

## TEMPORARY ROAD CLOSURE APPLICATION

A permit is required from Council to allow temporary closure of local roads. **FILE: PSC2005-4023**

### Applicant Details

Name

Address

Email

Phone

Mobile

### Site Details (Please supply all relevant details as required)

Street

Locality

Between (side streets)

and

Purpose of closure:

Proposed time period

Start Date:

Time:

End Date:

Time:

The following information **must** be supplied with the application:

1. Approval for the event obtained from the NSW Police. Contact is to be made with Port Stephens Local Area Command - Traffic Services on Tel: (02) 4983 7535.
2. A site-specific Traffic Control Plan, prepared by a suitably qualified person, in accordance with the RMS 'Traffic Control at Worksites' Manual and AS1742 'Manual of Uniform Traffic Control Devices'.
3. A Traffic Management Plan addressing traffic related issues including public transport, parking, pedestrians, number of people anticipated to attend, activities, alcohol supply, clean up etc.(for events conducted on the road).

### Payment

A fee as per Port Stephens Council Fees and Charges is applicable to each application and is payable at the time of lodgement. Application will not be processed until the application fee is received. Council accepts payment:

- In person at the Council Administration Building, 116 Adelaide Street, Raymond Terrace.
- Cheque or Money orders posted to PO Box 42 Raymond Terrace 2324.
- Credit Card (by phone). Please note credit card payments will incur a 0.55% credit card fee.

## Your Privacy

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** Council is collecting this information to ensure the application can be appropriately processed.

**Intended recipients:** Council staff. The applicants name and mobile telephone number will be made available to those businesses and residents affected by the temporary road closure.

**Supply:** This is legally required information for this application.

**Consequence of Non Provision:** The Application may not be accepted or assessed due to a lack of information.

**Storage and security:** This document will be saved in Council's records management system in accordance with Council policy and relevant legislation.

**Access:** Please contact Council on (02) 4988 0255 to enquire how you can access information.

Approval: (Council use only)

Signed:

Date:

Office Use Only

Income Number: W1039.1.249

Receipt No:

Date:

### The following conditions will apply upon approval of the closure:

- Residential and emergency vehicle access along the route shall not be inhibited by the event.
- Any person having a legitimate reason to gain access along the route shall be permitted to do so without undue delay taking into account the safety of participants and the general public.
- Disruptions to traffic shall be kept to an absolute minimum.
- The area used shall be left in a clean and tidy manner including parking and pedestrian areas.
- Port Stephens Council shall be provided with evidence of Public Liability insurance with a minimum limit of indemnity of \$20 million with **Port Stephens Council** noted on the policy as being an interested party.
- The event organiser shall ensure that details of the proposed road closure are communicated to all affected residents and business operators by a letterbox drop, 1 week prior to the event.
- Local Bus Operators shall be advised via letter of the proposed event, if necessary, two (2) weeks prior to the event and any changes to routes and any bus stops affected will be clearly signposted, at no cost to Council, prior to the event and on the day of the event to direct passengers to alternate bus stops.
- Warning signs are to be placed at all major intersections along the routes to inform motorists of the proposed closure.
- The event organizer is responsible for provision of all barricades and signposting and shall ensure that they are erected and maintained by competent, qualified persons and positioned as detailed on the approved Traffic Control Plan
- The event organizer shall make arrangements with business owners within the road closure in relation to parking, deliveries and disruptions to business.