

## 1. Details of Applicant

**Group Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Postal Address** \_\_\_\_\_

**Phone Number/s** \_\_\_\_\_

**Email** \_\_\_\_\_

## 2. Details of Event

**Name** \_\_\_\_\_

**Location** \_\_\_\_\_

**Description** \_\_\_\_\_

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**Brief History of Event** (If event has been held before) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date/s – Day/s of Event	Start Time	Finish Time

Expected Number of Participants	Expected Number of Spectators





**Will you be using Council or RMS roads for the event?**

**Yes**     **No**    (If "No" please proceed to question no.4)

**Will the event require?**

**Full road closure**

**Sharing of the road where both general traffic and participants of the event share the use of the road e.g. fun runs, cycle races etc.**

**Key Points for Consideration**

- If the event requires traffic diversions, road closure or traffic hold-ups whilst the on-road event is taking place then a traffic control plan must be designed by an authorised person, who must hold a current orange traffic controllers card.
- The placement of barricades and signs must be completed by persons who hold a yellow traffic controllers card and those persons working in traffic control must hold a blue traffic controllers card.
- Marshalling which is taking place off-road, does not require the Marshals to hold any tickets. However, if they move into the road environment they must carry an appropriate qualification. Any failure to do so puts the public liability insurance for that event at risk.
- It is the responsibility of the event organiser to arrange the traffic control plans and provide authorised traffic controllers. (Sometimes council will assist with some events in this respect but that is not the norm and should not either be offered by council or expected by the event organiser without first checking with Council's Director of Engineering).
- All traffic management plans (which include the associated TCP, route map, risk assessment, insurance certificate of currency (which must name Greater Hume Shire Council, Roads and Maritime Services and NSW Police as interested parties), copies of any entry forms, waivers, etc.) **must** be approved by Council prior to the event and most will require local traffic committee approval.
- Erection of road signage will also require approval from the Traffic Committee – details regarding the size, colour, what it is made of, how it will be erected and a picture of what it will look like.
- **Council requires the above documents at least three months in advance of the event.** If the required documentation is provided after this time, Council is unable to guarantee approval in time for the event. It is critical for the organisers to allow sufficient time to make changes to their traffic control plan if required to do so by the local traffic committee or by Council.
- The link to the NSW Government Special Events Guide, which includes instructions for completing transport management plans as well as templates is: [http://www.rms.nsw.gov.au/trafficinformation/downloads/tmc\\_specialevents\\_dl1.html](http://www.rms.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html)

<b>Starting Time of Closure</b>	<b>Ending Time of Closure</b>



## 4. Required Council Permits

Some activities may require formal Council approval under the Local Government Act or other relevant legislation.

**Please supply details if the event includes any of the following.**

**Erecting  
roadside  
signage -  
advertising**

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**Using  
amplification  
equipment**

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**Selling alcohol  
or permitting  
the  
consumption  
of alcohol.  
(Security may  
be required to  
meet the  
licence  
requirements)**

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**Selling food**

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## 4. Required Council Permits - Continued

**Providing  
amusement  
rides**

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**Erecting  
permanent or  
temporary  
structures  
such as  
stages,  
lighting rigs,  
marquees etc.**

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**Fireworks  
display**

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## 5. Additional Council Services

**Please supply details of any additional services that may be required from Council, other than those existing at the site? This may include access to power, additional rubbish bins, rubbish removal, additional cleaning of public toilets, barricades, witches hats etc. *Fees and charges will apply.***

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## 6. Risk Management and Insurance

A risk assessment must be completed for all events and reviewed by Council's Risk Management Officer.

**A copy of the risk assessment is attached**  **Yes**  **No**

Events organised by non-Council groups must provide evidence of their Public Liability Insurance in the amount of \$20 million.

**A copy of certificate of currency indicating public liability coverage for this event is attached.**

**Yes**  **No**  **Not Applicable – Council Event**