



26-28 Adelaide Street  
PO Box 81  
WENTWORTH NSW 2648

council@wentworth.nsw.gov.au  
www.wentworth.nsw.gov.au  
ABN: 96 283 886 815

Tel: 03 5027 5027  
Fax: 03 5027 5000

## APPLICATION FOR ROAD OCCUPANCY

Please allow at least 6 weeks to process this application. This matter will need to be reported to the Local Traffic Committee. Note this application will not proceed unless all information is completed.

### Applicant's details:

**Salutation:** Mr / Mrs /Ms /Miss (please circle)

**Given Name:**

**Surname:**

**Organisation:** (if applicable)

**Street Address:** (include Suburb and post code)

**Postal Address** (if different from above)

### Road Occupancy Details:

**Street:**

**Between Streets**

**and**

**Suburb:**

**Specific position description:**

**Reason for / purpose for road occupancy:**

**Date/s permit requested:**

**to**

**Daily hours of operation:**

**to**

**Traffic Management Details:**

**What is the site area to be cordoned?**

**Does the site area interfere with or occupy the following? If yes, please provide the approximate portion occupied (in metres)**

Major on-street event? (please circle)	YES	NO
Minor event affecting traffic on a State/Regional Road.	YES	NO

If yes, a detailed Traffic Management Plan may need to be submitted in accordance with the RMS Traffic Management for Special Events Manual. Refer to RMS website for further details.

**Will a minimum 3.0 metre traffic lane width be maintained for motorists at all times?**

YES	NO	if no, please explain.
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**What type of road closure is proposed?**

Parking Lane only (i.e.no impact on traffic flows)	YES	NO
Partial road closure (i.e.retain 3m for traffic flows)	YES	NO
Full road closure (i.e.no traffic flows)	YES	NO

**Will the road closure/event interfere with the following?**

Pedestrians	YES	NO	Please Explain:
Cyclists	YES	NO	Please Explain:
Vehicular flows	YES	NO	Please Explain:
Property Access	YES	NO	Please Explain:
Bus Access	YES	NO	Please Explain:
Access to public transport	YES	NO	Please Explain:

**Will detour provisions be provided for motorists around the site?    YES    NO**

**Will unencumbered passage be available for emergency vehicles through the closed road at all times?                    YES                    NO**

**What types of barricades are to be used to cordon the road occupancy area?**

**Please list /detail all signs to be used and their position to advise road users of the site/area.**

**Have provisions been made for the following?** (Please provide explanation for each category.eg  
Crowds Yes – expecting 200 + people have engaged security company or  
No - expecting less than 50 security not required)

Crowds	YES	NO .....
First-aid	YES	NO .....
Insurance	YES	NO .....
Noise	YES	NO .....
Parking	YES	NO .....
Safety	YES	NO .....
Toilets	YES	NO .....
Waste	YES	NO .....
Adverse weather	YES	NO .....

**How will businesses, residents and the general public be notified of the road occupancy/event?**

**A Traffic Control Plan is required to be submitted with this application.** The plan indicates site area, position or obstacles, traffic lane widths, barricade type and positions, sign type and positions, alternative arrangements for road users and traffic controller positions, emergency vehicle.

**Declaration:**

I certify that our Traffic Control Plan complies with Work Cover's requirements and that I will ensure safety at the site is controlled as described in the plan and this application.

<b>Applicant's Signature:</b>	<b>Date:</b>
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**Notes:**

1. The Road Occupancy Permit fee is waived for non-profit organisations or community events.
2. Approvals may also be required from other agencies. The applicant should contact relevant agencies as required.
3. If the event is postponed due to unforeseen circumstances, the applicant needs to advise the Council in writing of the revised date.
4. Providing there are no changes to the original traffic management plan and the road is available for use, a revised permit can be issued.
5. If approved, this Application and the submitted Traffic Control Plan will form part of the approval and will need to be implemented.
6. The applicant will need to provide and erect barricades and signs in accordance with Australian Standard AS1742.3-1996:Traffic Control Devices for Works on Roads. Barricades are not available from Council.
7. All affected businesses, buses, residents and other occupants must be notified of the road closures and activities at least two weeks prior to commencement of the event. Any concerns or requirements raised by business proprietors or residents must be resolved or accommodated.

8. The areas to be used for the activities must be maintained in a clean and tidy condition to the satisfaction of the Council, or else the applicant will be required to reimburse Council for any extraordinary cleansing costs.
9. The use of any equipment or activities to be conducted in conjunction with the road closure must not result in any "offensive noise" as defined by the Noise Control Act.

## **Lodgement**

### **Lodgement**

Lodging an application requires a completed application form, all relevant information and the payment of the required fee (if applicable).

- Lodged in person – Council's Administration building, 26-28 Adelaide Street, Wentworth. Council's opening hours are Monday-Friday, 8:30am-5:00pm.
- Lodged by mail – Wentworth Shire Council, PO Box 81 Wentworth NSW 2648.