**Temporary Road Closure Assessment Criteria**

Council’s Community Local Law requires an application for a permit for a Temporary Road Closure. In order to ensure that all temporary road closure applications are dealt with fairly, transparently and consistently, the following guiding principles have been developed for use in evaluating future requests to determine if the application for the temporary road closure warrants approval.

* That no alternative to the road closure exists for the conduct of the event
* ***Application MUST BE received AT LEAST 8 weeks before the event with a certified current Traffic Management Plan***
* Applications which DO NOT meet the required time frames may be refused.
* That the merit of the event demonstrates a community benefit that outweighs the inconvenience to affected parties. It must be of interest and accessible to a broad cross section of the community.
* Approval for temporary road closures will only be considered for community events or events organised by not-for-profit organisations. Road closure applications will not be approved for private or commercial activities.
* That the road closure for the event obtains substantial support from affected parties through an established consultative process.
* That the event does not unreasonably restrict access to key public facilities
* That the event is undertaken with the most efficient use of Council resources without unnecessarily detracting from the event.

**Council Procedure**

Once the application has been received the Council will implement the following procedures to process the application.

* Inform internal Staff and local essential services of the proposed road closure seeking comment e.g. Police/CFA/Ambulance/Hamilton Bus Service/Hamilton Taxis.
* A Traffic Management Plan certified to Australian Standards must be submitted at the time the application is lodged. If an objection is received and cannot be resolved internally the applicant will be notified to see if they are able to rectify any concerns and maybe directed to the objector.
* If there are no objections a public notice will be placed in the local newspaper advising that approval for the temporary road closure has been given.
* A permit will be sent to the applicant for the temporary road closure.

**Permit Application Form**

**Temporary Road Closure for an Event**

The following information is required when an application is made for the temporary closure of a road within the boundaries of the Southern Grampians Shire for an Event. This application is to be submitted no less than eight (8) weeks prior to the road closure.

|  |
| --- |
| Applicant Details |
| Organisation  |  |
| Name of contact person |  | Email Address |  |
| Applicant contact No. |  | Mobile |  |
| Mailing Address |  |
| Name of Event |  |
| Date |  | Start Time  | Finish Time |
| Is road closure the only option? – Please explain? |  |
| Road Closure Details |
| Road or Roads to be closed |  | How many are you expecting to attend? |  |
| **Office use only****Date received** |  |

|  |  |  |
| --- | --- | --- |
|  | Supplied | Not supplied |
| A copy of your current Public Liability Insurance, and a completed copy of Indemnity form |  |  |
| A plan of the area showing the location of various activities, rides, marquees on the road etc. for the event. |  |  |
| A map which clearly indicates streets to be closed |  |  |
| Has certified Traffic Management Plan been attached |  |  |
| \*\* Evidence of Public transport event notification form submitted. (eg.Hamilton Town Bus/V/Line bus) |  |  |
| Evidence of signage to be used, e.g Disabled parking, general parking |  |  |

\*\* If the street closure will affect the Hamilton Town Bus Service and any Public Transport you must notify Public Transport Victoria through their Special Events Management System (SEMS): <https://www.ptv.vic.gov.au/news-and-events/events/specialevents/>

**Post application with appropriate documentation to:**

Director of Shire Infrastructure,

Southern Grampians Shire Council

Locked Bag 685

Hamilton 3300

**Or email with scanned documentation to:**

marketplaceadmin@sthgrampians.vic.gov.au