

Traffic & Transport Management for Special Events

Information Package

This package contains information about managing the traffic and transport aspects of a special event. Council and the NSW Police have additional requirements relating to crowd management, environmental protection, waste removal, damage repair, etc.

Contents

Whole of Government <i>Traffic Management for Special Events</i> process	The process shows the steps taken to hold a Special Event. It defines the actions taken by the Event Organiser, Police, Local Council, the RTA and any other trust or authority involved in the event.
Class 1 Special Event Process	An event that impacts major traffic & transport systems
Class 2 Special Event Process	An event that impacts local traffic & transport systems
Class 3 Special Event Process	An event with minimal impact on local roads
Class 4 Special Event Process	Minor event under police supervision
Special Event Planning & Resource Matrix	Refer to the matrix for a description of each class of event; its features, examples, and a general description of the requirements for each event.
NSW Police <i>Notice of intention to hold a Public Assembly</i> Schedule 1 form	Use this form to request Police approval to hold a public assembly.
Recommended <i>Transport Management Plan</i> template for a Special Event	Use this template to create your Transport Management Plan.



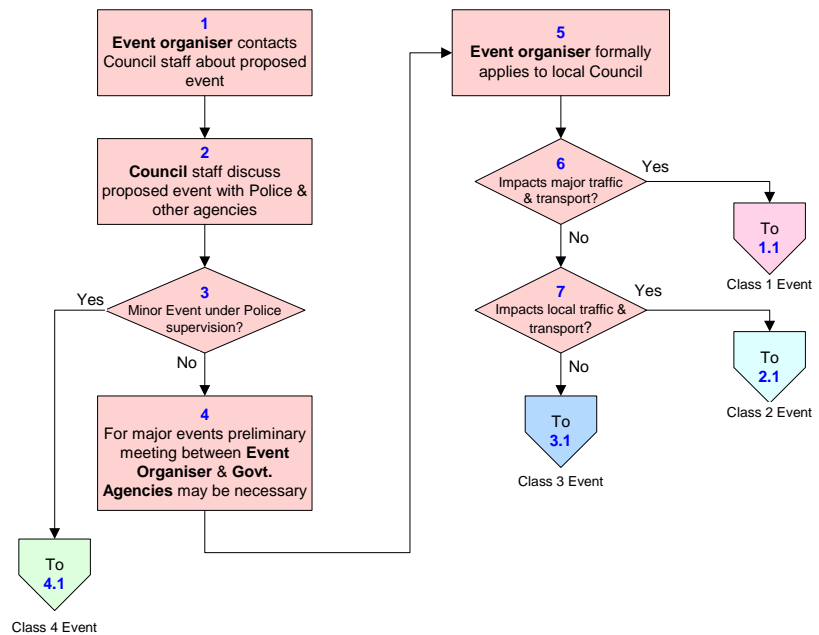
Premier's Department
New South Wales



Local Government
Association of NSW &
Shires Association of
NSW

Traffic & Transport Management for Special Events

Process Overview



Detailed Description of the Process Overview

Step 1

Council is usually the first point of contact. This is because traffic and transport management is only part of conducting a special event. Council also needs to consider such things as waste management, environmental protection, impact on local businesses and residents, restoration of damage and so on.

The RTA or Police redirect any enquiries to Council.

Step 2

Council staff, in consultation with other agencies such as the Police or the RTA, determine the event class.

For very small events (Class 3), Council staff determine the event class.

If this is a vehicle race on a road or road-related area (but not on private land or within its own venue), Council advises the Event Organiser to obtain Police approval under Section 40 of the *Road Transport (Safety & Traffic Management) Act 1999*.

Council staff supply the Event Organiser with an Information Package that contains:

- A description of the *Traffic & Transport Management for Special Events* process.
- NSW Police *Notice of intention to hold a Public Assembly* Schedule 1 form.
- A Transport Management Plan template.
- Information required by Council to assess the event.

Step 3 If this is a Class 4 special event, as determined in Step 2, the flow continues in 4.1. Council or RTA approval is not required for these events.

Step 4 For very large events, a preliminary meeting may be held between the Event Organiser, the Police, Council, the RTA and any other government agency that may be involved. The purpose of this meeting is to assist the event organiser to resolve any issues beforehand.

Step 5 The Event organiser applies to Council and supplies information about traffic & transport, hygiene, environmental protection, etc. Refer to [Chapter 4](#) for full details..

Step 6 If this is a Class 1 special event, the flow continues in 1.1.

Step 7 If this is a Class 2 special event, the flow continues in 2.1. Otherwise, the flow continues in 3.1.

Class 1 Special Event

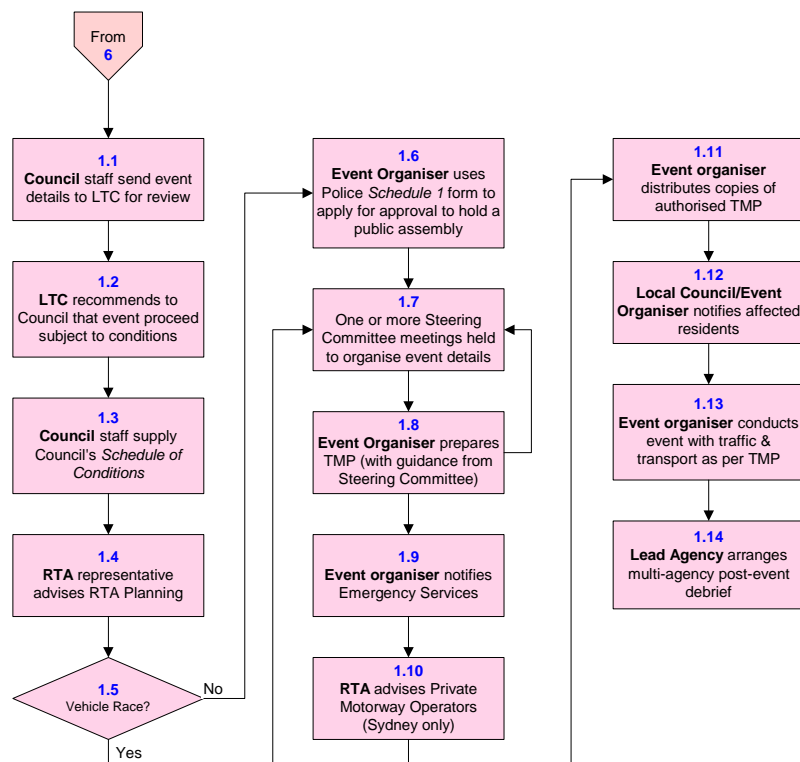
Features of a class 1 Special Event

Features common to all Class 1 special events are that the event:

- 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.

Other features of a Class 1 special event are that it may:

- be conducted on-road or in its own venue
- involve trusts and authorities when using facilities managed by them
- involve Transport NSW 's Major Events Coordination Unit
- involve the State Rail and State Transit Authorities
- involve private bus and coach organisations
- impact the road transport industry
- require the RTA to implement special event clearways
- require the RTA to provide heavy vehicle detour routes
- require the RTA to adjust traffic signals
- require the RTA to manage messages on Variable Message Signs.



Note: Although each step occurs as described, they may not necessarily be in the order described. In practice, several steps may occur in parallel.

Detailed Description of the Class 1 Special Events Process

- Step 1.1** This step varies depending on the Council. Some Local Traffic Committees meet monthly while others meet only four to six times a year. Some Councils in regional areas do not have local traffic committees. In these areas, Council decides the traffic conditions for the event.
- Step 1.2** LTC recommends to Council that event proceed subject to conditions.
The process ends if LTC/Council does not agree to event proceeding.
- Step 1.3** Council staff supply the Event Organiser with a *Schedule of Conditions* under which the event may proceed. The conditions include such things as:
- notifying the State Transit Authority
 - carrying out a letterbox drop to all business proprietors and residents
 - producing evidence of Public Liability Insurance (usually a certificate of currency) which is valid for the duration of the set-up, running and pull down of the event.
 - creating a Transport Management Plan
 - maintaining a four metre wide emergency vehicle lane
 - providing access for road users with legitimate business within the closed section of roadway
 - Controlling noise as required by the *Protection Of The Environment Operations (Noise Control) Regulation 2000*
 - reimbursing Council for the cost of damage repairs
 - complying with Council's Law Enforcement Officers' directives
 - maintaining areas in clean and tidy condition
 - reserving Council's right to cancel the approval at any time.
- These conditions vary from Council to Council and with the nature of each event.
- Step 1.4** The RTA's LTC representative notifies RTA Planning. The RTA records the proposed event and checks for conflicts with other road usages. If there is a conflict, the RTA negotiates a new date/time with the Event Organiser.
Note: The road space for the event is now reserved and the RTA will reject future demands for the same road space.
- Step 1.5** If this is a vehicle race, the Event Organiser does not need to apply for approval to conduct a public assembly. Police Conditions were established when Police granted Section 40 approval to conduct the event.

- Step 1.6** The Event Organiser applies to the Police to conduct a public assembly. Police request that the form be lodged at the Local Area Command responsible for the area in which the event is to be held. The application form is supplied as part of the information package supplied in Step 2.
- Step 1.7** Steering committee meetings are held with all of the event's stakeholders to organise the event traffic and transport details. These meetings are conducted under the direction of a lead agency such as Transport NSW , Police, RTA or Council. The lead agency is appointed by consensus at the first meeting.
- Police issue conditions for the conduct of the event. The conditions are all-inclusive (not just traffic) and include "User Pays" where appropriate.
- Step 1.8** The Event Organiser creates a Transport Management Plan (TMP). The Steering Committee provides advice and limited assistance to the Event Organiser.
- The objectives of the TMP are to:
- demonstrate compliance with the requirements of the *Occupational Health & Safety Act 2000*
 - isolate the event from traffic
 - manage the reduced capacity of the road system
 - minimise traffic impact on the non-event community & emergency services.
- Step 1.9** The Event Organiser notifies ambulance and fire brigades.
- Step 1.10** If the proposed event will disrupt a private motorway or tunnel, the RTA advises the operator. This allows the operator to manage staffing levels and to schedule maintenance activities.
- Step 1.11** Once the Event Organiser authorises the TMP, the Event Organiser distributes a copy to each stakeholder.
- Step 1.12** Before the event commences, Police or Council may request that a letterbox drop to affected residents and businesses be carried out. Depending on each Council's special events policy, the Council or the Event Organiser carries out the letterbox drop.
- Step 1.13** The Event Organiser conducts the event with traffic and transport arrangements as described in the TMP.
- Step 1.14** After the event finishes, the Lead Agency conducts a review of the event. Lessons learned result in the updating of each agency's internal special event procedures (or this multi-agency process).

Class 2 Special Event

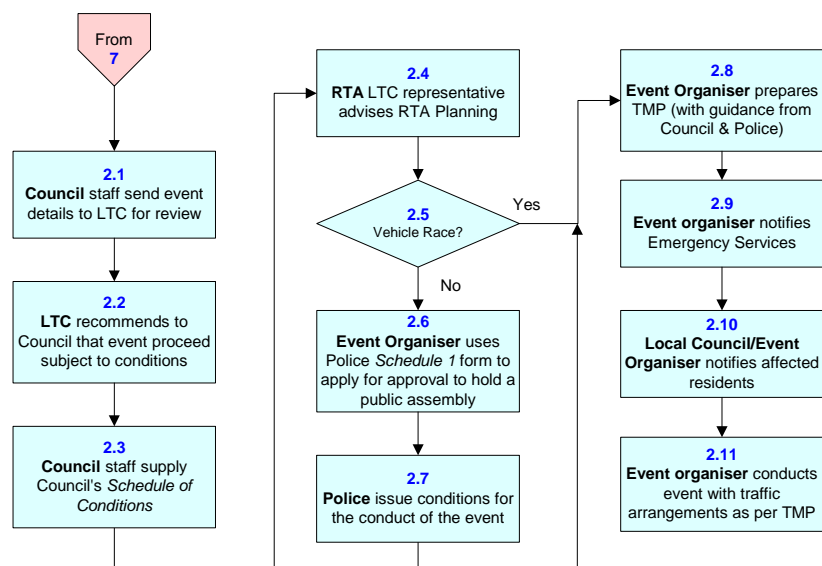
Features of a class 2 Special Event

Features common to all Class 2 special events are that the event:

- 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.

Other features of a Class 2 special event are that it may:

- 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.



Note: Although each step occurs as described, they may not necessarily be in the order described. In practice, several steps may occur in parallel.

Detailed Description of the Class 2 Special Events Process

Step 2.1 This step varies depending on the Council. Some Local Traffic Committees meet monthly while others meet only four to six times a year. Some Councils in regional areas do not have local traffic committees. In these areas, Council decides the traffic conditions for the event.

- Step 2.2** LTC recommends to Council that the event proceed subject to conditions.
- The process ends if LTC/Council does not agree to the event proceeding.
- Step 2.3** Council staff supply the Event Organiser with a *Schedule of Conditions* under which the event may proceed. The conditions includes such things as:
- Carrying out a letterbox drop and personal communication to all business proprietors, residents
 - Producing evidence of Public Liability Insurance (usually a certificate of currency) which is valid for the duration of the set-up, running and pull down of the event.
 - Producing a Transport Management Plan
 - Maintaining a four metre wide emergency vehicle lane
 - Providing access for motorists and pedestrians with legitimate business within the closed section of roadway
 - Controlling noise as required by the *Protection Of The Environment Operations (Noise Control) Regulation 2000*
 - Reimbursing Council for the cost of damage repairs
 - Complying with Council's Law Enforcement Officers' directives.
 - Maintaining areas in clean and tidy condition.
 - Reserving the right to cancel the approval at any time.
- These conditions vary from Council to Council and with the nature of each event.
- Step 2.4** The RTA LTC representative notifies RTA Planning who record the information. The RTA needs to know about the event for traffic management purposes. For example: on the day of the event, RTA Traffic Operations Controllers are aware of the event and do not send detoured traffic into the event.
- Step 2.5** If this is a vehicle race, the Event Organiser does not need to apply for approval to conduct a public assembly. Police Conditions were established when the Commissioner's approval was obtained in Steps 4 & 5.
- Step 2.6** The Event Organiser applies to the Police to conduct a public assembly. Police request that the form be lodged with the Police Local Area Command responsible for the area in which the event is to be held.
- The application form is supplied as part of the information package supplied in Step 2 of the overview.
- Step 2.7** Police issue conditions for the conduct of the event. The conditions are all-inclusive and include "User Pays" where appropriate.

Step 2.8 The Event Organiser creates a Transport Management Plan (TMP). Local Council and Police may provide advice and limited assistance to the Event Organiser.

The objectives of the TMP are to:

- comply with requirements of *Occupational Health & Safety Act 2000*
- isolate the event from traffic
- manage reduced capacity of road system
- minimise traffic impact on non-event community & emergency services.

Step 2.9 The Event Organiser notifies ambulance and fire brigades.

Step 2.10 Before the event begins, Police or Council may request that a letterbox drop to affected residents and businesses be carried out. Depending on each Council's Special Events Policy, the Council or the Event Organiser carries out the letterbox drop.

Step 2.11 The Event Organiser conducts the event with traffic arrangements as described in the TMP.

Class 3 Special Event

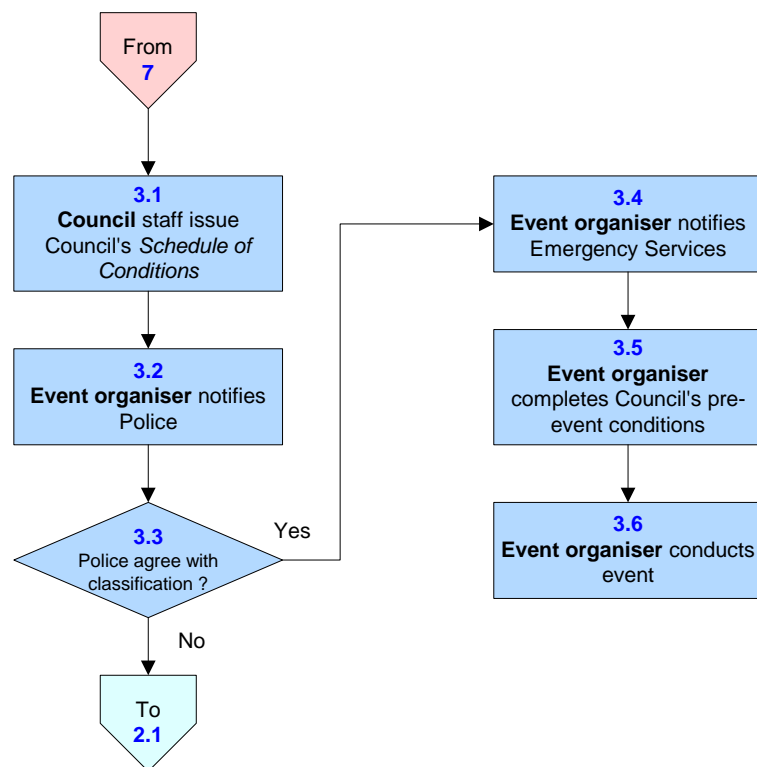
Features of a Class 3 Special Event

Features common to all Class 3 special events are that the event:

- 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
- does not require advertising the event's traffic aspects to the community
- is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac.

Other features of a Class 3 special event are that it:

- may, depending on Local Council policy, require a simplified Transport Management Plan
- depends on each Council's Special Events Policy and is not available in all Council areas.



Detailed Description of the Class 3 Special Events Process

Step 3.1 Some Councils do not permit street events in their local government areas.

Where a Council permits street events, it may bypass the Local Traffic Committee and issue the approval directly. The approval is contained in Council's *Schedule of Conditions* document issued to the Event Organiser. This includes:

- Producing evidence of Public Liability Insurance (usually a certificate of currency) that is valid for the duration of the set-up, running and pull down of the event.
- Producing a Transport Management Plan where Council considers it necessary.
- Maintaining a four metre wide emergency vehicle lane.
- Providing access for motorists and pedestrians with legitimate business within the closed section of roadway.
- Controlling noise as required by the *Protection Of The Environment Operations (Noise Control) Regulation 2000*
- Reimbursing Council for the cost of damage repairs.
- Complying with Council's Law Enforcement Officers' directives.
- Maintaining areas in clean and tidy condition.
- Reserving the right to cancel the approval at any time.

These conditions vary from Council to Council and with the nature of each event.

Step 3.2 The Event Organiser applies to the Police to conduct the event. If this is a private street party (and therefore not a public assembly) Police approval to conduct a public assembly is not required.

If the event is a public street party, Police approval to conduct the assembly is required. Police request that the application be lodged with the Police LAC responsible for the area in which the event is to be held.

If Police deem this event to be a public assembly, they will request a Schedule 1 form be completed.

Step 3.3 There is a dividing line between a large street party and a small Class 2 event. If, in the opinion of the Police, this event is too large to be adequately managed as a Class 3 event, the Police can reclassify the event as Class 2.

Step 3.4 The Event Organiser completes Council's pre-event conditions. For example: obtaining consent of other residents and businesses in the immediate area.

Step 3.5 The Event Organiser notifies fire brigades and ambulance.

Step 3.6 The Event Organiser conducts the event in compliance with Council's *Schedule of Conditions*.

Class 4 Special Event

Features of a Class 4 Special Event

Features common to all Class 4 special events are that the event:

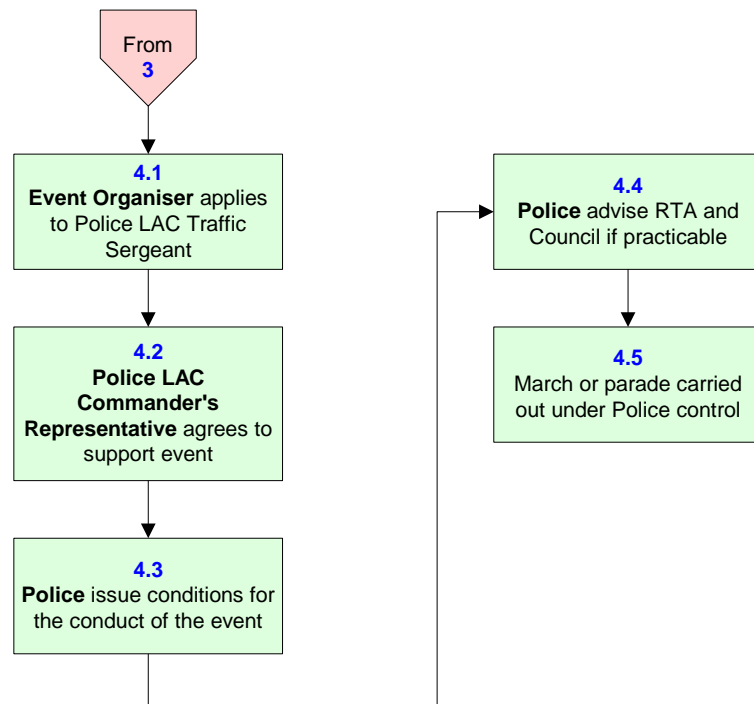
- requires Police consent only
- is within the capacity of the *Police to manage on their own*
- *is not a protest or demonstration*
- *is always an on-street moving event*
- does not require RTA or Council consent
- does not require advertising the event's traffic aspects to the community
- does not require a Transport Management Plan
- does not require the involvement of other Government agencies.

Other features of a Class 4 special event are that it may:

- be conducted on classified or non-classified 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 if requested by Police
- depending on the nature of the event, invoke the Police "User Pays" policy.

Examples

- a small ANZAC Day march in a country town
- a small parade conducted under Police escort.



Detailed Description of the Class 4 Special Events Process

- Step 4.1 The Event Organiser applies to the Traffic Sergeant at the Police Local Area Command (LAC).
- Step 4.2 On behalf of the Commander, the Commander's representative agrees to support the event. Police conditions apply.
- Step 4.3 Police issue conditions for the conduct of the event. The conditions are all-inclusive and include "User Pays" where appropriate.
- Step 4.4 Where practicable, Police notify RTA and Council. These agencies may assist with the running of the event.
- Step 4.5 The march or parade is carried out under Police supervision.

Special Event Planning & Resource Matrix

Please note that this matrix is a guide only. Government Agencies should be individually contacted regarding any specific requirements relating to an event.

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 Clearway, 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. 	<p>A Class 1 event may:</p> <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 detour 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 through a country town, or 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:</p> <p><i>"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."</i></p>	<p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p>	<p>Marginal costs apply where services are provided above those normally provided to the community.</p> <p>RTA provides quote.</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. 	<p>A Class 2 event may:</p> <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.</p> <p>6 months for vehicle races.</p>	<p>Charges apply where:</p> <p><i>"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."</i></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>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. 	<p>A Class 3 event may:</p> <ul style="list-style-type: none"> may, depending on Local Council policy, require a simplified Transport Management Plan depends on each Council's Special Events Policy and is not available in all Council areas. depending on the nature of the event, invoke the Police "User Pays" policy. may not 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:</p> <p><i>"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."</i></p>	<p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>		<p>Council may recommend 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>Promoted where practicable</p>	<p>Required. Refer to TMP.</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 Transport Management Plan does not require the involvement of other Government agencies. 	<p>A Class 4 event may:</p> <ul style="list-style-type: none"> be conducted on classified or non-classified 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 conducted under Police escort. 	<p>Minimum 1 month</p>	<p>Charges apply where:</p> <p><i>"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."</i></p>						<p>Required if User Pays policy in force. Police named on policy.</p> <p>Certificate of currency required.</p>					

More information on RTA web site at http://www.rta.nsw.gov.au/trafficinformation/downloads/transtraff_dl1.html

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

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:

.....
.....

I take responsibility for organising and conducting the proposed assembly.

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

.....
.....
..... Postcode.

Telephone No.

Signed

Capacity/Title

Date

Special Event 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 required)

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

2.1 Occupational Health & Safety - Traffic Control

- Risk assessment plan (or plans) attached

2.2 Public Liability Insurance

- Public liability insurance arranged. Copy of Policy attached.

2.3 Police

- Police written approval obtained

2.4 Fire Brigades and Ambulance

- Fire brigades notified
 Ambulance notified

3 Traffic and transport management

CLASS 1

CLASS 2

CLASS 3

3.1 The route or location

- Map attached

3.2 Parking

- Parking organised - details attached
 Parking not required

3.3 Construction, traffic calming and traffic generating developments

- Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
 There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

3.4 Trusts , Authorities or Government Enterprises

- This event uses a facility managed by a trust, authority or enterprise; written approval attached
 This event does not use a facility managed by a trust, authority or enterprise

3.5 Impact on/of Public transport

- Public transport plans created - details attached
 Public transport not impacted or will not impact event

3.6 Reopening roads after moving events

- This is a moving event - details attached.
 This is a non-moving event.

3.7 Traffic management requirements unique to this event

- Description of unique traffic management requirements attached
 There are no unique traffic requirements for this event

3.8 Contingency plans

- 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 2
Class 3

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 -advertising medium and copy of proposed advertisements attached
- No road closures 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