

8. ROAD CLOSURES AND TRAFFIC MANAGEMENT

Any event that requires roads to be closed needs to gain permission from Council for a Temporary Road Closure.

If the road is a main or arterial road, permission must be sought from VicRoads. For information on what roads are classified as arterial roads visit Vicroads [Maps of Declared Roads](#).

LOCAL ROAD CLOSURE

- To gain Council approval, you need to submit an Event Permit Application form and complete the Temporary Road Closure section along with a Traffic Management Plan.
- You must also have the consent of the majority of residents, businesses and others directly affected by the temporary road closure before permission can be given.
- Evidence of this support must be submitted with the Event Permit Application. This can be provided either by having each resident sign a No Objection to Road Closure Form (also part of the Event Permit Application form) or by getting them to put it in writing in an individual letter.
- Inform in writing at least four (4) weeks before your event any resident, business or other party that may be affected by these road closures.
- Inform the Victoria Police, Metropolitan Ambulance Service and Melbourne Metropolitan Fire Brigade.
- Have at least \$10,000,000 Public Liability Insurance with Council's interests noted on the policy. This must be forwarded to Council at least seven days before the event.
- Have a written indemnity against any loss or claim which may be lodged against council as a result of the activities of the street closure and this must be received at least seven days before the event.
- Use proper road closure equipment and signage

MAIN OR ARTERIAL ROAD CLOSURE

If the proposed road closure is on a main or arterial road or street you will have to apply to VicRoads and you may have to develop a detailed Traffic Management Plan. You will be informed in writing whether you will need to develop a Traffic Management Plan for your event.

TRAFFIC MANAGEMENT PLAN

If you think your event will attract a large number of people or if you require road closures, you will need to contact Council about developing a traffic management plan.

There needs to be adequate parking or public transport available for your attendees, stall holders, entertainers, emergency services and for the elderly and disabled.

You will need to provide disabled parking spaces for people with disabilities. It is suggested that at least 10 spaces are reserved. These need to be located near the main entry with wheelchair access to the footpath. This is a recommendation only.

You also need to identify who will be directing traffic, what roads should be closed, and who will close the roads.

NOTIFICATION OF EVENTS AFFECTING PUBLIC TRANSPORT

You will have to notify the Public Transport Division if the event is likely to have an impact on public transport services.

An amendment to the **Transport Act 1983** aims to encourage event organisers to hold discussions with train, tram and bus operators as early as possible so that events are appropriately serviced and any impact on public transport services is minimised.

The Public Transport Division need to be advised about any event that has a potential impact on public transport services (trains, trams or buses).

The impact may relate to the need for additional services or to services being deviated, delayed, replaced or cancelled. For example, a road closure may require a temporary change in a bus route, or barriers may be required to prevent large crowds spilling on to a tram track.

The requirement for notification covers all types and sizes of events if they are likely to affect public transport services. This includes sporting events, community events, rallies, marches, festivals and film shoots.

For events attracting **more than 10,000 people** the Public Transport Division must be notified at least **150 days before the event starts**. If the event date is not known or set by then, notification must be made as soon as practical.

Events attracting **10,000 people or less** - the Public Transport Division must be notified at least **120 days before the event starts**. If the event date is not known or set by then, notification must be made as soon as practical.

WHAT COSTS ARE INVOLVED?

There are no administration costs involved in submitting a notification or having a Public Transport Plan approved. For some events, there may be costs associated with managing the impact of the event on transport services.

PUBLIC TRANSPORT

Public transport is a great way to get people to and from an event. We recommend locating the event as close as practicable to a local train station and/or bus service. Where this is not possible a shuttle bus service at peak times is recommended. Pedestrians are unlikely to walk more than 200-300m from cars or transport so any further distance should be facilitated with a shuttle service.

Additionally all promotional material should refer directly to the local bus and train routes from the site. A map such as the example Public Transport Map Form should be provided as part of the promotional material.

EXTRA RESOURCES

Go to the Department of Infrastructure website:

<http://ptv.vic.gov.au/specialevents/>

To find the route or train line, go to www.metlinkmelbourne.com.au

Call Council Traffic's Management Unit on 9490 4222.

NEED HELP?

- Refer to Example Residents Letter Regarding Road Closures below.
- Refer to Example Traffic Management Plan below

EXAMPLE RESIDENTS LETTER REGARDING ROAD CLOSURES

(Date)

(Address 1)

(Address 2)

(Suburb State Post Code)

Dear Sir or Madam,

(Name of organisation or resident) would like to inform you of the proposed road closures on (date) for the (event: e.g. festival or Street party).

To assist with traffic management for this event and to ensure the safety of local residents and event attendees, there will be temporary road closures between (time-time). Please see details below:

Proposed road closures: (names of roads)

Dates: (dates)

Times: (times)

Parking and transport options (if applicable)

Festival/event attendees will be encouraged to catch the train or bus, ride their bike or walk to the festival. People coming by car will be encouraged and directed to park at (describe proposed parking here).

If you have any objections to these proposed road closures please contact (organising person's name and telephone number) or contact Banyule City Council on 9490 4222 by (date). If you require any further information about the proposed road closures please contact (name and telephone number organising body).

You will be asked to sign a form showing that you have no objections to these road closures in order to support our application for a road closure and event permit.

Kind regards

(Name and Position)

EXAMPLE TRAFFIC MANAGEMENT PLAN

CAR PARKING

Vehicles	No. of spaces	Location	Set up time	Responsibility
General parking	1,000	320 spaces at Heidelberg Park, 100 at Warringal Park, 500 at Marching Girl Bend, 200 around streets and roads	7:00am	Sea scouts
Stallholders	100	Reserved area at Warringal Parkland (North side of oval)	7:00am	Sea scouts
Entertainers	20	Reserved area at Warringal Parkland (south side of oval)	9:00am	Sea scouts
Disabled patrons	15	Reserved area at Warringal Parklands (spaces closest to festival entry) (south side of oval)	7:00am	Sea scouts
Taxis	3	Existing taxi stand in Burgundy Street	n/a	n/a
Emergency vehicles	2	On festival site with emergency access area	7:00am	Site manager

ROAD CLOSURES

Roads	When (from-until)	Responsibility
Mount Street Heidelberg	Sunday 5 March 7:00am – 11:00am	Banyule City Council city works staff (equipment), SES (road closure)
Beverley Road between Jika & Louise Street	Sunday 5 March 7:00am – 11:00am	Banyule City Council city works staff (equipment), SES (road closure)
Beverley Road between North side of entry to Heidelberg park and Louise Street	Sunday 5 March 11:00am – 5:00pm	Banyule City Council city works staff (equipment), SES (road closure)

TRAFFIC FLOW

Alternate arrangements	When (from-until)	Responsibility
Signage erected seven days prior to event informing traffic of upcoming road closure	Friday 24 February	Banyule City Council city works staff (signage & equipment)
Detour to be set up directing traffic from Beverley Rd up Louise Street to Rosanna Rd	Sunday 5 March from 7:00am	Banyule City Council city works staff (signage & equipment)
Detour to be set up directing traffic on Jika Street away from Beverley Road	Sunday 5 March from 7:00am	Banyule City Council city works staff (signage & equipment)

Notification

Organisation	How	Responsibility
Local residents	Letter 21 days before the event	Festival Co-ordinator
Police	Letter three months before the event	Festival Co-ordinator
VicRoads (if applicable)	Letter three months before the event	Festival Co-ordinator
Bus companies	Letter three months before the event	Festival Co-ordinator
Taxis	Telephone 21 days before event and week before event	Festival Co-ordinator
Participants (stallholders, entertainers etc)	Letter including maps and car pass 14 days before event	Festival Co-ordinator
Stakeholders (emergency services)	Meeting at least three months before vent, letter 21 days before event	Festival Co-ordinator
Local businesses	Letter via marketing co-ordinator of local shopping centre	Festival Co-ordinator
Public	Ad in local paper	Festival Co-ordinator