

ROAD CORRIDOR EVENT PERMIT APPLICATION

Local Government Act 2009 (Qld) – (sections 69 closing a road and 75 unauthorised works on roads)
Local Law No. 1 (Administration) 2018 and Subordinate Local Law No.1 (Administration) 2018

PRIVACY NOTICE: Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process this application. If you choose not to provide your personal information, the application may not be approved. Your personal information will only be accessed by authorised Council employees. Your personal information will not be used for any other purpose or disclosed to any other person or entity unless you have given us permission or we are required by law. Please refer to Council's QPP Privacy Policy for further information on access or correction of personal information held by Council.

PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING AND RETURNING THIS FORM

- This application must be completed in full and submitted with the mandatory attachments and any other information that will support the application. Applications that are incorrect or incomplete will not be processed until all the required information has been provided.
- Any activity on a road or road related area must not commence until the appropriate permit applications are approved.
- Please refer to the Road Corridor Event Permit Procedure for guidance when completing this application.

SECTION A: APPLICANT DETAILS

Organisation: _____

Name of Responsible Person: _____ *(must be a 24hr contact)*

Mobile: _____ **Email:** _____

SECTION B: ORGANISATION DETAILS *(if applicable)*

Organisation Type: ☐ Community ☐ Charity ☐ Commercial ☐ Council Agency

Address: _____

Mobile: _____ **Email:** _____

SECTION C: GENERAL DESCRIPTION OF ACTIVITY *(such as, marathon, festival, parade, fun run, cycling race, road works)*

SECTION D: DATE OF PROPOSED ACTIVITY

Start Date: _____ **Time:** _____

Finish Date: _____ **Time:** _____

of days required: _____ **Expected number of Attendees:** _____

SECTION E: PROPOSED TRAFFIC CONDITIONS SELECT WHICH APPLY

Full Road Closure and or Partial Road Closure - *(including use of car parks)* ☐ Yes ☐ No TMP/TGS, is required

Continuous Moving Event *(such as a cycling/running event)* ☐ Yes ☐ No Event Management Plan & TGS, are required

Use of a Footpath / Street Closure *(public gatherings)* ☐ Yes ☐ No Event Management Plan & TGS, are required

SECTION F: AFFECTED ROADS *(If applicable, list name(s) of affected roads below)*

SECTION G: TRAFFIC MANAGEMENT PLANNING (TMP) AND IMPLEMENTATION		
Name of company designing TMP / TGS	Contact Name:	
	Contact Number:	
Person Responsible for implementing TMP / TGS <small>For further information refer to: Traffic management training (Department of Transport and Main Roads)</small>	24 Contact Number:	
Name of Event Marshal <small>For further information refer to: Event Traffic Marshals (Department of Transport and Main Roads)</small>	Contact Number:	

SECTION H: HAVE YOU NOTIFIED INTERESTED PARTIES? (✓ which parties notified)	
<input type="checkbox"/> Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire <input type="checkbox"/> TMR <input type="checkbox"/> Business Operators <input type="checkbox"/> Bus Operators <input type="checkbox"/> Local Residents <input type="checkbox"/> Garbage Collectors <input type="checkbox"/> Tourism Operators <input type="checkbox"/> Other, please state _____	

SECTION I: INSURANCE	
Please refer to Council's <i>Standard Requirements for Public Liability Insurance for Approval Holders</i> , The requirement to hold public liability insurance will apply to any applicant seeking a road corridor event permit, Council's preference is to be included as a Named Insured on any policy.	

SECTION J: DECLARATION	
I/We have read and understood all of the requirements of this application as set out in the procedure for a permit to undertake an activity on a road or road related area including footpaths or verges pursuant to <i>Local Law No. 1 (Administration) 2018</i> and <i>Subordinate Local Law No. 1 (Administration) 2018</i> , Schedule 30 and agree to be bound by them and warrant to Council that I am/we are authorised by the applicant to make this application. I/We understand that failure to meet any of these conditions can result in the immediate cancellation of the approval.	
<ol style="list-style-type: none"> 1. Release and discharge Council and Council's agents, servants, officers, and insurers ("the Related Parties") from and in respect of all liability, claims, losses, damages, or proceedings which I/we may have (either now or accruing in the future) against Council and/or the Related Parties in respect of, or arising out of, or in connection with the activity/activities; and 2. Agree that the release and discharge given, will be pleaded by Council and the Related Parties as a bar to any action, suit or proceeding commenced now or taken at any time by Council and/or the Related Parties, against Council and/or the Related Parties, or to which Council and/or the Related Parties is or are joined as a party or parties, in respect of, or arising out of, or in connection with the activity/activities; and 3. Agree that I/we am/are liable for and shall indemnify Council and the Related Parties against any liability, claim, loss, damage, or proceeding in respect of, or arising out of, or in connection with the activity/activities. 	
I declare that the information provided is true and correct to the best of my knowledge.	
..... Authorised Person's Name: Authorised Person's Signature:
 Dated

Documents Required (tick the boxes to ensure the supporting documentation is attached to the application being submitted)	
General Requirements	
All approved permits from Department of Transport Main Roads & Qld Police, must be forwarded to Council prior to the event	
Complete this form and return to Council	<input type="checkbox"/>
Current Certificate of Public Liability with Mareeba Shire Council for a minimum value of \$20 Million	<input type="checkbox"/>
If applicable, Qld Police Road Closure Permit - must be lodged to QLD Police	<input type="checkbox"/>
If applicable, Qld Police Special Event Permit - must be lodged to QLD Police	<input type="checkbox"/>
If this event is being controlled by QPS – written confirmation from the QPS will need to be forwarded to Council prior to the event	
If applicable, Department of Transport & Main Roads - Road Corridor Permit - must be lodged with TMR	<input type="checkbox"/>
If applicable, Department of Transport & Main Roads - Traffic Control Permit - must be lodged with TMR	<input type="checkbox"/>
Traffic Management Plan / TGS	<input type="checkbox"/>
Will the Event Organisation require written advice of no objection from Council, if applicable	<input type="checkbox"/>
Site Specific	
Event Management Plan and Risk Assessment	<input type="checkbox"/>

Please submit this application and supporting documentation by post or hand deliver to
Mareeba Shire Council, 65 Rankin Street, Mareeba or email to info@msc.qld.gov.au

OFFICE USE ONLY		
Received by (Name):	Signed:	Date received:
Permit Approved: <input type="checkbox"/> No Reason: <input type="checkbox"/> Yes Permit No.:		

Procedure

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 the use of a local road, footpath or road reserve including verges 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 road permit requests 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 referred to 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)
- *Austroads – Guide to Temporary Traffic Management*, Part 10
- *Peaceful Assembly Act 1992* (Qld)
- *Transport Infrastructure Act 1994* (Qld) - Sections 45 and 46
- *Transport Operations (Road Use Management) Act 1995* (Qld) - 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 road permit.
- **Permit** - an approved application for a road corridor event permit.
- **Road Closure** - where an existing road or road related area is temporarily closed to all vehicular traffic and/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.
- **TGS (Traffic Guidance Scheme)** - an approved drawing (provided by a traffic management company) that depicts the control methods to be implemented to safely redirect traffic and pedestrians around the road corridor event permit area.
- **TMP (Traffic Management Plan)** – an approved plan, provided by a traffic management company.

5. Procedure

Where there is a need to apply for a road corridor event permit, 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.

Completed applications are to be submit to Council, 28 business days prior to the event taking place.

Event organisers are to notify the general public, emergency services and other interested parties two (2) weeks prior to the activity.

Event organisers should also be aware that further permits from the Queensland Police Service and the Department of Transport and Main Roads (TMR), may also be required for the event.

Queensland Police and TMR, have their own requirements and applicants need to allow time for these additional permit approvals to be processed.

For further information, contact the local Police Station and request an 'Application for a Road Closure Permit' - Form QP 0891 <https://www.police.qld.gov.au/sites/default/files/2020-12/QP-0891.pdf> and/or an 'Application for a Special Event Permit' - Form QP 0889 <https://www.police.qld.gov.au/sites/default/files/2020-12/QP-0889.pdf>

TMR permits are only required when the activity is on or adjacent to a state-controlled road. For further information, contact the TMR by email cairns.office@tmr.qld.gov.au or visit their website [TMR](https://www.tmr.qld.gov.au).

The processing of the application is as follows:

1. All applications to be addressed to the Mareeba Shire Council.
2. The application will be assessed on the information provided. Where further information is required, the responsible person will be contacted.
3. Upon completion of the assessment, the Mareeba Shire Council, where required will issue a letter of no objection to the applicant with conditions to be forwarded onto the Queensland Police Service.
4. The applicant must then forward to the Mareeba Shire Council a copy of the Queensland Police Permit and any other relevant permits issued for the event.
5. The applicant must abide by all road corridor event permit conditions as outlined for the event. Should the nature of the activity change, or Council receives complaints regarding the activity, Mareeba Shire Council reserves the right to revoke its non-objection for this or any future events.