

Traffic and Transport Management for Special Events

Information Package
Version 4.1





This document contains important information.
If you do not understand it, contact the
Telephone Interpreter Service on 131 450.



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Table of Contents

Section 1	General Information	1
1.1	Introduction	1
1.2	What is a special event?	1
1.3	Compulsory documents required to process an application for Initial Approval	1
1.4	Important dates for submission	1
1.5	Late Fees	2
1.6	Other areas of importance	2
	General Planning Considerations.....	2
	Safety Considerations	2
	Promotional Activities	2
1.7	Submission of Information.....	2
Section 2	Application Procedure	3
	A. Important information for event organisers	5
Section 3	Forms A and B	7
	Form A - Initial Approval Application Form.....	7
	Form B - Initial Approval Application Checklist.....	7
Section 4	Form C - Final Approval	13
Appendix A	Roads and Maritime Services application form	19
	Special Events Transport Management Plan Template	19
Appendix B	NSW Police Force form	25
	Schedule 1 Form - Notice of intention to Hold a Public Assembly Summary Offence Act 1998 – Section 23	25
Appendix C	Roads and Maritime Services	29
	Special Event Planning and Resource Matrix	29

Provided Separately

Roads and Traffic Authority - Guide to Traffic and Transport Management for Special Events (Version 3.4)

Please note that the Roads and Traffic Authority (RTA) was abolished by the NSW State Government on 1 November 2011 and replaced with the establishment of the Roads and Maritime Services (RMS). Any reference to RTA in this document should be considered as RMS.



Section 1 General Information

1.1 Introduction

To streamline the staging of special events, the Roads and Maritime Authority (RMS) (formerly known as the Roads and Traffic Authority [RTA]), in consultation with the NSW Police and Local Government issued the document "Guidelines to Traffic and Transport Management for Special Events" (current version 3.4 in 2006). The document was completed as a multi-agency approach for managing traffic and transport for Special Events in NSW and stipulates the conditions applicable to Event Organisers in traffic management terms.

To facilitate consideration of special event applications, Council, at its meeting held on 10 May 2005, resolved that the enclosed procedure be implemented commencing from 1 July 2005.

The approval process consists of submitting the enclosed application form with relevant documents within the minimum time period. A report will be prepared for the Local Traffic Committee (LTC). Upon recommendation by the LTC the matter is reported to Council for approval.

1.2 What is a special event?

A special event (in traffic management terms) is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, requires special traffic management arrangements, and may involve large numbers of participants and/or spectators.

Examples are marathons, fun runs, cycling events, parades, horse rides, marches and street market days. The definition also applies to events conducted in their own venue if the event requires special traffic management arrangements and multiple agency support.

1.3 Compulsory documents required to process an application for Initial Approval

1. Initial Approval Application Forms A & B (Section 3).
2. RMS Application Form - Special Event Transport Management Plan Template (Appendix A)
3. Detailed plan of the event showing the proposed route and layout.
4. For Road Closures: Details of all road names, lengths and extents are to be provided. Written consent must be obtained from all the property owners/occupiers affected by and along the road closures proposed.

1.4 Important dates for submission

1. An event organiser planning to hold a special event has to submit an application to Council a minimum of six months prior to the proposed event date.
2. Applications received by Council less than three months from the event date will not be processed and will be rejected. This is due to inadequate time for assessment.



1.5 Late Fees

A late application fee is applicable for applications received by Council not prior to six months from the event date.

1.6 Other areas of importance

Council also has a great range of resources on organising an event which are available to the community on Councils website, <http://www.hawkesbury.nsw.gov.au/news-and-events/organising-an-event>.

The 'Information Sheet on Proposed Events on Council Land' provides information on:

General Planning Considerations

- Food handling
- Permits for Public Areas
- Rubbish
- Waste Reduction
- Noise
- Stages
- Funding

Safety Considerations

- Risk Assessment
- Work Health and Safety
- Public Safety

Promotional Activities

- Banners
- Publicity
- Signage

1.7 Submission of Information

All supporting documentation can be returned to:

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


Email: council@hawkesbury.nsw.gov.au.

NOTE: applications submitted electronically are to be combined as a single PDF document. Any document submitted in multiple files will not be accepted.

Section 2 Application Procedure

- 2.1. An event organiser planning to hold a special event has to submit an application to Hawkesbury City Council a minimum of six months prior to the proposed event date. Hawkesbury City Council through the Local Traffic Committee will assess traffic aspects of the special event.
- 2.2. The following application fees apply for special events:
 - a) No application fee is applicable
 - b) A late application fee of for the applications received by Council not prior to six months from the event date but at least three months prior to the event date
 - c) Applications received by Council less than three months from the event date will not be processed and will be rejected. This is due to inadequate time for assessment.
- 2.3. The Event Organiser is required to provide the following information in relation to the event (a guide to what is required is listed in form B).
 - a) Compulsory documents required to process an application for Initial Approval:
 - (i) Initial Approval Application Forms A & B (Section 3)
 - (ii) RMS Application Form - Special Event Transport Management Plan Template (Appendix A)
 - (iii) Detailed plan of the event showing the proposed route and layout [as per point 2.3 (d)]
 - (iv) For Road Closures: Details of all road names, lengths and extents are to be provided. Written consent must be obtained from all the property owners/occupiers affected by and along the road closures proposed.
 - b) A Transport Management Plan (TMP) for the entire route incorporating a Traffic Control Plan (TCP) where necessary.
 - (i) The TCP should be prepared by a person holding appropriate certification required by the RMS to satisfy the requirements of the relevant Work Cover legislation.
 - c) A copy of the Event Organiser's Public Liability Policy in an amount not less than \$10,000,000 with Council and the Roads & Traffic Authority's interest noted on the Policy.

If the event traverses on or affects an RMS asset such as a State road, bridge, ferry or viaduct, the RMS will not support the event unless the Event Organiser arranges Public Liability Insurance for an amount of \$20,000,000.
 - d) A detail plan showing the proposed route of the event with the following information:
 - (i) All public roads on which the event proposed to traverse
 - (ii) Length and limit of traverse on each road
 - (iii) Direction of traverse, turning points, river crossings and bridges used
 - (iv) Starting point and end point of the event
 - (v) Road closure details indicating extent and length of each road

- 
- (vi) Photos must be in colour
- (vii) Plans preferably in colour.
- e) Where alternate routes are required to bypass traffic around the event, a map and description of the alternate routes.
- 2.4. The Event Organiser has to obtain approval from the RMS in addition to the LTC concurrence as part of the application process;
- a) If the event proposed is to traverse on a RMS structure (bridge) or a RMS road (classified road); or
- b) If there are road closures or restrictions to certain classes of road users.
- 2.5. The Event Organiser has to receive approval to conduct the special event, from the NSW Police Force.
- 2.6. Assessment process (this process may take up to six months dependant on the nature of the event).
- a) After receiving the application for a special event, a report will be prepared for the Local Traffic Committee (LTC).
- b) The LTC meets generally on the second Monday, monthly at Hawkesbury City Council with the exception of December (as there is no meeting in December). The LTC has the following representatives:
- Councillor (chair)
 - State members' representatives
 - RMS
 - Police
 - Transport NSW
 - Council Staff.
- c) The application may need to be assessed by the LTC on more than one occasion prior to the issue of the Initial Approval, due to the need for the committee to undertake a site visit, require further information, the application in itself not providing sufficient information.
- d) After the LTC reviews the complete application, it makes a recommendation to Council regarding the traffic management aspects of the event.
- e) The application is forwarded to RMS if the event proposed is to traverse on a RMS structure (bridge) or a RMS road or if there are road closures or restrictions to certain classes of road users.
- f) The LTC recommendations are forwarded to the Council meeting the following month as part of the approval process. Upon approval provided by Council, the event organiser is issued with a Schedule of Conditions Document. This outlines the conditions under which the event may proceed.
- g) After the initial approval is granted, the Event Organiser has to meet the conditions set by Council including preparing a Traffic Control Plan if requested and advertising the event in the local press two weeks prior to the event.

- h) Final Approval from Council must be obtained by the event organiser. This Final Approval will be provided on the basis that all Conditions as set out in the Initial Approval have been satisfied and submitted to Council a minimum of three months prior to the Event date with the Final Approval Application Form (Form C). The submission by the Event Organiser for Final Approval will be forwarded to the next available LTC meeting for its recommendation to Council.
- i) The application for Final Approval may be refused if the information submitted has not met all the requirements of the Initial Approval.


A. Important information for event organisers

- (A1) It is recommended that the Event Organiser reads and becomes familiar with the contents of the RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) which explains the responsibilities of the event organiser in detail. The latest version of this publication is available on the RMS's web site at http://www.rms.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html.
- (A2) The safety of all road users and personnel on or affected by the site/event is the responsibility of the Event Organiser.
- (A3) The event organiser is responsible for public liability claims even where the position is voluntary or unpaid.
- (A4) The Event Organiser is responsible for assessing the risk and addressing the suitability of the entire route as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the Event Organiser prior to preparing the TMP and prior to the event.
- (A5) The event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc. during the event including setting up and clean-up activities.

This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders.

Information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>.

- (A6) In addition to responsibilities under the Work Health & Safety Act and Regulations, the Event Organiser also has a duty of care towards those persons who attend the event to ensure that they are not exposed to risks from a public liability perspective.
- (A7) A Traffic Control Plan (TCP) is a subset of the Transport Management Plan (TMP). The TMP is the document/plan that describes the entire traffic and transport management for the event. TCP's are risk management plans for traffic. A TCP describes the use of traffic control devices such as signs and barriers.
- (A8) The TCP should be prepared by a person holding appropriate certification required by the RMS to satisfy the requirements of the relevant Work Cover legislation.

- 
- (A9) No government authority approves or certifies the suitability of the TMP as, in itself, it has no legal standing. Rather, the TMP is a collection of statutory and common sense requirements and is the Event Organiser's description about how these requirements are to be met.

However, the regulation of traffic must be authorised under the Roads Act 1993 and the use of traffic control devices authorised under the Road Transport (Safety & Traffic Management) Act 1999.

- (A10) If the event requires the use of private property, written consent from all the property owners is required.

- (A11) Filming:

All filming activities in the Hawkesbury City Council Area require approval in accordance with Council's Standard Filming Conditions, which are available from <http://www.hawkesbury.nsw.gov.au/services/commercial-filming>.

In relation to the traffic aspect of the Filming Application – Special Events, the following is stated in Section 8.1 of the RMS publication "Guide to Traffic and Transport Management for Special Events" Version 3.4:

"Some kinds of filming activities are special events. These are large scale productions that require multiple agency support. For example, the filming of helicopters and pyrotechnics in the Sydney CBD is a special event.

Small-scale filming activities where Council or the RMS can issue an approval in its own right are not classified as special events. For example, the filming of a truck crash scene over an isolated mountain road is not a special event."

The coordinator of the RMS Filming Section has advised that all filming activities in the Hawkesbury Council Area are not classified as special events. Filming Applications will not be assessed by Hawkesbury City Council in relation to Special Events.

Applications for approval to shoot in or on RMS controlled roads and other assets must be made to the RMS Film and Location Coordinator via fax: (02) 8396 1530 or email: tmc_filming@rta.nsw.gov.au.



Section 3

Forms

Form A - Initial Approval Application Form

Form B - Initial Approval Application Checklist



Form A

traffic and transport management for special events

initial approval - application form

event organisers are required to provide the following information in relation to the event.

Item	Description <i>(Please ✓ the appropriate box where applicable)</i>
Event name	<input type="text"/> <input type="text"/>
Name of Event Organiser	<input type="text"/>
Event date(s)	<input type="text"/>
Event start and finish time	<input type="text"/>
Brief description of the event	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Starting point of the event	<input type="text"/>
End point of the event	<input type="text"/>
Expected number of spectators	<input type="text"/>
Has this event been held in the past?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, for how many years?	<input type="text"/>
Number of participants in the event?	<input type="text"/>
If the participants are competing/participating in groups:	
Number of Participants in a group	<input type="text"/>
Number of groups in the event	<input type="text"/>
Is the event a race / time trial?	<input type="checkbox"/> Race <input type="checkbox"/> Time Trial <input type="checkbox"/> N/A
The distance and the name of each public road where the event will be traversing (attach if needed)	<input type="text"/> <input type="text"/> <input type="text"/>



Item	Description (Please ✓ the appropriate box where applicable)
Will the event be conducted under total Police control?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the emergency vehicles access the event site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event traverse on any bridges?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any road closures required for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please describe Road Closure Details: (provide road names, extent and lengths)	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Have you provided a detailed plan/map of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event impact on access for local residents, businesses or hospitals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please describe.	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
The location where the vehicles of spectators and participants will be parked	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

Applicant's Details

Name (please print)

Postal address

Telephone Mobile

Email address

Signature Date

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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.



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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Section 4

Forms

Form C – Final Approval

**All documents conditioned by the initial approval need
to be submitted with this document**



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	

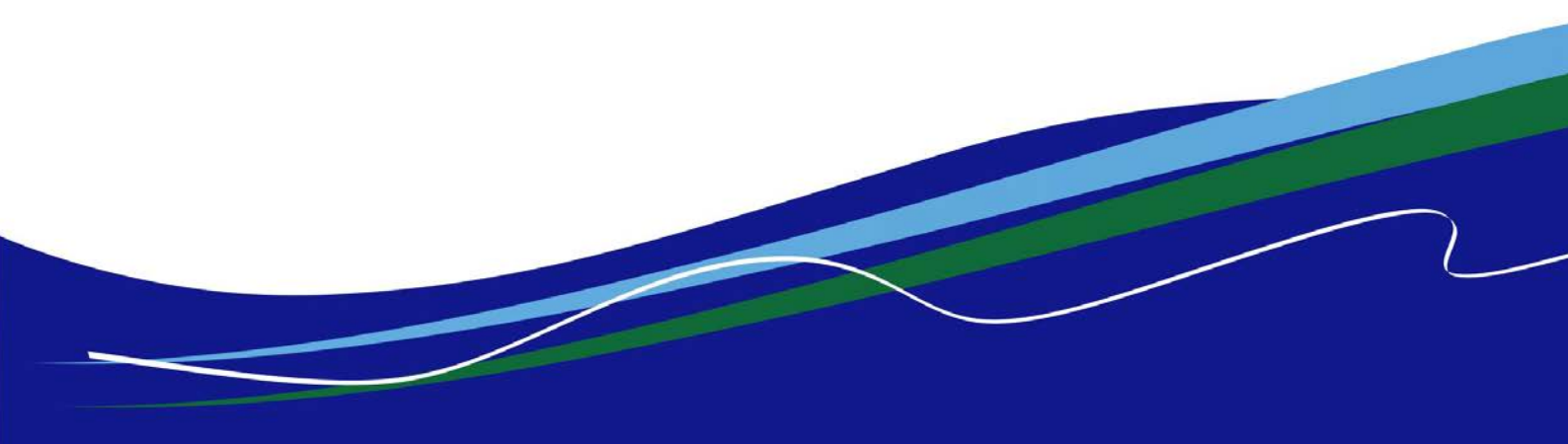


Description of documents required	Is a copy of the document enclosed? (Note: PS = Previously Submitted)	Comments
Approval from respective Land Owners	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PS <input type="checkbox"/> N/A	
Approval from adjoining Council's	<input 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	

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Appendix A

Roads and Maritime Services Application Form

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

Event Name:

Event Location:

Event Date: Event Start Time: Event Finish Time:

Event Setup Start Time: Event Packdown Finish Time:

Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

Event Organiser *

Phone:..... Fax:..... Mobile:..... E-mail:.....

Event Management Company (if applicable).....

Phone:..... Fax:..... Mobile:..... E-mail:.....

Police

Phone:..... Fax:..... Mobile:..... E-mail:.....

Council.....

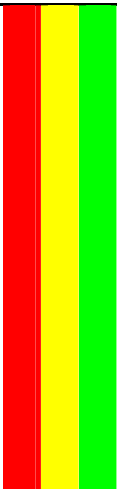
Phone:..... Fax:..... Mobile:..... E-mail:.....

Roads & Traffic Authority (if Class 1).....


Phone:..... Fax:..... Mobile:..... E-mail:.....

**Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.*

2 RISK MANAGEMENT - TRAFFIC

- 
- Risk assessment plan (or plans) attached
 - Public liability insurance arranged. Certificate of currency attached.
 - Police written approval obtained
 - Fire brigades notified
 - Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

- 
- Map attached
 - Parking organised - details attached
 - Parking not required
 - Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
 - There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
 - This event uses a facility managed by a trust, authority or enterprise; written approval attached
 - This event does not use a facility managed by a trust, authority or enterprise
 - Public transport plans created - details attached
 - Public transport not impacted or will not impact event
 - This is a moving event - details attached.
 - This is a non-moving event.
 - Description of unique traffic management requirements attached
 - There are no unique traffic requirements for this event
 - Contingency plans attached

-
- Impacts heavy vehicles - RTA to manage
- Does not impact heavy vehicles

- Special event clearways required - RTA to arrange
- Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

- Plans to minimise impact on non-event community attached
- This event does not impact the non-event community either on the main route (or location) or detour routes

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

- Special event information signs are described in the Traffic Control Plan/s
- This event does not require special event warning signs

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6 APPROVAL

TMP Approved by: Event Organiser Date

7 AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Council Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: RTA Date

* *"Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.*



Appendix B

NSW Police Force form

Schedule 1 Form - Notice of intention to hold a Public Assembly

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I (name) of (address) on behalf of (organisation) notify the Commissioner of Police that on the (day) of (month), (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately (number) persons, which will assemble at..... (Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed</p> <p><i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is.....</p>

3

The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly *(strike out whichever is not applicable)*:

(i) There will be (number) of vehicles and/or..... (number) of floats involved.

The type and dimensions are as follows:

.....
.....
.....

(ii) There will be (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly:

.....
.....

(iv) Other special characteristics of the proposed assembly are as follows:

.....
.....

4

I take responsibility for organising and conducting the proposed assembly.

5

Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:

.....

.....

..... Postcode.

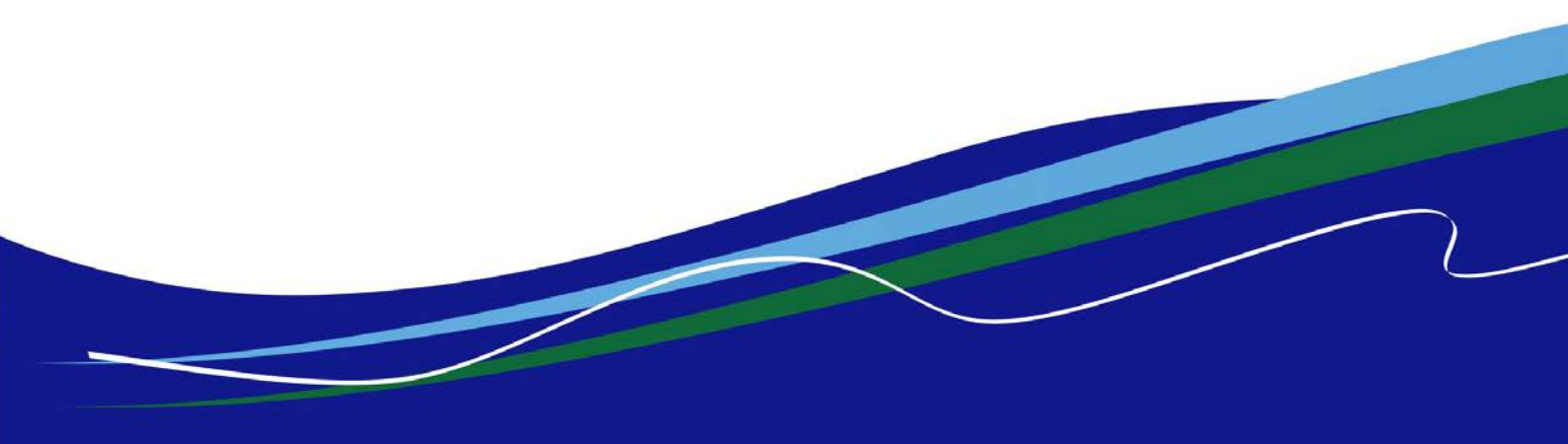
Telephone No.

6

Signed

Capacity/Title

Date



Appendix C

Road and Maritime Services

**Special Event Planning and
Resources Matrix**

Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Control) under OH&S ACT 2000	Advertise Transport Management Arrangements	Liability Insurance	Special Event Clearway, Heavy Vehicle Detours	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	<p>A Class 1 event:</p> <ul style="list-style-type: none"> impacts major traffic and transport systems disrupts the non-event community over a wide area requires the involvement of Police, one or more Councils and the RTA requires a detailed Transport Management Plan requires advertising the event's traffic aspects to a wide audience. 	<p>A Class 1 event may:</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve Transport NSW involve the State Rail and State Transit Authorities involve private bus and coach organisations impact the road transport industry require RTA to provide special event clearways require RTA to provide heavy vehicle detour routes require the RTA to adjust traffic signals require RTA to manage Variable Message Signs depending on the nature of the event, invoke the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that affects a principal transport route in Sydney, or an event that reduces the capacity of the main highway through a country town, or a bicycle race that involves the Sydney Harbour Bridge. 	<p>Minimum 4 months from first approach to Council to proposed start date.</p> <p>6 months for vehicle races.</p>	<p>Charges apply where:</p> <p><i>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</i></p>	<p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p>	<p>Marginal costs apply where services are provided above those normally provided to the community.</p> <p>RTA provides quote.</p> <p>Asset rentals: refer to RTA.</p>	<p>TMP model recommended</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy. Also RTA if using RTA asset.</p> <p>Certificate of currency required.</p>	<p>RTA arranges if required.</p> <p>RTA provides quote.</p>	<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>
2	<p>A Class 2 event:</p> <ul style="list-style-type: none"> impacts local traffic and transport systems but does not impact major traffic and transport systems disrupts the non-event community in the area around the event but not over a wide area requires the involvement of Police and Local Council requires a detailed Transport Management Plan requires advertising the event's traffic aspects to the local community. 	<p>A Class 2 event may:</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve State Rail and the State Transit Authority involve private bus and coach organisations. depending on the nature of the event, invoke the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway a motor rally on local country roads. 	<p>Minimum 3 months.</p> <p>3 months for vehicle races.</p>	<p>Charges apply where:</p> <p><i>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</i></p>	<p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>		<p>TMP model recommended</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>		<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>
3	<p>A Class 3 event:</p> <ul style="list-style-type: none"> does not impact local or major traffic and transport systems disrupts the non-event community in the immediate area only requires Local Council and Police consent is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac requires Police agreement that event qualifies as Class 3 is never used for vehicle races. 	<p>A Class 3 event, depending on Local Council policy, may:</p> <ul style="list-style-type: none"> require a simplified Transport Management Plan not be available in all Council areas. depending on the nature of the event, invoke the Police "User Pays" policy. require advertising the event's traffic aspects to the community. 	<p>For example:</p> <ul style="list-style-type: none"> an on-street neighbourhood Christmas party. 	<p>Minimum 6 weeks</p>	<p>Charges apply where:</p> <p><i>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</i></p>	<p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>		<p>Council may require TMP</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>			<p>Required. Refer to TMP.</p>		
4	<p>A Class 4 event is intended for small on street events and:</p> <ul style="list-style-type: none"> requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event does not require RTA or Council consent does not require advertising the event's traffic aspects to the community does not require a TMP does not require the involvement of other Government agencies. 	<p>A Class 4 event may:</p> <ul style="list-style-type: none"> be conducted on classified or unclassified roads cause zero to considerable disruption to the non-event community cross Police Local Area Commands (LACs) cross Local Government Areas (LGAs) require Council and RTA to assist when requested by Police depending on the nature of the event, invoke the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade conducted under Police escort. 	<p>Minimum 1 month</p>	<p>Charges apply where:</p> <p><i>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</i></p>						<p>Required if User Pays policy in force. Police named on policy.</p> <p>Certificate of currency required.</p>					

