

Special event temporary road closure application

Office use only:

ID number:

File number:

Event name

Applicants name and address

Company name	Contact name
Address	Postcode
Phone	Mobile
Email	Fax

Location of event – multiple roads to be used, refer to attached Traffic Management Plan, listing all roads

Street	Number	Suburb
between	and	

Period required

Commencement date	Completion date				
Start / Finish time	To	Operation	<input type="checkbox"/> Daily	<input type="checkbox"/> Overnight	<input type="checkbox"/> Continuously
Other information					

Specific information required for approval of temporary road closure

Road closure required Lane(s) _____ Half road Full road Footpath Parking Bays
Other _____

Emergency Services (police, fire, ambulance) and Translink have been advised of proposed road closure/s.

Yes No

Contacts:

Police fax – 5570 7878
QLD Fire & Rescue fax – 5583 7570 & 3287 4085
QAS fax – 5591 7164
Translink fax – 3338 4624



Special event – temporary road closure application (continued)

Traffic Management Plan to be attached and include but not be limited to the following:

- roads to be used
- traffic routing
- need for traffic control
- provision for other affected road users

Refer Part 3 - Manual of Uniform Traffic Control Devices 2.2.2

<http://tmr.qld.gov.au/>

Go to Business and industry; Technical standards and publications; Manual of uniform traffic control devices

Information Privacy Collection Notice:

Gold Coast City Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process your application for a Road Closure permit. The information will only be accessed by authorised officers within the Council. Some of this information may be disclosed to the Department of Transport and Main Roads, Queensland Police, Department of Community Safety or Local Businesses for a related purpose. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Applicant

Print name

Signature

Date

Forward to Gold Coast City Council, Special Events Unit

Email: events@goldcoast.qld.gov.au or Fax (07) 5581 7838

If assistance is required in completing this form, telephone Traffic Management and Operations Branch on (07) 5667 3632.

Office use only

Traffic Management and Operations Branch assessment

- Approved: Notice of No Objection to be raised and application sent to Special Events
- Special Events Unit advised via Email Fax
- Not approved: Contact applicant and Special Events Unit
- Applicant and Special Events Unit advised via Email Fax Phone

Date:

PLEASE NOTE: ONCE THIS DOCUMENT IS PRINTED IT BECOMES AN UNCONTROLLED DOCUMENT

GCCC9155 - Doc 4-5 Issued 08/05/12 Rev: 5

Special event – temporary road closure – information sheet

Points to note

- A “temporary road closure” is the full or partial closure of a gazetted roadway for the purpose of undertaking activities on the roadway or footpath.
- Where the road closure involves regulated parking areas, fees may be applied (these are assessed individually by Council’s City Parking – telephone (07) 5581 7680).
- All special event applications that involve a road closure shall be submitted to Council’s Special Events Unit three (3) months minimum prior to the event using the “Special events temporary road closure application” and must include details on:
 - nature of the event (triathlon, car rally, festival etc)
 - proposed roads to be used during the event and the timing (date/time) and type of closure (partial or full) for each road
- a detailed Traffic Management Plan to show full details of how the road network and road users will be affected by the event (in accordance with Department of Transport & Main Roads Part 3 – Manual of Uniform Traffic Control Devices 2.2.2).
- indication that emergency services (police, fire, ambulance) and Translink have been advised of the proposed road closure/s.
- All applications are reviewed by a key stakeholder group that includes representatives of Gold Coast City Council, Department of Transport & Main Roads (as necessary) and Queensland Police Service. For events that have a significant impact on the road network, a meeting will be arranged by Council’s Special Events Unit between the applicant and key stakeholder group to discuss details of the event Traffic Management Plan.
- Should the application be successful, Council will issue a “Notice of No Objection” with conditions by email, fax or mail.

Please Note: the “Notice of No Objection” relates to the Traffic Management Plan only. Council does not assess or approve the Traffic Guidance Scheme (e.g. plan indicating location of all traffic control devices).

- Should the application be unsuccessful, the applicant will be contacted by email, fax, mail or telephone.
- No works shall commence until the applicant meets all conditions within the “Notice of No Objection”.
- Within the “Notice of No Objection” general conditions to be met by the applicant may include:
 - it is the applicant’s obligation to ensure the Traffic Guidance Scheme is conducted (in accordance with Part 3 of the Queensland Manual of Uniform Traffic Control Devices 2.2.1). This section of the manual is available as the Works on Roads from Department of Transport and Main Roads. Refer link below to access publication.
<http://tmr.qld.gov.au/Business-and-industry/Technical-standards-and-publications/Manual-of-uniform-traffic-control-devices.aspx>
- a police permit shall be obtained from Queensland Police Service.
- police/traffic control supervision shall be provided, to the satisfaction of the Superintendent of Police.
- local residents, businesses, bus and taxi companies directly affected shall be notified a minimum of ten days prior to the event and an agreed alternative arranged, if required.
- details of the road closure shall be advertised in the public notices of a major Gold Coast newspaper ten days prior to the event.
- emergency services – (police, fire, ambulance) and Translink shall be advised in writing within three (3) working days of receiving “Notice of No Objection”.
- approval must be obtained from the Queensland Department of Transport & Main Roads, where necessary.
- Signage advising the public of proposed temporary road closures, including date, time and inquiry phone number (including after hours phone number) must be installed ten days prior to event on the affected roads. Size of signs are to be no smaller than 900mm x 900mm and positioned so as not to obscure any regulatory traffic signs, motorists visibility or impede pedestrians.

Further information

Should you require further information telephone Gold Coast City Council

Special Event (07) 5581 7403
Traffic matters (07) 5667 3632
City Parking fees (07) 5581 7680



PLEASE NOTE: ONCE THIS DOCUMENT IS PRINTED IT BECOMES AN UNCONTROLLED DOCUMENT