



Event Management TEMPORARY ROAD CLOSURE APPLICATION FORM

Road Closure – under Section 33 of the Road Traffic Act

This application **MUST** be completed and submitted a minimum of **8 weeks** prior to the proposed event/activity

SECTION 1 – APPLICANT DETAILS

Organisation Name			
Contact Name		Position	
Postal Address			
Contact Number			
Email Address			

SECTION 2 – EVENT DETAILS

Name of the Event			
Estimated Attendance			
Event Date/s			
Event Location			
Event Starting Time		Event Finishing Time	

SECTION 3 – ROAD RESTRICTIONS AND CLOSURE DETAILS

Number	Road/Street Name	Closure Time (am/pm)	Reopen Time (am/pm)
1			
2			
3			
4			
5			
6			

If more than six (6) road closures required for your event, attach an additional page with details

Are any of these roads requested managed by the Department for Infrastructure and Transport (DPTI)?

If yes please apply to the DPTI via the following link <https://www.roadworks.sa.gov.au>

Yes No

What type of restrictions are requested?

Change to speed Change to traffic flow Change to parking conditions

Will you, the event organiser arrange for the road closures to be conducted by an appropriate trained traffic management provider? Yes No

Influencing today...shaping tomorrow

If yes, name the person/s (and business if applicable) erecting the signage		
Contact mobile number/s		
Contact email address		
Attach a copy of the Workzone Traffic Management Card		
Are there any other services, businesses, events that will be impacted by these road closures?		
Are there any proposed detours to be put in place?		Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, please detail proposed detours (include between which road/street names, directions and times of application) in your Traffic Management Plan</i>		
Attach your Traffic Management Plan		Yes <input type="checkbox"/> No <input type="checkbox"/>
After Council's approval is given for your road closure, we ask that you notify the relevant local emergency services of your event details and consulted as to their recommendations/requirements prior to your event, eg		
SA Police	SA Ambulance	SA Metropolitan Fire Service
Local Hospital/Health Service	State Emergency Service	Nearby affected residents
Advertising costs may be incurred to the applicant (<i>Please see page 3 for more details</i>). Details of any road closures must be advertised appropriately at least two weeks 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.		

SECTION 4 – CHECKLIST

The issuing of this permit is subject to the applicant submitting and answering all the questions in this application. The following checklist is to ensure you have provided all the necessary documentation. If you require further assistance with the application, please contact the Community Development Officer on 8584 8000.

<input type="checkbox"/>	Copy of your Public Liability Insurance Certificate of Currency for a minimum of \$20 million
<input type="checkbox"/>	External trained traffic management contractor details (<i>if applicable</i>)
<input type="checkbox"/>	Traffic Management Plan
<input type="checkbox"/>	Department for Infrastructure and Transport (DPTI) approvals (<i>if applicable</i>)
<input type="checkbox"/>	SAPOL approvals (<i>if applicable</i>)
<input type="checkbox"/>	Notify authorities and affected community
<input type="checkbox"/>	Payment of advertising (<i>if applicable</i>)

SECTION 5 – DECLARATION AND ACKNOWLEDGEMENT

I acknowledge that I have read and understood the permits conditions and agree to abide by the conditions and any special conditions that Council may determine.

Name		Date
Organisation and Position		
Signature		

LODGEMENT DETAILS

District Council of Loxton Waikerie PO Box 409 35 Bookpurnong Terrace, Loxton SA 5333 Email: council@lwdc.sa.gov.au	For enquiries, please contact: Sue Schultz Community Development Officer Phone: 08 8584 8000 / Email: council@lwdc.sa.gov.au
Your application will be assessed and if elements of your information is incomplete a Council representative will be in contact with you.	



TERMS AND CONDITIONS

1. The event holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The event holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of twenty million dollars (**\$20,000,000**) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The event holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
4. The Permit holder shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit, and where appropriate shall comply with, and give all notices required by any Act of Parliament, ordinance, regulation or By-Law relating to the activity.
5. **The permit is NOT transferable.**
6. The permit holder shall ensure that the site or sites are left in a clean and tidy condition at the end of the event. It is the responsibility of the permit holder to remove from the site all litter resulting from the event. **Failure to do so may result in cleaning fees being charged.**
7. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
8. The permit holder must take all reasonable precautions to avoid damage to services and must immediately notify the council in the event of damage to any grassed surface, tree, shrub, flower bed, water, gas, electric, telephone, or other service within the area or connected to the activity.
9. This permit will not come into operation until proof of the Certificate of Currency Insurance has been provided to the Council, all fees have been paid, and a copy of this document, signed by the Council has been returned to the applicant.
13. This permit may be revoked by Council if the permit holder fails to comply with a condition of the permit & may be revoked in any other justifiable circumstances.
14. This permit must be available for inspection by the General Inspector if requested.
15. Permission is liable to be revoked by Council if the event organiser fails to comply with any condition or in any other justifiable circumstance. The decision of Council will be final.
16. Permission to commence event will not come into operation until proof of all required documentation has been provided to the Council and a permit, authorised by Council, has been returned to you.
17. A contractor or third-party participating organisation must take reasonable care for their own health and safety. They must ensure their acts do not negatively affect the health and safety of others.
18. Applicants must be eighteen (18) years or over

ADVERTISING REQUIREMENTS

If no budget allocation has been arranged prior to budget approved by council, it is the applicant's responsibility for arranging and meeting the costs of preparing and implementing the advertising requirements for road closures.

Details of any road closure/s must be advertised appropriately at least two weeks 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/s 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 of the road/s 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.1

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



COUNCIL USE ONLY SECTION 6 – ASSESSMENT OF APPLICATION				
Name of Event		Permit Number		
Name of Event Organiser				
Location of Event				
Date of Event		CM Record No		
Documentation Received and Reviewed			Yes	N/A
Public Liability Insurance - Certificate of Currency Insurance for a minimum of \$20m				
External trained traffic management contractor details (<i>if applicable</i>)				
Traffic Management Plan/Map				
Department for Infrastructure and Transport (DPTI) approvals (<i>if applicable</i>)				
SAPOL approvals (<i>if applicable</i>)				
Have affected business and community members been notified?				
Have the Emergency Services been notified?				
Payment of advertising (<i>if applicable</i>)				
Additional Notes				
Signed on behalf of the District Council of Loxton Waikerie				
Signed		Date		
Name		Position		