

#### Assessment and Approval

Application does not guarantee approval. Applications are assessed as needed and must be **received at least six (6) weeks prior** to the event/activity date.

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Should Council approve a request for temporary road closure or a reduction in speed limit, it is generally subject but not limited to the following conditions being met;

- Submission of a Traffic Management Plan and Traffic Guidance Schemes prepared by a person who has successfully completed a Queensland Department of Transport and Main Roads approved Traffic Management Design course delivered by a registered training provider. This Plan should address any situation where a proposed activity is likely to impact the carriageway, shoulders or footpath. In some situations, at the discretion of Council, a suitably annotated Traffic Guidance Scheme may be sufficient;
- When traffic control is required, only organisations registered with the Department's Traffic Management Registration Scheme shall be used;
- Implementation of the Traffic Guidance Schemes is to be carried out by suitably qualified persons who have successfully completed a Queensland Department of Transport and Main Roads approved Traffic Management Implementation course (formerly Level 2) delivered by a registered training provider unless the site is under the control of the Queensland Police Service;
- The use of Event Traffic Marshalls will be considered by Council in appropriate circumstances. The use of Event Traffic Marshalls will need to comply with the requirements of the Queensland Department of Transport and Main Roads;
- Obtaining relevant permits from Queensland Police Services and in the case of State controlled roads, the Department of Transport and Main Roads (DTMR);
- A copy of your organisations Public Liability Certificate of Currency is provided to Council;
- The applicant is to notify residents and/or businesses affected by the closure;
- The temporary road closure to be advertised in the local media at least 24hrs prior to the event/activity;
- The applicant is to notify all emergency services of the closure (QLD Police Service, QLD Ambulance Service, QLD Fire & Rescue Service & State Emergency Service)
- The area be left in a clean and tidy condition after the event/activity with the applicant being responsible to rectify any damage to road or other facilities, which may be caused by persons involved with or attending the event.

Any conditions set by Bundaberg Regional Council are to be complied with by the applicant.

## General Event/Activity Details

Event/Activity Name:			
Description of the Event/Activity:			
Description of Activities provided:			
Name of Organiser (organisation/group):			
Authorised contact person:			
Contact Address:			
Contact Email: (Preferred method)			
Phone Number:	(H)	(W)	(M)
Event/Activity Duration: From:		To:	
Expected Event Size (no of attendees):			

## Road Details

From:	Date:	Day:	Time:
To:	Date:	Day:	Time:
Roads to be affected: (Traffic Guidance Scheme to be attached)			
Who is supplying the barricading or signage being used to close the road or reduce the speed:			
Who will be undertaking the road closure or speed reduction?			
Who will be monitoring the road closure or speed reduction?			
How will the public be advised the roads are being closed or a speed reduction is in place?			
Describe how emergency access will be maintained:			
Has the Queensland Police Service consented to the roads being closed or reducing the speed limit? (Approval to be attached or forwarded)			Yes <input type="checkbox"/> No <input type="checkbox"/>
If applicable, has Main Roads consented to the roads being closed or reducing the speed limit? (Approval to be attached or forwarded)			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Have the affected residents and/or businesses been consulted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The details of this Temporary Road Closure/Reduction in Speed request will be placed on Council's website.		
Please supply the contact details of a person who will be responsible for taking any queries regarding the change to traffic conditions and/or your event.		
Name: _____ Mobile Phone No: _____		

**Obligations**

I acknowledge that I have read and understood the above, have provided true and accurate information and shall adhere to all conditions set by Council

On behalf of (Organisation/Group) \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date / /20

(It is recommended that you keep a copy of this application for reference)