



Form C

traffic and transport management for special events

final approval application form

Event Name	<input type="text"/>		
Event Date(s)	<input type="text"/>		
Name of Event Organiser	<input type="text"/>		
Postal Address	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		
Signature of Organiser	<input type="text"/>	Date	<input type="text"/>

Instructions: The Final Approval Forms cannot be submitted until Initial Approval has been granted.

1. The Events Organiser must comply with all the conditions in the Initial Approval set by Council to get Final Approval to conduct the special event.
2. Applications for Final Approval must be received by Council no less than three months from the event date to enable sufficient time for assessment and reporting to the Local Traffic Committee and Council.
3. Please tick (✓) the appropriate boxes to indicate that the conditions in the Initial Approval set by Council has been complied

Attach all supporting documentation to Form C and return to:

Hawkesbury City Council
Attn: Design Engineer, Infrastructure Services
Po Box 146
WINDSOR NSW 2756

Email: council@hawkesbury.nsw.gov.au

4. Once Council has received your complete Final Approval Application, the matter will be reported to the Local Traffic Committee meeting which is held on the 2nd Monday of every month (except December), with the Local Traffic Committee agenda reported to Council the following month.
5. Following that meeting, you will receive written notification advising if you have been granted Final Approval to conduct the Special Event.
6. For further information please contact the Design Engineer, Infrastructure Services on (02) 4560 4520.



Please tick the appropriate responses to the item below (select one per line item).

Description of documents required	Is a copy of the document enclosed? (Note: PS = Previously Submitted)	Comments
An overall Risk Assessment for the whole event	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Approval from NSW Police	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Approval from RMS - Traffic related	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Transport Management plan (TMP)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Traffic Control Plan (TCP)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Public Liability Policy (\$10,000,000/\$20,000,000)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Approval from RMS - Maritime related	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Approval from the Office of Environment and Heritage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Approval from the RSPCA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Approval from the National Parks & Wildlife Services (Office of Environment & Heritage)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Approval from Council's Parks & Recreation Section	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Approval from Council's Corporate Services & Governance Section	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Approval from the NSW Department of Primary Industries	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	



Description of documents required	Is a copy of the document enclosed? (Note: PS = Previously Submitted)	Comments
Approval from respective Land Owners	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Approval from adjoining Council's	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Advertisement for the event Including the advertising medium	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Notified Emergency Services (including Ambulance, Fire & Rescue NSW, Rural Fire Service & SES)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Notified relevant bus companies, Tourist bus operators and taxi companies	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Notified affected residents and businesses	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Liaised with other event organisers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	

Description of Council conditions relating to Ferries	Is a copy of the document enclosed? (Note: PS = Previously Submitted)	Comments
RMS approval for the suspension/reduced operation of ferry services	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Notification to Lower Portland Ferry Operator & Council's Construction & Maintenance Section	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
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"/> PS <input type="checkbox"/> N/A	

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.