

## Temporary Road Closure Procedure for Special Events

### 1. Purpose.

The purpose of this procedure is to standardise the requirements when members of the public, commercial entities and internal Mareeba Shire Council (MSC) staff apply for a temporary road closure for events or when the need arises to redirect traffic that results in closure of a road during a planned activity.

### 2. Scope.

This procedure shall apply to all planned temporary road closures on roads and road related areas within the Council's geographical boundaries. This includes both local and state controlled roads for which Council is the road steward.

### 3. References.

The following documents are to be used if further guidance is required:

- Local Government Act 2009 QLD - sections 69 and 75
- Manual of Uniform Traffic Control Devices (MUTCD) (All parts, in particular Part 3 - Works on Roads)
- Peaceful Assembly Act 1992
- Transport Infrastructure Act 1994 QLD - Sections 45 and 46
- Transport Operations (Road use Management - Accreditations and Other Provisions) Regulations 2005- Sections 102 and 103
- Transport Operations (Road Use Management) Act 1995 - Section 96

The above documents can viewed at the following website links: [Legislation](#) [MUTCD](#)

### 4. Definitions.

For the purpose of this procedure the following definitions shall apply:

**Activity** - any event or roadworks that require the temporary closure of a road or a road related area to vehicular traffic and/or pedestrians.

**Event** - a planned gathering of the public for a particular occasion that causes an interruption to the normal function of a road or road related area. An event can also be referred to as a 'Special Event'.

**Interested Party** - any person, group or commercial/service entity that will be affected by the temporary road closure.

**Permit** - an approved application for a temporary road closure.

**Road Closure** - where an existing road or road related area is temporarily closed to all vehicular traffic and/or pedestrians.

**Roadworks** - a construction/maintenance activity on a road or road related area that interrupts or temporarily closes access to vehicular traffic or pedestrians.

**State Controlled Road** - A road that is within the geographical boundary of the MSC that is controlled by the Department of Transport and Main Roads (TMR) and MSC is the nominated road steward.

**Traffic Guidance Scheme** - an approved plan that depicts the control methods to be implemented to safely redirect traffic and pedestrians around the temporary road closure.

### 5. Procedure.

Where there is a need to apply for a temporary road closure, MSC will require particular details of the activity to determine relevant conditions to ensure the event is conducted safely with minimum disruption to members of the public.

It should be noted that it is a requirement to notify the general public, emergency services and other interested parties two (2) weeks prior to the activity. Therefore, the applicant should allow an additional two (2) week as a minimum to process the permit application. Applicants should also be aware that the permit conditions may require further permits from Queensland Police and the Department of Transport and Main Roads, (TMR). These agencies have their own requirements and applicants need to allow time for additional permit approvals to be processed. Depending on the location, permit approvals can take up to three (3) months.

In all cases for a temporary road closure, a Police permit is required and must be submitted with this application. Please note, some Police road closure applications require an additional special event application. For further information, contact the local Police Station and request an 'Application for a Road Closure Permit' - Form QP 0891 and/or an 'Application for a Special Event Permit' - Form QP 0889.

A TMR permit is only required when the activity is on or adjacent to a state controlled road. For further information, contact the Department of Transport and Main Roads by phone 4050 5444 or email [cairns.office@tmr.qld.gov.au](mailto:cairns.office@tmr.qld.gov.au) or visit their website [TMR](http://www.tmr.qld.gov.au). A TMR permit will also require a Traffic Disruption Permit as part of the conditions. Information regarding this application is available by emailing the Cairns Traffic Management Centre at [cairns.traffic.disruptions@tmr.qld.gov.au](mailto:cairns.traffic.disruptions@tmr.qld.gov.au)

As a minimum, the following information is required:

- Name of the organisation (Applicant) responsible for the activity.
- Responsible person, contact phone number and email.
- Address and type of organisation, i.e. community, charity, commercial or internal.
- Nature of the activity.
- Is the activity recurring, if so, what is the frequency.
- Date, start and finish times of the activity.
- Purpose of the activity.
- Anticipated number of attendees.
- A copy of the applicant's Public Liability Insurance policy and a Certificate of Currency for the policy.
- Name of the road/s effected.
- Proposed alternative route.
- A copy of an approved Traffic Guidance Scheme (TGS).
- Who will perform the signage and/or traffic control requirements of the Traffic Guidance Scheme?
- Arrangements for emergency services, local residents, businesses and other interested parties.
- Signature of the applicant and the date submitted.

To capture this information, a standard template has been developed and is available via the MSC website. <http://www.msc.qld.gov.au/>

The template is designed to be used by the general public and internal staff. On completion, the application may be emailed [info@msc.qld.gov.au](mailto:info@msc.qld.gov.au) to Council or hand delivered at a MSC customer service centre.

The processing of the application shall be as follows:

1. All applications shall be addressed to the Chief Executive Officer.
2. The application will be assessed on the information provided. Where further information is required, the responsible person will be contacted.
3. On completion of the assessment, the assessor shall issue a permit with conditions and send two (2) originals to the Chief Executive Officer or his/her delegate for final approval.
4. After approval, the applicant shall be contacted in writing and be requested to review the permit conditions and acknowledge acceptance by signing and dating the permit.
5. Upon acceptance of the conditions of the permit, the applicant is responsible for and must ensure the permit conditions are fulfilled.
6. One (1) original copy of the permit is to be retained by the applicant. The second original copy is to be returned to Council and registered in Council's document management system.

## **6. Suggested Time Frames for Applications**

The suggested time frames are for guidance only and depend on the individual activity's location and circumstances. The applicant should add the advertising period of two (2) weeks to the times suggested.

1. Police permits - Four (4) weeks each
2. TMR permits - Five (5) weeks
3. MSC permit - Four (4) weeks

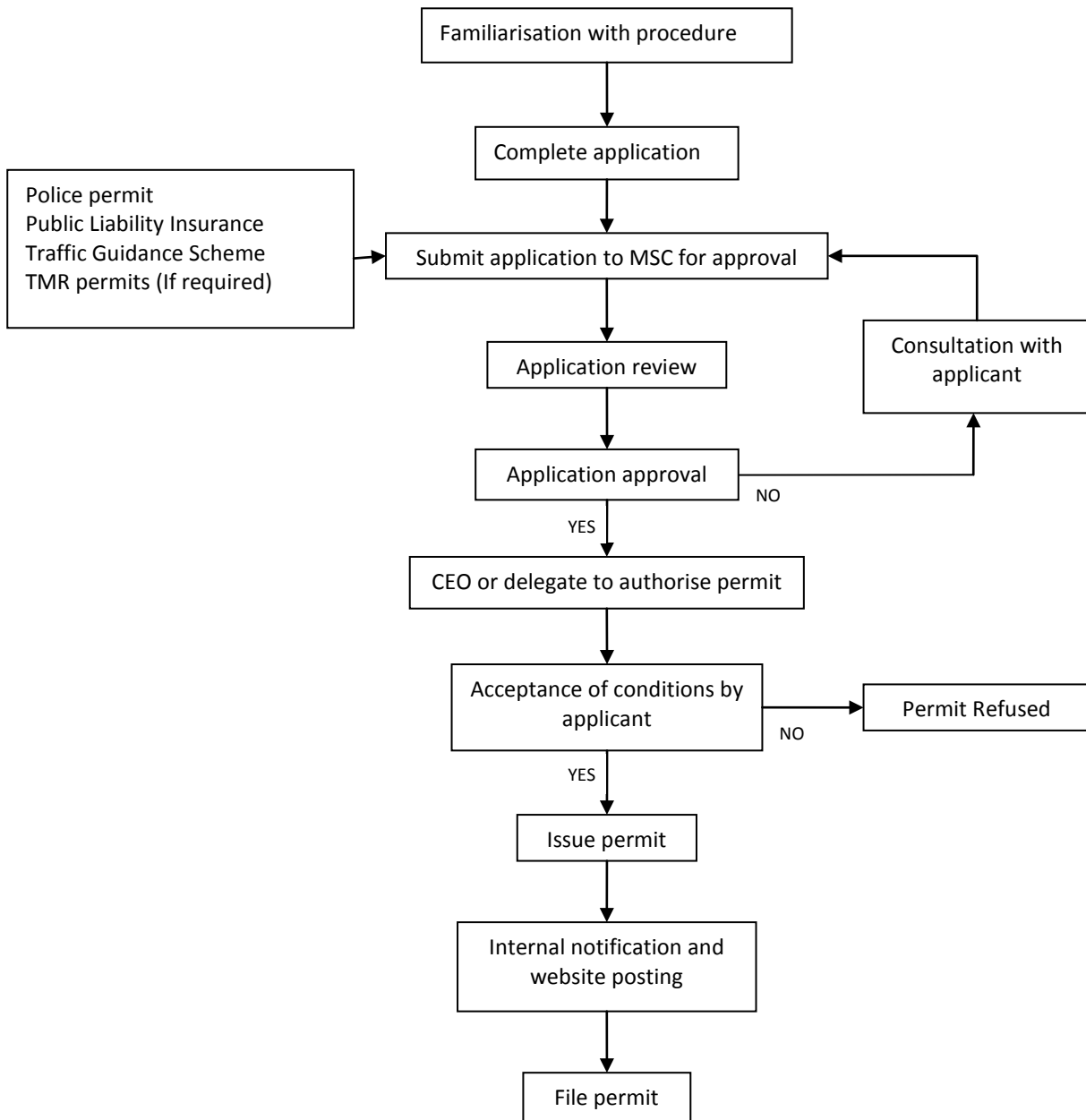
## **7. Documentation and Records**

The following documentation is required for this procedure:

1. MSC application for a temporary road closure
2. A Police permit.
3. TMR permits. (If required)
4. Approved Traffic Guidance Scheme.
5. Copy of the applicants Public Liability Insurance policy and Certificate of Currency.

To assist the applicant through this process, a check list has been developed and is attached to this procedure. (Refer page 5)

# FLOW CHART OF PROCEDURE



## CHECK LIST

1. Identify the location of the activity .....
2. Determine the owner/s of the road/s the activity will affect.....
3. Contact the local MSC Customer Service Centre for the procedure for a temporary road closure.....
4. Apply to MSC for a Road Closure Permit Application.....
5. Apply to the local Police Station for Road Closure Permit Application .....
6. Apply to the local Police Station for a Special Event Permit Application (If required).....
7. Apply to the TMR for a Road Corridor Permit Application (If required).....
8. Apply to the TMR for a Traffic Disruption Permit Application (If required) .....
9. Develop a Traffic Guidance Scheme (TGS) to detour the traffic .....
10. Have the Traffic Guidance Scheme approved by a competent person (MUTCD Level 3) .....
11. Complete a TMR Installation and/or Removal of Regulatory Traffic Sign/Devices (M994) (If required).
12. Submit all permit applications together with the required attachments (TGS, Insurances, M994) .....
13. Receipt of the Police Permit approval .....
14. Receipt of the TMR Road Corridor Permit approval (If required) .....
15. Receipt of the TMR Traffic Disruption Permit approval (If required) .....
16. All permit conditions signed as accepted .....
17. Advertising as per the permit conditions completed .....

INTERESTED PARTIES THAT MAY BE EFFECTED					
Interested Party	Advice	Interested Party	Advice	Interested Party	Advice
Police	<input type="checkbox"/>	Taxi operators	<input type="checkbox"/>	Business operators	<input type="checkbox"/>
Ambulance	<input type="checkbox"/>	Bus operators	<input type="checkbox"/>	Garbage collectors	<input type="checkbox"/>
Fire	<input type="checkbox"/>	Local residents	<input type="checkbox"/>	Tourism operators	<input type="checkbox"/>
TMR	<input type="checkbox"/>	Other	<input type="checkbox"/>		

18. All other pre-activity commencement conditions complete.....
19. Ensure the approved Traffic Guidance Scheme signage is available.....
20. Competent person available to implement the approved Traffic Guidance Scheme .....
21. Ensure that the Traffic Management Company is registered with the TMR (If required) .....
22. Traffic Guidance Scheme implemented .....
23. Ensure that signs erected are inspected and record .....
24. Run the activity .....
25. Report any incidences to the MSC.....
26. Carry out clean up of the site .....
27. Remove the temporary traffic signage and reinstate any permanent signage.....
28. Advise MSC in writing on completion of the activity.....

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## APPLICATION FOR A TEMPORARY ROAD CLOSURE PERMIT FOR SPECIAL EVENTS

(Refer Local Government Act 2009 - Sections 69 and 75)

**PRIVACY NOTICE:** Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process this application. The information will only be accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

### PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING AND RETURNING THIS FORM

- Application must be completed in full and submitted with the mandatory attachments and any other information that will support the application.
- Any activity on a road or road related area must not commence until the appropriate permit applications are approved.
- Please refer to the Temporary Road Closure Procedure for guidance when completing this application.

### Applicant Details

**Organisation:** \_\_\_\_\_

**Name of Responsible Person:** \_\_\_\_\_ *(Must be a 24hr contact)*

**Phone No.:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Organisation Type:** Community  Charity  Commercial  Internal

**Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Nature of the Activity

### Duration of the Activity

**Start Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **midday** **Finish Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **midday**

### Purpose of the Activity

**No. of expected attendees:** \_\_\_\_\_ **Public Liability Insurance Policy attached**

**Certificate of Currency attached**

**Name of the Road/s Affected:**

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**Proposed Alternate Route** (Please attach a copy of the approved Traffic Guidance Scheme)

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**Traffic Control Company Implementing the Traffic Guidance Scheme**  
 (Note: The company must be registered with TMR if the closure is on a state controlled road)

TMR Registration Number: \_\_\_\_\_

**Interested Parties that will be Affected** Please indicate the interested parties that will be affected:

Police	<input type="checkbox"/>	(Additional permit required)	Taxi operators	<input type="checkbox"/>	Business operators	<input type="checkbox"/>
Ambulance	<input type="checkbox"/>		Bus operators	<input type="checkbox"/>	Garbage collectors	<input type="checkbox"/>
Fire	<input type="checkbox"/>		Local residents	<input type="checkbox"/>	Tourism operators	<input type="checkbox"/>
TMR	<input type="checkbox"/>	(Additional permit required)	Other	<input type="checkbox"/>	(Provide details)	

By signing this application, the applicant is acknowledging that they have read and understood the procedure for a MSC Temporary Road Closure.

**Application to be Signed by the Responsible Person**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this application together with all attachments by post or hand deliver to Mareeba Shire Council, 65 Rankin Street, Mareeba or email to [info@msc.qld.gov.au](mailto:info@msc.qld.gov.au) marked Attention: Chief Executive Officer.

**OFFICE USE ONLY**

Received by (Name): \_\_\_\_\_ Signed: \_\_\_\_\_ Date received: \_\_\_\_\_

Permit Approved:  No Reason \_\_\_\_\_  
 Yes Permit No. \_\_\_\_\_

**Reset Form** **Print Form**