

APPLICATION FOR EVENT-RELATED IMPACT, OR ROAD CLOSURE OF A COUNCIL CONTROLLED ROAD/AREA

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be accessed by Council officers who are authorised to do so. Your information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

WHEN TO USE THIS FORM

This form is to be used to apply for permission for an event-related impact on, or road closure of, a Council-managed road or area. If the planned event will create an interference with the normal flow of traffic or pedestrian activity, then this interference must be managed. For guidance refer to Council's Activities/Events that Impact Council-Controlled Areas or Roads Fact Sheet.

IMPORTANT NOTE: Your application must be submitted **20 business days before** the event and only after consultation with affected parties is complete. Assessment of the application will not commence until all relevant documents have been submitted and the appropriate fee payment received. This is an application only – no works can commence until the applicant has received a written approval letter from Council detailing the applicable conditions.

APPLICANT DETAILS

Note: The permit is issued to the responsible person and they will be legally responsible for complying with any applicable conditions.

ORGANISATION	
POSTAL ADDRESS	
PHONE	EMAIL
ORGANISATION TYPE	<input type="checkbox"/> Community <input type="checkbox"/> Charity <input type="checkbox"/> Commercial <input type="checkbox"/> Council Agency
RESPONSIBLE PERSON	
PHONE	EMAIL

SITE & EVENT DETAILS (you may include a map showing all roads, routes, etc)

Event Name _____

Event Description & no. of attendees _____

Area Required
Tick all that apply Road corridor Footpath Carpark Other: _____

Affected Roads or Areas e.g. lot on plan, address or GPS of full extent of event area etc. _____

Period Of Closure

Start Date:	Start Time:	am / pm
Finish Date:	Finish Time:	am / pm

RELEVANT APPROVALS OR AUTHORITIES

Are there any related approvals, permits or licences relating to the event? No Yes → Identify any relevant documents or references:

TRAFFIC IMPACT MANAGEMENT

Full road closure and/or partial road closure (including use of car parks) No Yes → *Traffic management plan/traffic guidance scheme (TMP /TGS) is required*

APPLICATION FOR EVENT-RELATED IMPACT, OR ROAD CLOSURE OF A COUNCIL CONTROLLED ROAD/AREA

- Continuous moving event (running/cycling event) No Yes → *Event management plan and traffic guidance scheme is required*
- Use of footpath / street closure (public gatherings) No Yes → *Event management plan and traffic guidance scheme is required*
- Contact name and number of person responsible for implementing TMP / TGS
-
- Have you consulted with affected parties i.e. local residents, etc ? No Yes → *Evidence of consultation outcomes required – see Application Notes section for guidance*
- Have you notified emergency services? No Yes → *Diagram showing emergency vehicle access, evidence of notification and special conditions applied by them (if any) is required– see Application Notes section for guidance*

OTHER WORKERS ONSITE

- Will there be other workers or contractors on site who are not under the employ or control of the Applicant? No Yes → *Provide a Non-Engaged Contractor Form for each other company or contractor who will be onsite*

STANDARD CONDITIONS

- Do you accept the Standards Conditions as outlined in this form? Yes No → *Identify any that you are requesting not apply, and provide details to support your request*

PUBLIC LIABILITY INSURANCE

The approval is granted for the Applicant holding the event. The Applicant is required to hold Public Liability Insurance with a minimum cover of \$20 million. If the Applicant intends to engage a Contractor to carry out any part of the event, the Contractor will be required to provide a Certificate of Currency.

FEES AND PAYMENT METHODS

Refer to Council's "Fees & Charges Schedule" for calculation of the relevant application fee. Note: The total project cost is the total contracted value of the work (bill of quantities) including planning costs, mobilisation, demobilisation, traffic control, etc.

TOTAL PROJECT COST		CALCULATED FEE	
PAYMENT METHOD	<input type="checkbox"/> Council invoice* <small>* Invoices can take up to ten (10) business days to raise</small>		
	<input type="checkbox"/> Credit card:		<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
CARDHOLDER NAME		CONTACT NO*	
CARD NUMBER		EXPIRY DATE	CVV

* Council will contact you on this number for authorisation to process the payment.

Fees can also be paid in person at any Isaac Regional Council Office using a range of payment options including cash, cheque, credit card or EFTPOS.

APPLICATION FOR EVENT-RELATED IMPACT, OR ROAD CLOSURE OF A COUNCIL CONTROLLED ROAD/AREA

REQUIRED SUPPORTING DOCUMENTS AND APPLICANT CHECKLIST

Please indicate supporting documents that are attached to your application – See application notes for further information.

- Event documents - location specific sketches, maps or plans / event management plan
- Certificate of Currency of Public Liability Insurance current for the term of approval – applicant and/or contractor
- Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS) designed in accordance with Austroads Guide to Temporary Traffic Management by a person currently accredited in accordance with the *Transport Operations (Road Use Management – Accreditation & Other provisions) Regulation 2015*
- Non-Engaged Contractors Site Access Form/s (for contractors who require site access to perform works and they are not named as applicant or under the authority and liability of the applicant e.g. traffic control)
- Other relevant approvals, permits or licences, etc
- Evidence of consultation outcomes from impacted landholders, businesses and organisations – see consultation requirements in Application Notes section
- Diagram illustrating emergency vehicle access and any special conditions applied by them
- Additional documents to support the application are attached
- At least 20 full business days have been allowed for processing

DECLARATION

I/we as applicant/s apply for an event-related impact on, or road closure of, a Council controlled road/area as listed above and by submitting this application I am consenting to agree to and comply with all terms and conditions contained in this application, the Standard Conditions annexed to this form and any additional conditions imposed by Council.

SIGNATURE OF APPLICANT

Date

PRINT NAME

Once completed please send form and any attachments to:
records@isaac.qld.gov.au or Isaac Regional Council, PO Box 97, Moranbah QLD 4744
or deliver in person to your local Isaac Regional Council Office

APPLICATION NOTES / TERMS & CONDITIONS

- The event must not commence until the appropriate permit applications are approved.
- Advertising of the closure and/or route should not take place until written approval has been obtained from all of the relevant authorities.
- Emergency vehicle access is to be maintained on all closed roads (3m clear corridor). Event organisers must notify emergency services and other interested parties of traffic control which may affect their response. If any special conditions or issues are raised by them, these must be presented to Council with your application and they will supplement the conditions of the approval.

APPLICATION FOR EVENT-RELATED IMPACT, OR ROAD CLOSURE OF A COUNCIL CONTROLLED ROAD/AREA

- Events should always aim to minimise impacts on pedestrian and road user access, retail and business operations, public transport operation and local residents' access.
- Consultation requirements - If an event is expected to have impact on access for residents / road users, you are required to consult with the parties by:
 - a. Circulating notice of the application (public notices, social media postings, correspondence, etc) to residents / businesses in the affected area of the event, advising of event date, time, affected routes and alternative routes) requesting feedback/raising objections/supporting the application;
 - b. Addressing and resolving any objections raised; and
 - c. Submitting to Council evidence of the notice and any objections raised, demonstrated proof of how the objection was addressed and any agreements that form part of the resolution.
- Safety barriers may be required to prevent vehicles coming into contact with pedestrians/event participants.
- Event management plans must include a risk assessment of the activities that form part of the event. Refer to [Best practice guidelines for event delivery in Queensland](#).
- TMR permits are only required when the activity is on or adjacent to, a state-controlled road.
- Council will begin assessment of your application upon receipt of all required documents and the application fee (non-refundable).
- When assessing any applications to close or partially close a road, Council examines the effect on the local community, businesses and the environment. It is important to minimise the impact of the action on the operation of the road network and on local residents / businesses.
- No vending of any kind is permitted without gaining appropriate approval from Council and/or any other relevant bodies.
- Applicants requesting a fee waiver may submit the request in writing as part of their application.
- Standard Conditions apply (please see below) and further conditions may be imposed as required.

STANDARD CONDITIONS

Purpose	1.	The Approved Event must be contained within the Approved Location.
	2.	The Applicant must ensure that the event conforms to Local Laws and requirements of Council, in particular Isaac Regional Council Subordinate Local Law No.1.15 (carrying out works on a road or interfering with a road or its operation) 2011.
Termination	3.	Council representatives may inspect the Approved Location during the Approved Period and if non-compliance with the Standard Conditions or Further Conditions of this approval or other relevant issue is identified, Council may issue a written notice suspending or terminating this approval. If the Applicant fails to comply with Standard Condition 1.
	4.	This approval to hold the Approved Event is valid for the Period of Approval and the Applicant must submit the appropriate application to vary the Period of Approval if it is required to be amended or extended.
Insurance	5.	The Applicant/Contractor holding the Approved Event shall take out and maintain Public Liability Insurance for a minimum cover of \$20 million against any claims for any injury and property damage resulting from the Approved Event and provide documentary evidence of the insurance to Council before commencement of the Approved Event.

APPLICATION FOR EVENT-RELATED IMPACT, OR ROAD CLOSURE OF A COUNCIL CONTROLLED ROAD/AREA

Indemnity	6.	The Applicant/Contractor, in holding the Approved Event, indemnifies Council against every cost borne of harm (be it through any or all of property loss, including full or partial loss of use, property damage, environmental contamination, environmental harm, death, disease, illness including mental illness, personal injury including shock and disablement, whether from disease, illness or personal injury) and claims made in connection to holding the proposed event, irrespective of who has performed or been engaged for the proposed event and that indemnity binds the Applicant/Contractor irrespective of whether a claim results from a person's carelessness, breach of statutory duty of care or breach of a non-delegable duty of care and irrespective of who is subjected to harm, who is responsible for the care and safety of the person subjected to harm, what property is subjected to harm and who owns, possesses or controls the property subjected to harm.
Protecting Assets & Damages	7.	It is the responsibility of the Applicant to ensure that existing infrastructure, assets and services owned or controlled by the State Government, Local Government and utility providers, either temporary or permanent, surface or subsurface, are not compromised whilst holding the event in the road reserve and to maintain structures erected or installed, or vegetation planted as part of the Approved Event, in a good condition for the duration specified.
Compensation	8.	No compensation is payable by Council at the cancellation of, or upon surrender of the approval.
Access	9.	The Applicant/Contractor is authorised to hold the Approved Event during the approval period identified in the Written Approval issued under section 75 of the <i>Local Government Act 2009</i> .
	10.	Approved Events must not interfere with access to any public convenience or private premises
	11.	The Applicant must, at all times during the Period of Approval, allow any authorised employee or representative of Council free and unrestricted access to, from and across the Approved Location for the purpose of carrying out its local government functions.
Controls	12.	Holding the Approved Event within the Approved Location must not result in harm to human health or safety, property damage or loss of amenity, nuisance, obstruction of vehicular or pedestrian traffic, environmental harm or environmental nuisance and must not adversely affect the amenity of the area in which the Approved Event is to be held.
	13.	The Approved Event within the Approved Location must be held in accordance with an approved Traffic Guidance Scheme compliant with the Austroads Guide to Temporary Traffic Management prepared by a Qualified Traffic Management Designer and any proposed operation that departs from the approved Traffic Management Plan and Traffic Guidance Scheme bearing the approval watermark of Council must be provided to Council for approval prior to implementation on site.
	14.	The Applicant must ensure the Approved Event within the Approved Location is sufficiently secured or barricaded to ensure the safety of the general public.
General	15.	Any State Government (Statutory Authority) approvals required are to be obtained and if requested, presented to Council prior to the commencement of the Approved Event to which the relevant approval applies.

APPLICATION FOR EVENT-RELATED IMPACT, OR ROAD CLOSURE OF A COUNCIL CONTROLLED ROAD/AREA

	16.	The Applicant and any Contractor undertaking the proposed works must complete and return CORP-FRM-076 Non-Engaged Contractors Site Access Form prior to commencement of the Approved Works at the Approved Location.
	17.	The Applicant, the Applicant's agent or contractor must comply with any direction of Council or its authorised person.
	18.	Where applicable, the Approved Location must be reinstated to its original condition, and if directed under the approval, structures erected or installed be removed prior to the joint inspection that may be carried out at the end of the Approved Event by the Applicant and Council.
	19.	The Applicant shall ensure that the Approved Location is kept in a clean and tidy state. All rubbish is to be removed and properly disposed of in a registered landfill site.
	20.	The Applicant must ensure that the Approved Event is held in a manner that complies with all applicable Acts and Regulations, including requirements under any relevant safety legislation.
	21.	Nothing in the application or the written approval provided by Council derogates from any other duty or legislative requirement imposed upon the Applicant and it is the Applicant's sole responsibility to ensure compliance with all Acts and Regulations in holding the Approved Event, including obtaining any other necessary approvals.
Reservation of Rights	22.	Council reserves the right to impose further specific conditions to minimise any negative impact of the Approved Event in relation to environmental values or safety issues including the preservation, or if necessary, restoration of nature conservation values or significant environmental areas, revegetation, pest management, waste disposal and cultural heritage matters or any other event or site-specific issues it considers reasonable and relevant.
