



Form B

traffic and transport management for special events

initial approval application - checklist

event organisers must complete this form by ticking the appropriate box and attach supporting documents to indicate that the information has been supplied with your application

Event Name	<input type="text"/>		
Name of Event Organiser	<input type="text"/>		
Signature of Organiser	<input type="text"/>	Date	<input type="text"/>

Compulsory Documentation to be submitted for Initial Approval

Please indicate if the following documents are included with the application:

Form A: Initial Approval Application Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Roads & Traffic Authority Form (now RMS) - Special Event Transport Management Plan Template (Version 3.4) (Appendix A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Detailed plan of the event proposed route and layout	<input type="checkbox"/> Yes	<input type="checkbox"/> No
For road closures, written consent from all of the property owners, including road names.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A

Some of the documents listed below may not be applicable to your Event, however please read through each question and tick the corresponding box. This list is only a guide of what may be required for your event (for each line item one box must be ticked).

Description of documents required	Is the document included with the application?			Has the Action been initiated?	
An overall Risk Assessment for the whole event	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval from NSW Police	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval from the RMS - Traffic related	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Transport Management Plan (TMP)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traffic Control Plan (TCP)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Public Liability Policy (\$10,000,000 / \$20,000,000)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval from RMS - Maritime related	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval from the Office of Environment and Heritage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No



Description of documents required	Is the document included with the application?			Has the Action been initiated?	
Approval from the RSPCA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval from the National Parks & Wildlife Services (Office of Environment and Heritage)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval from Councils Parks & Recreation Section	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval from Councils Corporate Services and Governance Section	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval from the NSW Department of Primary Industries	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval from respective Land Owners	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval from adjoining Councils	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Advertisement for the event including the advertising medium	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notified Ambulance, Fire & Rescue NSW/ Rural Fire Service and SES	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notified relevant bus companies, tourist bus operators and taxi companies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notified affected residences and businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Liaised with other event organisers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Description of documents required in relation to Ferries	Is the document included with the application			Has the Action been initiated?	
RMS approval for the suspension/ reduced operation of ferry services	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notification to Councils Construction and Maintenance Section and the Lower Portland Ferry Operator	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Advertisement for the event in both Sydney and Local newspapers, 1/8 th page size.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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