

APPLICATION FOR TEMPORARY ROAD/FOOTPATH CLOSURE

This form should be lodged with Council no less than six weeks from the planned closure – where possible.

Where the proposed road/footpath closure forms part of an organised event, this form should accompany a completed Application for Use of Council Facility or Open Space form. Before submitting application, please contact Council to confirm if Road is Council-owned or a State (DIER) road.

Applicant/Organiser: _____

Contact Person: _____

Postal Address: _____

Email Address: _____

Contact Number(s): M: _____ W: _____

Road/Footpath to be closed _____

Place - From _____ To _____

Date of proposed closure _____

Time - From _____ To _____

Reason for proposed closure _____

IF ROAD TO BE CLOSED IS STATE (DIER) ROAD

- First apply to Tasmania Police (<http://www.police.tas.gov.au/services-online/permits-for-events/>)
- Fill out a 'Use of State Road for Public Events Application' which can be found on the DIER website (http://www.transport.tas.gov.au/road/organising_a_community_event).
- DIER will then assess the application and traffic management plan and issue a permit for the road closure if all access and safety issues have been addressed.

RETURN COMPLETED FORMS TO:

Works & Operations

P: (03) 6471 4700

E: coo@westcoast.tas.gov.au

PO BOX 63 QUEENSTOWN TAS 7467

11 Sticht Street, QUEENSTOWN TAS 7467



CHECKLIST BEFORE SUBMITTING APPLICATION

- ☐ Site Plan provided (space overleaf)
- ☐ Proof of public liability insurance policy of at least \$10 million provided
- ☐ Application for Use of Council Facility or Open Space form completed and returned (if required)
- ☐ Traffic Management Plan provided
- ☐ Risk assessment provided
- ☐ Proof of approval from Tasmania Police, Tasmania Ambulance Service and Tasmania Fire Service provided
- ☐ If closure effects access to properties, proof of notification

TEMPORARY ROAD/FOOTPATH CLOSURE PROVISIONS

- Council will consider applications for street parades, festivals, sporting activities etc.
- Completed application form and associated documents (see checklist page 1) should be submitted to Council no less than six weeks before the planned closure
- If unsure about any documentation or requests, please contact Council who will provide assistance
- After receipt of the application, Council Officers will inspect the area for the proposed closure and advise if the closure is practical and safe to do so for the purpose requested on the application
- No closure may extend beyond midnight on any day unless permission in writing is obtained from Council as part of the application process
- The closure will apply only to that section of road/footpath nominated as approved by Council
- If approved, Council may advertise (website, radio, newspaper) the proposed closure at the applicant's expense
- The closure will be effected using appropriate barricades, warning signs and warning lights as detailed in the Traffic Management Plan submitted and approved by Council
- The applicant will be responsible for clearing of rubbish, debris etc from the area following the closure. Non-compliance will result in Council invoicing the applicant for undertaking this work

SIGNATURE

_____/_____/_____
DATE

SITE PLAN DETAILING MAP OF PROPOSED CLOSURE, PLACEMENT OF SIGNS ETC: