

**Please return to:** General Manager, Maitland City Council  
PO Box 220, Maitland NSW 2320

Doc No: .....  
or e-mail: [info@maitland.nsw.gov.au](mailto:info@maitland.nsw.gov.au)

### NATURE OF YOUR APPLICATION

Please indicate the **nature** of your application. Please tick the appropriate box:

1. What activity does this application relate to? ☐ a Special Event or ☐ Road / Footpath works or ☐ Other
2. Does the proposed activity require a public road(s) to be temporarily closed to vehicular traffic? ☐ Yes ☐ No

### DATES, TIMES AND LOCATION OF PROPOSED ROAD CLOSURE(S) AND / OR SPECIAL EVENT

Name of special event / or purpose of closure:

Street 1:	Street 2:	Street 3:	Suburb:
Additional information:			
Time and date from:		Time and date to:	

### APPLICANT DETAILS

Applicant:			
Address:	Street or PO Box:		
	Suburb:		Postcode:
Telephone:		Fax:	
Mobile:		Email:	

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 read and fully understand Council's Special Events Policy (this only applies if this application relates to a proposed Special Event).

Signature (print and sign): \_\_\_\_\_ Date of application: \_\_\_\_\_

### DETAILS OF PROPOSED ROAD CLOSURE(S) AND / OR SPECIAL EVENT

- Approximate number of people involved (attending the event and involved in the planning)? .....
- Will any persons be staying on the site? Yes / No. If Yes, will caravan / tents be used as living quarters? Yes / No
- Is a (potable) water supply available? Yes / No
- Are sullage tanks / connection to sewer provided? Yes / No  
If no, what toilet facilities will be provided? .....
- Will any animals be kept on the site? Yes / No. If Yes, what species and how many? .....
- Will the event involve the use of mechanical amusement devices? Yes / No. (If Yes, a copy of the registration is to be included with this application).  
Design and type of amusement.....  
Certificate / Registration No. ....
- Will any foods be stored, prepared or sold on the site? Yes / No.  
If Yes, what types of food? .....  
How many food premises or outlets? .....
- Will amplified music or loud speakers be used? Yes / No
- What arrangements for traffic control & parking will be made? .....
- What arrangements will be made for collection & removal of rubbish? .....
- 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)

## SPECIAL EVENT WITH 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. Council is required to advertise the temporary road closure(s) for comment for 28 days, after which it is considered by the Local Traffic Committee and formally 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. A 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. Barricade locations are to be manned by certified personnel and 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 emergency vehicle access.
7. A Traffic Control Plan (TCP) showing barricades, detours and signposting for the road closure(s) is to be provided with the application – this TCP shall be designed by a suitably certified person. Council will issue a written acceptance of the temporary road closure(s) and associated TCP.
8. Any damage to public property caused by the event is to be rectified at the expense of the organisers.
9. 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, and rubbish.
10. Signs and barricades to be hired from a commercial hire firm. Council does not supply signs & barricades.
11. The conditions specific to individual cases may be set by Council at any time it sees fit.

## TEMPORARY ROAD CLOSURE(S) ONLY e.g. road works - INSTRUCTIONS AND CONDITIONS

As above, except application must be submitted to Traffic Officer for approval at least 4 weeks prior closure.

## SPECIAL EVENTS ONLY - 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 who 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 [foodnotify.nsw.gov.au](http://foodnotify.nsw.gov.au). Also refer to Council's Environment/Health office for further information.
4. For further instructions and conditions, please refer to Council's Special Events Policy.

## SCHEDULE OF FEES - REVISED 30 JUNE 2018

### The following fees relating to Temporary Road Closures are payable into Horizon Posting Account 30602:

Application for Temporary Road Closure (for each closure)	\$318.20 (no GST)
Advertising for Temporary Road Closure	\$300.00 (includes GST)