



Temporary Lane/Road Closure Assessment Application

Special Events

ALL QUESTIONS on this form are MANDATORY

When to use this form	<p>This application is to be used for all activities that are within the roadway of Brisbane City Council roads.</p> <p>It is for the assessment of traffic impact only. All road occupations on Brisbane City Council roads are to be undertaken in accordance with Queensland Transport's Manual of Uniform Traffic Control Devices Part 3 – Works on Road 2014 and AS1742.3;</p>
What a special event is	<p>A special event (in traffic management terms) is a planned activity that is wholly or partly conducted on a roadway, may require multiple agency involvement, requires special Traffic Management Arrangements, and usually involves a large number of participants and/or spectators (eg, marathons, fun runs, cycling events, parades, fetes, marches, etc).</p> <p>In terms of traffic management, a successful special event caters to two groups of people. These are spectators and participants in the event, and those with no interest in the event but are affected by the event.</p> <p>When assessing an application to close or partially close a road to conduct a special event, Council examines the effect of the <i>proposed</i> event on the local community, businesses and the environment. It is important to minimise the impact of the event on the operation of the road network and on local residents/businesses.</p> <p>Some events will require the approval and involvement of other agencies, ie. Queensland Police, Department of Transport and Main Roads, Brisbane Transport and Emergency Services. Staff from Brisbane City Council, Planned Incident Management Section will be able to advise if required.</p>
For more information	<p>For more information about how to apply for any lane or road closure, please call Council on 3403 8888 or email Temporaryroadclosures@Brisbane.qld.gov.au.</p> <p>For additional advice on related events which require a temporary road/lane closure, please contact Planned Incident Management on 3403 8888.</p>
Fees and payment	<p>The fee for a road or lane closure application is \$261.20 (GST exempt) plus any installation costs, including lost revenue from Pay 'n' Display meters. Applicants will be advised of the full costs after evaluation of the application. Payment is to be made within 30 days from the date of the invoice.</p> <p>The invoice for this application will be posted within 10 days of the road/lane closure start date.</p>
Returning your application	<p>Check that you have read and answered all questions on this application form and that it has been signed and dated.</p> <p>A Traffic Control Plan, detailing the traffic control devices to be implemented, must be submitted with this application.</p> <p>The completed application form is to be submitted to Council with a minimum of 20 full business days prior to the requested closure date. The 20 full business days commences on receipt of all required information. Please ensure that you allow sufficient time for alterations to your initial application prior to the proposed closures.</p> <p>Return all required documents (including the Traffic Control Plan):</p> <ul style="list-style-type: none">• by email to TemporaryRoadClosures@brisbane.qld.gov.au• by fax to 3334 0087
What you must do prior to and during the approved closure	<p>Under section 96 of the Transport Operations (Road Use Management) Act, only Queensland Police Service has the authority to order the closure of any road temporarily. Queensland Police Service will only issue a Permit if the local government authority has issued their approval. The applicant must apply to Queensland Police Service and/or relevant authorities prior to closures commencing.</p> <ul style="list-style-type: none">• Metro North Police - 3354 5137• Metro South Police - 3364 3131• Department of Transport and Main Roads - 3137 8363

Traffic Management Registration number	<p>In February 2010, it was announced that the Department of Transport and Main Roads would introduce a registration system for all traffic management companies working on state controlled roads. Brisbane City Council has now adapted this registration system to ensure all traffic management companies meet minimum safety and quality standards.</p> <p><i>This Traffic Management Registration number will be a mandatory requirement on all applications received from 1 September 2012.</i></p> <p>For more information on the Traffic Management Registration Scheme, please visit www.tmr.qld.gov.au .</p>
Other important information	<p>Advertising of the closure and/or route should not take place until written approval has been obtained from all relevant authorities. Council may impose a fine for advertising closure/route prior to approval.</p> <p>Where the road closure will involve changes to regulatory signage and meters, fees will be applied.</p> <p>Emergency Vehicle access is to be maintained on all closed roads (3m clear corridor).</p> <p>Access for residents/businesses to and from their premises is to be maintained. Where access cannot be maintained, an agreed alternative is to be arranged and Council shall be provided with a copy of this arrangement.</p> <p>A signed petition is required from all residents/businesses within the closure area, stating they have no objections to their road being closed. The petition must include all resident/business names, addresses and signatures.</p> <p>Events should always aim to minimise impacts on pedestrian and road user access, retail and business operations, public transport operation and local resident's access.</p> <p>Roads used by public transport may not be safe or suitable depending on service frequency.</p> <p>Safety barriers may be required to be erected to prevent vehicles coming into contact with pedestrians/event participants</p> <p>Major roads may not be safe or suitable for special events.</p> <p>Approval is more likely to be granted for on-road events which seek to use lower-speed and lower traffic volume roads and alternative routes to major arterial road.</p> <p>It is desirable for safety reasons for an event to have mostly left turns at major intersections rather than right turns.</p> <p>Persons are to be present to assist in crowd and traffic control and to supervise compliance with any conditions imposed by Council.</p>
Other Council forms that may need to be completed	<p>For further information, please contact the relevant section within Council on 3403 8888 or visit any Customer Service Centre or Regional Business Centre, or Council's website at www.brisbane.qld.gov.au.</p> <ul style="list-style-type: none"> • To occupy the footway please complete the <i>Application/Notice to Work on Council Property</i> form (CA6107) - (Compliance and Regulatory Services section).
Reference documents	<ul style="list-style-type: none"> • City of Brisbane Act sections 66 - 76 • Transport Operations (Road Use Management) Act 1995 • Transport Operations (Road Use Management) Regulation 1999 • Traffic and Road Use Management Manual (TRUM) • City of Brisbane Act 2010 • Manual of Uniform Traffic Control (MUTCD), Part 3 - Works on Roads 2014. • AS1742.3 -1996: Traffic Control Devices for Works on Roads - Standards Australia
Privacy statement	<p>The Brisbane City Council has collected the information on this form for the purposes of assessing traffic impact in accordance with the Manual of Uniform Traffic Control Devices, Transport Operations (Road Use Management) Act 1995. Brisbane City Council may at times give some or all of this information to State Government Departments, Queensland Police Service or other Councils. Your personal or business details may also be disclosed to other third parties.</p>



Temporary Lane/Road Closure Assessment Application Special Events

Office use only

Certificate no.

ALL QUESTIONS on this form are MANDATORY

1 Who is completing this application?
(This will be the authorised contact for this application.)

The company doing the event

The traffic control company

2 Who will be billed for this application?

The company doing the event

The traffic control company

3 Who is the company occupying the lane or road site?

Company name

Contact name

ABN

Address

Postcode

Phone no.

Fax no.

E-mail

4 Who is the **on-site** event contact?

Name

Mobile no.

5 Traffic control company details

Company name

ABN

Traffic Management Registration number

Contact name

Address

Postcode

Phone no.

Fax no.

E-mail

6 Site location

Suburb

Street

House no.

First cross street

Second cross street

UBD ref.

7 What is the nature of the event?

Festival

Cycle event

Exhibition

Fun run

Major event

Procession

Markets

Fete

Other Give details

Attach a list of all roads in the order they will be travelled.

8 What is the expected number of participants?


9 Is there a bus route within the closed section of road?

No

Yes Will this bus service be affected by the closure?

No Yes

10 Provide details of stalls/structures to be placed on roadway

 Attach a map of where they will be situated, *include a 3m clear corridor for emergency vehicle access.*

11 Will there be barricading for this event?

No **Go to next question**

Yes *Please answer the following questions*

What type of barricading will be used? *(It must conform to Australian Standards.)*

Name of company supplying the barricading

Phone no.

Name of person monitoring the barricading

Mobile no.

12 What public liability insurance has been obtained?

MANDATORY for all applications

 **Attach a certificate of currency for public liability insurance.**

13 What First Aid will be provided?

Contact name/s of who will be providing First Aid


Mobile number/s

14 Will access to residents/businesses be affected?

No **Go to next question**

Yes Written permission from all residents/businesses within the road closure is required. *(This will only be waived if exceptional circumstances can be shown.)*

 Attach signed petition.

 Attach proposed notice of closure to advise residents/businesses.

How do you plan to maintain access for residents/businesses?

15 Will the footpath be occupied?

No

Yes **Complete the *Application/Notice to Work on Council Property* form.**

16 Direction of road closures

N S E W Both directions

17 Number of lane closures

lane/s of a total of lane/s

18 Type of closure

tick all that apply

Stop/Go Full

Lane Parking lane

Contraflow Shoulder

Hold & Release

19 When will the lane/road be closed?

(You may require a **noise permit** if activities are scheduled outside business hours.)

Start date	Start time <i>24 hr time</i>
/ /	

Finish date	Finish time <i>24 hr time</i>
/ /	


20 What will be the frequency of the lane/road closure?

Tick ONE Only

- Daily
- Overnight
- Continuously
- Weekends only
- Sundays only

21 Description of closure

MANDATORY for new **AND** extension applications

 **A traffic control plan must be attached.**
 (drawn by an accredited person; refer to the latest edition of the **Queensland Transport's Manual of Uniform Traffic Control Devices, Part 3**, available on-line)

22 CHECKLIST for submitting this form

- All questions on this form have been completed
- A list of all roads to be travelled is attached (*if required at question 7*)
- A map of stalls/structures (*required at question 10*)
- Public Liability - Certificate of Currency is attached (*required at question 12*)
- A signed petition is attached (*required at question 14*)
- A copy of the proposed notice to advise residents/businesses is attached (*required at question 14*)
- Application/Notice to work on Council Property form completed (*required at question 15*)
- A Traffic Control Plan is attached (*required at question 21*)
- At least **20 full business days** have been allowed for application processing

23 Application assessment conditions and declaration

The applicant:

- (a) declares that the information in this application is true and correct;
- (b) **agrees to pay** Brisbane City Council's application processing fee (which is non-refundable) within 30 days of the date of the invoice, (which will be posted within 10 days of the road/lane closure start date);
- (c) is a person authorised to sign this application on behalf of the body corporate (where the applicant is a body corporate);
- (d) acknowledges that this application is for the assessment of traffic impact only and that all road occupations on Brisbane City Council roads are to be undertaken in accordance with Queensland Transport's Manual of Uniform Traffic Control Devices and AS1742.3;
- (e) agrees to indemnify, and keep indemnified, Brisbane City Council, its officers, employees and agents against any liability, loss damage, claim, suit, action, demand or proceedings ("Claims") and any cost and expense in connection with defending, settling or responding to such Claims (including legal costs and expenses) in respect of any loss of life or injury (including illness) to any person or loss of or damage to any property arising out of or in connection with the applicant's application and the applicant's temporary road/lane closure as approved by Brisbane City Council; and
- (f) acknowledges that the applicant's exercise of any rights granted pursuant to the Traffic Control Permit for Temporary Road/Lane Closure is at the sole risk of the applicant.
- (g) understands that on receipt of an application, Council may advise the applicant that Public Liability Insurance (to the limit of \$20 million) is required for the application. If Public Liability Insurance is required for the application, the Certificate of Assessment will not be issued until the applicant has produced a Certificate of Currency for Public Liability Insurance to the limit of \$20 million.

Applicant's name

Applicant's signature

Date

/ /