



ROAD OCCUPANCY LICENCE APPLICATION NON-DEVELOPMENT & SPECIAL EVENT ACTIVITIES

FORM
N

Is this an extension of existing / previous licence? No Yes - Licence #: _____
(original attached)

Was this application entered on-line? No Yes - Application #: _____
(on-line print out attached)

| | | | | |
|-----------------|------------------------|--|-----------------------|------|
| CONTACTS | Proponent Organisation | | Your Reference Number | |
| | Proponent Contact Name | | On-site Company | |
| | Phone | | On-Site Contact Name | |
| | Fax | | On-Site Phone | Fax: |
| | Email | | | |

| | | | | |
|-----------------|---------------------|--|-------------------|--|
| LOCATION | Subject Road | | UBD Map Reference | |
| | From (Cross Street) | | To (Cross Street) | |
| | Suburb | | Council | |

| | | | | |
|--------------|--|--|---|--|
| TIMES | Requested Start & End Dates | | Estimated Duration of Activities | |
| | Enter start date of 1 st shift & start date of last shift | | Duration for this application ONLY, in number of hours / shifts | |
| | Requested Times | For example Mon – Fri 1000 – 1500, Sat 0700 - 1300 | | |

| | | | | |
|----------------------------|---|---|---|---|
| PROPOSED ACTIVITIES | Project | | | |
| | Work Description for this Application | | | Current Speed Limit: Km/h |
| | Licence Type | <input type="checkbox"/> Abnormal Load Movement <input type="checkbox"/> Bridge <input type="checkbox"/> Building Construction <input type="checkbox"/> Building Work Zone <input type="checkbox"/> Special Event | <input type="checkbox"/> Hoardings <input type="checkbox"/> Hazard Reduction <input type="checkbox"/> Utility Maintenance <input type="checkbox"/> SRA Works <input type="checkbox"/> Other | <input type="checkbox"/> Investigation <input type="checkbox"/> Landscaping / mowing <input type="checkbox"/> Police Operations <input type="checkbox"/> Crane <input type="checkbox"/> Site access |
| | Lane/s or Shoulder/s Closed | <input type="checkbox"/> Median Shoulder <input type="checkbox"/> Shoulder <input type="checkbox"/> Lane 1 (kerb Lane) | <input type="checkbox"/> Lane 2 (next after kerb lane) <input type="checkbox"/> Lane 3 <input type="checkbox"/> Lane 4 | Total no. of lanes to be closed at any one time? (in same direction): _____ lane(s) of _____ |
| | Direction | <input type="checkbox"/> All directions <input type="checkbox"/> East bound <input type="checkbox"/> West bound | <input type="checkbox"/> East and West bound <input type="checkbox"/> North bound | <input type="checkbox"/> North and South bound <input type="checkbox"/> South bound |
| | Flow Management | <input type="checkbox"/> Standard lane merge <input type="checkbox"/> Contra Flow <input type="checkbox"/> Stop / Slow Control | <input type="checkbox"/> Detour (other roads) <input type="checkbox"/> Detour (side-track) <input type="checkbox"/> Portable Signals | <input type="checkbox"/> Mobile works <input type="checkbox"/> Short term / Intermittent works <input type="checkbox"/> Non-Trafficable Area |
| Miscellaneous | Turning Bay/s affected? <input type="checkbox"/> Yes <input type="checkbox"/> No | Speed reduction? <input type="checkbox"/> Yes _____ km/h (Apply for SZA) <input type="checkbox"/> No | Community Notification <input type="checkbox"/> Newspaper <input type="checkbox"/> VMS <input type="checkbox"/> Letterbox drop | |

| | | | |
|------------|---|--------------|--|
| RTA | If this project is managed by the RTA, fill in the following: | | |
| | RTA Branch: | RTA Contact: | |

Please allow a minimum 10 working days to process this application. I hereby apply for a Road Occupancy Licence.

Signature: _____ Date: _____

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

I.1 Event summary

Event Name:

Event Location:

Event Date: Event Start Time: Event Finish Time:

Event Setup Start Time: Event Packdown Finish Time:

Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser *

Phone: Fax: Mobile: E-mail:

Event Management Company (if applicable)

Phone: Fax: Mobile: E-mail:

Police

Phone: Fax: Mobile: E-mail:

Council

Phone: Fax: Mobile: E-mail:

Roads & Traffic Authority (if Class I)

Phone: Fax: Mobile: E-mail:

**Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.*

I.3 Brief description of the event (one paragraph)

3.9 Heavy vehicle impacts

- Impacts heavy vehicles - RTA to manage
- Does not impact heavy vehicles

3.10 Special event clearways

- Special event clearways required - RTA to arrange
- Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

4.1 Access for local residents, businesses, hospitals and emergency vehicles

- Plans to minimise impact on non-event community attached
- This event does not impact the non-event community either on the main route (or location) or detour routes

4.2 Advertise traffic management arrangements

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

4.3 Special event warning signs

- Special event information signs are described in the Traffic Control Plan/s
- This event does not require special event warning signs

4.4 Permanent Variable Message Signs

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

4.5 Portable Variable Message Signs

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

| | |
|---|--|
| 1 | <p>I (name) of (address) on behalf of (organisation) notify the Commissioner of Police that on the (day) of (month), (year), it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, not being a procession, of approximately (number) persons, which will assemble at..... (Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed</p> <p>.....</p> <p><i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p> |
| 2 | <p>The purpose of the proposed assembly is.....</p> |

Special Event Planning & Resource Matrix

| Event Class | Description | Features | Examples | Lead Times for Agency Approvals | Police Fees | Council Fees | RTA Fees | Transport Mgt Plan | Risk Management Plans (Traffic Control) under OH&S ACT 2000 | Advertise Transport Management Arrangements | Liability Insurance | Special Event Cleanway, Heavy Vehicle Detours | Public Transport | Emergency Vehicle & Local Access | Parking | Contingency planning |
|-------------|---|---|---|---|---|--|--|--|--|---|---|---|---|---|--------------------|----------------------|
| 1 | <p>A Class 1 event:</p> <ul style="list-style-type: none"> impacts major traffic and transport systems disrupts the non-event community over a wide area requires the involvement of Police, one or more Councils and the RTA requires a detailed Transport Management Plan requires advertising the event's traffic aspects to a wide audience. | <ul style="list-style-type: none"> A Class 1 event may: <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve Transport NSW involve the State Rail and State Transit Authorities involve private bus and coach organisations impact the road transport industry require RTA to provide special event clearways require RTA to provide heavy vehicle debar routes require the RTA to adjust traffic signals require RTA to manage Variable Message Signs depending on the nature of the event, invoke the Police "User Pays" policy. | <p>For example:</p> <ul style="list-style-type: none"> an event that affects a principal transport route in Sydney, or an event that reduces the capacity of the main highway and not for the vehicle races. a bicycle race that involves the Sydney Harbour Bridge. | <p>Minimum 4 months from first approach to Council to proposed start date.</p> <p>6 months for vehicle races.</p> <p>Charges apply where: "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p> | <p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p> <p>Asset rentals: refer to RTA.</p> | <p>Marginal costs apply where services are provided above those normally provided to the community.</p> <p>RTA provides quota.</p> <p>Asset rentals: refer to RTA.</p> | <p>TMP model recommended</p> | <p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p> | <p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p> | <p>Required with Council & Police (if Police User Pays in force) named on policy. Also RTA if using RTA asset.</p> <p>Certificate of currency required.</p> | <p>RTA arranges if required.</p> <p>RTA provides quote.</p> | <p>Promoted where practicable</p> | <p>Required. Refer to TMP.</p> | <p>May be required.</p> <p>Need to consider parking for disabled persons.</p> | <p>Recommended</p> | |
| 2 | <p>A Class 2 event:</p> <ul style="list-style-type: none"> impacts local traffic and transport systems but does not impact major traffic and transport systems disrupts the non-event community in the area around the event but not over a wide area requires the involvement of Police and Local Council requires a detailed Transport Management Plan requires advertising the event's traffic aspects to the local community. | <ul style="list-style-type: none"> A Class 2 event may: <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve State Rail and the State Transit Authority involve private bus and coach organisations. depending on the nature of the event, invoke the Police "User Pays" policy. | <p>For example:</p> <ul style="list-style-type: none"> an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway a motor rally on local country roads. | <p>Minimum 3 months for vehicle races.</p> <p>Charges apply where: "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p> | <p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p> | <p>TMP model recommended</p> | <p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p> | <p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p> | <p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p> | <p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p> | <p>Promoted where practicable</p> | <p>Required. Refer to TMP.</p> | <p>May be required.</p> <p>Need to consider parking for disabled persons.</p> | <p>Recommended</p> | | |
| 3 | <p>A Class 3 event:</p> <ul style="list-style-type: none"> does not impact local or major traffic and transport systems disrupts the non-event community in the immediate area only requires Local Council and Police consent is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac requires Police agreement that event qualifies as Class 3 is never used for vehicle races. | <ul style="list-style-type: none"> A Class 3 event, depending on Local Council policy, may: <ul style="list-style-type: none"> require a simplified Transport Management Plan not be available in all Council areas. depending on the nature of the event, invoke the Police "User Pays" policy. require advertising the event's traffic aspects to the community. | <p>For example:</p> <ul style="list-style-type: none"> an on-street neighbourhood Christmas party. | <p>Minimum 6 weeks</p> <p>Charges apply where: "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p> | <p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p> | <p>Council may require TMP</p> | <p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p> | <p>28 days for all events that require regulation of traffic.</p> <p>Not required where there is no regulation of traffic.</p> | <p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p> | <p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p> | <p>Promoted where practicable</p> | <p>Required. Refer to TMP.</p> | <p>May be required.</p> <p>Need to consider parking for disabled persons.</p> | <p>Recommended</p> | | |
| 4 | <p>A Class 4 event is intended for small on street events and:</p> <ul style="list-style-type: none"> requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event does not require RTA or Council consent does not require advertising the event's traffic aspects to the community does not require a TMP does not require the involvement of other Government agencies. | <ul style="list-style-type: none"> A Class 4 event may: <ul style="list-style-type: none"> be conducted on classified or unclassified roads cause zero to considerable disruption to the non-event community cross Police Local Area Commands (LACs) cross Local Government Areas (LGAs) require Council and RTA to assist when requested by Police depending on the nature of the event, invoke the Police "User Pays" policy. | <p>For example:</p> <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade concluded under Police escort | <p>Minimum 1 month</p> <p>Charges apply where: "It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</p> | <p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p> | <p>Council may require TMP</p> | <p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p> | <p>28 days for all events that require regulation of traffic.</p> <p>Not required where there is no regulation of traffic.</p> | <p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p> | <p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p> | <p>Promoted where practicable</p> | <p>Required. Refer to TMP.</p> | <p>May be required.</p> <p>Need to consider parking for disabled persons.</p> | <p>Recommended</p> | | |

