



Application to Temporarily Close an Off-Road Shared Pathway/Bikeway

General information

- Part of Brisbane City Council's off-road pathway network may need to be temporarily closed for maintenance, major construction or to hold an event. The closure may be partial (allowing users to access part of the pathway) or full (users need to be detoured around the closed section of the pathway).
- Approval to undertake work, maintenance or an event on or near Council's on and off-road bicycle network needs to be sought from Congestion Reduction Unit before the work/event commences.
- For any clarification about the type of closure you are proposing or assistance with completing this application, please contact the Congestion Reduction Unit on (07) 3403 9769.

Mandatory conditions - All applications

- The following conditions may apply for a bikeway closure and need to be addressed before approval will be given.
 - a. All closures are to be conducted in accordance with the *Queensland Manual of Traffic Control Devices (MUTCD)*; *AUSTROADS Guide to Road Design Part 6a: Pedestrian and Cyclist Paths*; and *Brisbane Standard Drawing (BSD) 5006. Shared Path: Construction and Maintenance Site Management*.
 - b. The applicant is to familiarise themselves with the noise nuisance provisions of the *Queensland Government Environmental Protection Act and Regulations* and take all reasonable measures to prevent or minimise undue noise.
 - c. Local residents who could be affected by any closure are to be notified, either in person or by letterbox drop prior to the closure. The notice is to describe the nature, location and duration of the closure, proposed detour (if applicable), and have a contact phone number for any further queries.
 - d. Access to affected businesses shall be maintained at all times unless prior arrangements have been made with the relevant business operators.
 - e. Any containment fences used must be set back 0.5 metres from the designated path.
 - f. Where any associated work is to be done by Brisbane City Council (BCC), the cost is to be met by the applicant.

Partial closure - Off-road shared pathway (bikeway)

- An application for a partial closure needs to be submitted for any of the following situations or events:
 - a. access to, or use of, a pathway is required to undertake maintenance of the pathway or structures and fixtures on or near the pathway or to travel to a work site along the pathway;
 - b. an event such as a walk, run or ride not requiring exclusive use of the pathway.

- A certified Traffic Management Plan (TMP) is not required for a partial closure, however the Closure/Event Management Plan section of this form is required to be completed. The plan should describe the activity or event to be undertaken, the impact of these activities on the bikeway and the controls to be put in place to manage use of the bikeway during the closure/event. The plan should include details of vehicle access along the pathway or vehicles proposed to be parked on or near the pathway while work or maintenance is being undertaken. This includes work equipment such as scissor lifts or work platforms that will be placed on the pathway. Information about safety around the vehicle (fences, barricades, witches hats) and/or equipment while on or near the pathway is to be detailed.
- While a registered Traffic Controller is not required for a partial closure, signage must be placed ahead of the location to alert users. If access to the pathway is off a road, the applicant needs to consider how this will be managed safely.
- The *Closure/Event Management Plan* for a walk, run or bike ride needs to include information about the management of participants when they are using the pathway as other users, both pedestrians and cyclists, could be on the pathway at the same time. Locations of marshals and water stations and turn around points need to be shown on a map of the route and attached to the application.

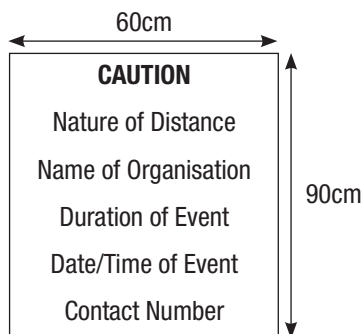
Full closure - Off-road shared pathway (bikeway)

- An application for a full closure needs to be submitted for any of the following situations or events:
 - a. access to, or use of, a pathway is required to undertake construction, maintenance of the pathway or structures and fixtures on or near the pathway or to travel to a work site along the pathway;
 - b. an event such as a walk, run or ride requiring exclusive use of the pathway.
- A certified *Traffic Management Plan (TMP)* is required for a full closure as well as the provision of a fully-signed detour that will adequately cater for all pathway users, including people in wheelchairs, roller bladers, scooters and cyclists with bicycle trailers (refer to the listed technical documents for requirements). If the detour is at night, lighting of the detour route should not be less than the original path.

Shared pathway (bikeway) closure signage

- Apart from standard signage as per the technical documents listed, advanced warning via corflute signs on the pathway are to be provided at least one week prior to the work commencing or the event.

For example:



- Signs should not block the pathway and it is the responsibility of the event organiser to remove the signs at the end of the event or construction work.

Notification about the closure

- The applicant shall provide details of date, time and extent of the event of bikeway closure and contact details of a responsible person for communication purposes.
- Council may:
 - a. place notification of the closure on Council's *Bikeway Closures & Detours* and *Cycling Brisbane* web pages as well as distributed through Council's social media channels;
 - b. advise Bicycle Queensland (BQ) for information to their members;
 - c. include work or event organiser's name and phone number for contact purposes.
- For major events, organisers may have medical and other emergency services 'on hand' or 'on call' or should consider informing:
 - Queensland Ambulance Services - contact (07) 3215 0740
 - Queensland Fire and Emergency Services - contact 13 74 68 or email on line at www.fire.qld.gov.au.
- In case of extreme weather conditions, organisers should have a communication plan to inform participants and event staff of the impending circumstances and precautions to be taken.
- If the work is being undertaken by Council, a Communication Plan should be used to inform local residents, businesses and the Ward Councillor.

Publicising a closure

- Depending on the location and nature of the closure, local media such as newspapers may be informed or be part of a Communication Plan, especially if long term closures are necessary.

Extension of closure

- Should a proposed closure not finish as per the stated date on the application, the work or event organiser is to advise **Congestion Reduction Unit on (07) 3403 9769** and seek approval for the extended closure period.

Council contact

- For further information regarding this application form or closures in general: please contact Congestion Reduction Unit (07) 3403 9769.

Other contact information for approvals

Bridges

For approval to work on or use of the following bridges, please contact the relevant authorities:

- Victoria Bridge, Story Bridge, Eleanor Schonell Bridge - Brisbane City Council.
Contact Phil Cutler (07) 3403 8888
- Goodwill and Kurilpa Point Bridges - Queensland Department of Public Works.
Contact (07) 3008 2827
- GoBetween Bridge - Transurban Queensland.
Contact (07) 3182 2221

Southbank

To use areas of Southbank or pathways through Southbank, contact the Business Manager (07) 3156 6366.

Council parks

To use a shared pathway through any Council parkland, please complete an *Online Park Booking* form available from Council's website at:

www.brisbane.qld.gov.au/facilities-recreation/parks-venues/parks/booking-parks/park-permit-booking-applicationenquiry

To use any section of Roma Street Parkland or the pathways through the park, please contact 1300 137 468.



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Please note that any or all contact details and closure details provided as part of this application may be published on Brisbane City Council's *Bikeway Closures & Detours* website at: www.brisbane.qld.gov.au

1 Type of off-road shared pathway/bikeway closure

Partial closure Full closure

2 Details of pathway or bikeway to be closed

Attach a map of location or route of event and description.

3 Purpose of closure (*list the nature of work to be undertaken, or provide the name and details of the event*)

Multiple horizontal lines for text entry.

Expected attendance (*if an event*)

Text input field for expected attendance.

4 Date/s and times of the closure

Start date: / / Start time: : am / pm

Finish date: / / Finish time: : am / pm

5 Event co-ordinator or project manager's details

Project manager/co-ordinator's name

Text input field for name.

Address

Text input field for address.

Postcode

Organisation

Text input field for organisation.

Business hours phone number

Fax number

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After hours phone number

Mobile phone number

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Email address

Text input field for email address.

Contact phone number during the closure

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Contact mobile number during the closure

6 Provide a closure/event management plan

Attach the details of detours and management of pedestrians and cyclists (e.g. traffic control, event marshals, etc). An approved Traffic Management Plan (TMP) may be required for any partial or full closure of a shared pathway (bikeway) or bicycle lane particularly if vehicles need to access the location. (*Refer to BSD5006 Shared Path: Construction and Maintenance*)

7 Traffic control company details (*if applicable*)

Company name

Text input field for company name.

Traffic Management Registration number

Text input field for registration number.

Send the completed form

by mail: Congestion Reduction Unit
GPO BOX 1434
BRISBANE QLD 4001

or by email: BCC-Transport-Permit@brisbane.qld.gov.au