

# A1 Special Event Transport Management Plan

Refer to Chapter 6 of the *Guide to Traffic & Transport Management for Special Events* for a complete description of the Transport Management Plan

## 1 EVENT DETAILS

### 1.1 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)

### 1.2 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 1)** .....

Phone:..... Fax:..... Mobile: ..... E-mail:.....

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

### 1.3 Brief description of the event (one paragraph)

## 2 RISK MANAGEMENT - TRAFFIC

CLASS 1	CLASS 2	CLASS 3	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b>
			<input type="checkbox"/> Risk assessment plan (or plans) attached
			<b>2.2 Public Liability Insurance</b>
<input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.			
<input type="checkbox"/>	<b>2.3 Police</b>		
<input type="checkbox"/>	Police written approval obtained		
<input type="checkbox"/>	<b>2.4 Fire Brigades and Ambulance</b>		
<input type="checkbox"/>	Fire brigades notified		
<input type="checkbox"/>	Ambulance notified		

## 3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1	CLASS 2	CLASS 3	<b>3.1 The route or location</b>
			<input type="checkbox"/> Map attached
			<b>3.2 Parking</b>
<input type="checkbox"/>	Parking organised - details attached		
<input type="checkbox"/>	Parking not required		
<input type="checkbox"/>	<b>3.3 Construction, traffic calming and traffic generating developments</b>		
<input type="checkbox"/>	Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached		
<input type="checkbox"/>	There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes		
<input type="checkbox"/>	<b>3.4 Trusts, authorities or Government enterprises</b>		
<input type="checkbox"/>	This event uses a facility managed by a trust, authority or enterprise; written approval attached		
<input type="checkbox"/>	This event does not use a facility managed by a trust, authority or enterprise		
<input type="checkbox"/>	<b>3.5 Impact on/of Public transport</b>		
<input type="checkbox"/>	Public transport plans created - details attached		
<input type="checkbox"/>	Public transport not impacted or will not impact event		
<input type="checkbox"/>	<b>3.6 Reopening roads after moving events</b>		
<input type="checkbox"/>	This is a moving event - details attached.		
<input type="checkbox"/>	This is a non-moving event.		
<input type="checkbox"/>	<b>3.7 Traffic management requirements unique to this event</b>		
<input type="checkbox"/>	Description of unique traffic management requirements attached		
<input type="checkbox"/>	There are no unique traffic requirements for this event		
<input type="checkbox"/>	<b>3.8 Contingency plans</b>		
<input type="checkbox"/>	Contingency plans attached		

Class 1

Class 2

**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**

Class 1

Class 3

Class 2

**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 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 APPROVAL**

TMP Approved by: ..... Event Organiser ..... Date

Regulation of Traffic Authorised by: ..... RTA ..... Date

or: ..... Council ..... Date

## 6 **PRIVACY NOTICE**

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

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

I understand that:

- o The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- o I must supply the information under the Roads Act 1993.
- o Failure to supply full details and sign/confirm this declaration can result in the event not proceeding.
- o The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- o 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 1 - Notice of Intention to Hold a Public Assembly

## SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1

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

**either:**

- (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.

**or**

- (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  
.....  
.....  
.....  
(Specify route, any stopping places and the approximate duration of any stop; and the  
approximate time of termination. A diagram may be attached.)

2

The purpose of the proposed assembly is .....  
.....  
.....  
.....  
.....  
.....  
.....

3

The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly *(strike out whichever is not applicable)*:

(I) There will be ..... (number) of vehicles and/or..... (number) of floats involved.

The type and dimensions are as follows:

.....  
.....  
.....

(ii) There will be ..... (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly:

.....  
.....

(iv) Other special characteristics of the proposed assembly are as follows:

.....  
.....

4

I take responsibility for organising and conducting the proposed assembly.

5

Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:

.....

.....

..... Postcode.

Telephone No. ....

6

Signed .....

Capacity/Title .....

Date .....