



General Manager  
PO Box 220 Maitland 2320

**APPLICATION FOR TEMPORARY ROAD CLOSURE AND / OR SPECIAL EVENT**

File No: \_\_\_\_\_

**APPLICANT DETAILS**

Applicant \_\_\_\_\_  
 Address \_\_\_\_\_ Post Code \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email address \_\_\_\_\_

I hereby apply for permission \*for the temporary closure of the section of road **AND / OR** to conduct a special event as set out below. I have enclosed the appropriate fees and I have read and fully understand Council's Special Events Policy (this only applies if this application relates to a proposed Special Event).

Signature \_\_\_\_\_ Date of application \_\_\_\_\_

**NATURE OF YOUR APPLICATION**

Please indicate the **nature** of your application. Do you want to: *(please circle your response)*

1. Temporarily close a section of public road to vehicular traffic (for any purpose) **without** conducting a special event on that closed section of road? Y / N
2. Conduct a special event at a venue where the adjacent section of public road **does not need to be closed?** Y / N
3. Conduct a special event at a venue where the adjacent section of public road **will be closed to vehicular traffic and used as part of the event venue?** Y / N

**DATES, TIMES AND LOCATION OF PROPOSED \*ROAD CLOSURE AND / OR SPECIAL EVENT**

Street \_\_\_\_\_ Suburb \_\_\_\_\_  
 Section \_\_\_\_\_  
 Time and Date From \_\_\_\_\_ Time and Date To \_\_\_\_\_

**DETAILS OF PROPOSED ROAD CLOSURE AND / OR SPECIAL EVENT**

(a) What is the purpose of your proposed road closure and / or special event? \_\_\_\_\_  
 (b) Approximate number of people involved (attending the event and involved in the planning)? \_\_\_\_\_  
 (c) Will any persons be staying on the site? Y / N. If Yes, will caravan / tents be used as living quarters? Y / N  
 (d) Is a (potable) water supply available? Y / N  
 (e) Are sullage tanks / connection to sewer provided? Y / N  
 If no, what toilet facilities will be provided? \_\_\_\_\_  
 (f) Will any animals be kept on the site? Y / N. If Yes, what species and how many? \_\_\_\_\_  
 (g) Will the event involve the use of mechanical amusement devices? Y / N. (If Yes, a copy of the registration is to be included with this application). Design and type of amusement \_\_\_\_\_  
 \_\_\_\_\_ Certificate / Registration No. \_\_\_\_\_  
 (h) Will any foods be stored, prepared or sold on the site? Y / N. If Yes, what types of food? \_\_\_\_\_  
 \_\_\_\_\_ (i) How many food premises or outlets? \_\_\_\_\_  
 (j) Will amplified music or loud speakers be used? Y / N  
 (k) What arrangements for traffic control & parking will be made? \_\_\_\_\_  
 (l) What arrangements will be made for collection & removal of rubbish? \_\_\_\_\_  
 (m) Any other information that you believe will support your application \_\_\_\_\_

**FOR OFFICE USE ONLY**

Amount \$ \_\_\_\_\_ Receipt No \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(Office Use Only: Refer to GL accounts listed overleaf under Schedule of Fees for the applicable Income Ledger Accounts)*



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## TEMPORARY ROAD CLOSURE INSTRUCTIONS AND CONDITIONS

1. Application is to be submitted to Council for approval **an absolute minimum of 16 weeks prior to the closure** (accompanied by the appropriate fees). Applications must be advertised for comment for 28 days, be considered by the Local Traffic Committee and approved by a full meeting of Councillors.
2. All road closures are to be dealt with in accordance with the Roads Act 1993, Council's existing policy and the Traffic Guidelines of New South Wales.
3. The Public Assembly form is required to be lodged with the Maitland Police as soon as approval from Council is received.
4. All participants are to comply with all requirements of the Police Department.
5. Public Liability Insurance of at least \$10,000,000 is required to be obtained for the event. A copy of the policy or certificate of currency is required to be lodged with Council as soon as approval is received, before approval becomes effective.
6. The area of road that is closed to vehicular traffic is to be barricaded in order to prevent the entry of unauthorised vehicles for the duration of the event. Barricades are to display a sign indicating an acceptable detour route and a road closed sign. Barricades are to be of a temporary nature that can be easily removed to allow entry into the closed area for emergency vehicles. The layout of barricades, detours and signposting for the road closure is to be provided with the application. Council will issue a written approval with conditions, sign types & locations & legal warrant to temporarily close road.
7. Any damage to public property caused by the event is to be rectified at the expense of the organisers.
8. The area of road closure is to be cleaned to an acceptable standard immediately at the conclusion of the event, including removal of signs, barricades, equipment, rubbish.
9. Signs and barricades to be hired from a commercial hire firm. Council does not supply signs & barricades.
10. The conditions specific to individual cases may be set by Council at any time it sees fit.

## SPECIAL EVENTS INSTRUCTIONS AND CONDITIONS

1. Applications will only be accepted from organisations / co-ordinators. Applications will not be accepted from individuals wishing to participate in the event that are not part of the organising team. These persons will be referred to the organisers / co-ordinators.
2. Applications must be submitted for approval by Council **at least 6 weeks prior to the event**, accompanied by the appropriate fees. These applications also must be advertised for comment before approval.
3. If food is to be sold at the event, the applicant is bound by the requirements of the Code for the Construction and Operation of Mobile and Temporary Food Premises. Additional information can be found at [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au).
4. For further instructions and conditions, please refer to Council's Special Events Policy.

## SCHEDULE OF FEES

The following fees relating to Special Events are payable into GL 33646:

Application for Approval for Special Events	\$140.00 (no GST)
Garbage Collection and Disposal (per bin/per day)	\$18.70 (includes GST)
Food Surveillance (per hour)	\$65.00 (no GST)
Attendance of a Council Ranger (per hour)	\$50.00 (no GST)
Inspection of Temporary Structures and Amusement Devices (per hour)	\$65.00 (no GST)
Security Bond for Circus Events to cover damage or repairs (paid to Oval Boards)	\$600.00 (no GST)

The following fees relating to Temporary Road Closures are payable into GL 33410:

Application for Temporary Road Closure (for each closure)	\$234.92 (no GST)
Advertising for Temporary Road Closure	\$196.90 (includes GST)
Temporary Road Closure Inspection Fee (where applicable)	\$196.90 (includes GST)
Temporary Partial Road and / or Footpath Closure (not hoarding application)	\$ 65.00 (no GST)