

**Road Closure – under Section 33 of the Road Traffic Act**

Where an event means that the road needs to be closed and participants are to exempt from the relevant road traffic acts, then Council or an authorised officer can act under the *Instrument of General Approval and Delegation to Council*.

<b>APPLICANT DETAILS</b>			
Contact Name:		Position:	
Group/Organisation Name:			
Postal Address:			
Email:			
Phone:		Mobile:	
<b>EVENT/ACTIVITY DETAILS</b>			
Name of event/activity:			
Have you held this event/activity before in the City of Marion? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Anticipated Attendance: Small <100 <input type="checkbox"/> Medium 100 – 500 <input type="checkbox"/> Large >500 <input type="checkbox"/> Approx. Number:			
Event/Activity Date:		Alternative Dates:	
Event/Activity Location:			
Event/Activity Start Time:		Event/Activity Finish Time:	
Set-Up Time:		Pack-Down Time:	
<b>DETAILS OF PROPOSED ROAD CLOSURE/TRAFFIC MANAGEMENT REQUIREMENTS</b>			
Do you require road closure/s for the event/activity? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please list proposed road/s closure details:			
#	Road Name	Time of Closure From	Time of Closure To
1		__:__ AM/PM	__:__ AM/PM
2		__:__ AM/PM	__:__ AM/PM
3		__:__ AM/PM	__:__ AM/PM
4		__:__ AM/PM	__:__ AM/PM
5		__:__ AM/PM	__:__ AM/PM
Are there any proposed detours to be put in place? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please define proposed detours: <i>(include between which streets, directions and times of application)</i>			
Length of the proposed road closure/s:			

**ROAD CLOSURE/TRAFFIC MANAGEMENT CHECKLIST**

It is the applicants responsibility for arranging and meeting the costs of preparing and implementing certain requirements for road closures. Please see below information that must be provided to Council with this application.

Requirement	Description	Details supplied to Council	Comments
<b>Traffic Management Plan</b>	<p>A <i>Traffic Management Plan</i> of the area and closure, depicting the placement of traffic control devices, warning signs and detours must be supplied to Council.</p> <p>The <i>Traffic Management Plan</i> must be prepared by a suitably qualified professional, who in the opinion of the Council has an appropriate level of knowledge and expertise in the preparation of <i>Traffic Management Plans</i>.</p>	<input type="checkbox"/>	
<b>Traffic Control Devices and Signage</b>	<p><i>Traffic Control Devices</i> and <i>Signage</i> must be used and managed by accredited trained traffic personnel.</p> <p>All details on <i>Traffic Control Devices</i> and <i>Signage</i> must be supplied to Council including the Company name of which devices and signage are being hired from and their accreditation details.</p>	<input type="checkbox"/>	
<b>Public Liability Insurance Cover</b>	<p>A copy of <i>Public Liability Insurance Certificate of Currency</i> for a minimum of \$10 million for the event is required for all third party organisations involved with the road closure e.g. traffic management personnel, etc.</p>	<input type="checkbox"/>	
<b>Advertising</b>	<p>Details of any road closures must be advertised appropriately at least <i>two clear days</i> prior to the closure.</p> <p>Notice of the closure must appear within one newspaper circulating within the area of the Council. Proof of advertising and payment details must be supplied to Council.</p> <p><b>Note:</b> See page three for full details on advertising requirements.</p>	<input type="checkbox"/>	

Please Note: After Council approval is given for road closure/traffic management application/s, Council will provide advice of closure details to the following: Commissioner of Highways, Commissioner of Police, Emergency Services, Traffic Control Centre, Metro Region (DPTI).

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 (PRINT NAME) (PRINT POSITION)

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Completed application forms and supporting documentation for road closures/traffic management are to be submitted to the City of Marion with a **minimum of minimum of 2 months' notice**.

**COUNCIL USE ONLY**

Signed by or on behalf of the City of Marion      **APPROVED**       **DENIED**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 (PRINT NAME) (PRINT POSITION)

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Advertising Requirements

It is the applicant's responsibility for arranging and meeting the costs of preparing and implementing certain requirements for road closures, this includes advertising the road closure.

Details of any road closures must be advertised appropriately at least *two clear days* prior to the closure.

Notice of the closure must appear within one newspaper circulating within the area of the Council. Proof of advertising and payment details must be supplied to Council.

A notice to close a road must:

- a) identify the name of the road to be closed and the Council area or Council areas within which the road is situated;
- b) if the road closure order applies to only part of a road, identify the section of the road to be closed;
- c) specify the date on which the road is to be closed;
- d) specify the period of time during which the road is to be closed;
- e) identify all roads that will be inaccessible by vehicle as a result of the closure;
- f) include the name and telephone number of a person (where possible) or body from whom further details regarding the road closure can be obtained;
- g) include, where possible:
  - i. the email address of a person from whom further information regarding the road closure can be obtained;
  - ii. the address of a website from which further information regarding the road closure can be obtained; and
- h) include advice of any order that has been made under section 33(1)(b) of the Act exempting persons from the duty to observe an enactment, regulation or by-law.<sup>1</sup>

These requirements have been extracted from the *Temporary Road Closure Guidelines, January 2015* prepared by the Local Government Association of South Australia (LGA).

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<sup>1</sup> Regulation 7(3)