

Special Event Transport Management Plan

Refer to Chapter 7 of the Guide 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 Pack-down 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: _____ Mobile: _____ E-mail: _____

Event Management Company (if applicable): _____

Phone: _____ Mobile: _____ E-mail: _____

Police: _____

Phone: _____ Mobile: _____ E-mail: _____

Council: _____

Phone: _____ Mobile: _____ E-mail: _____

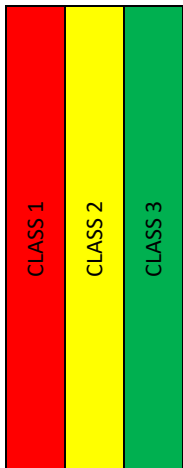
Roads & Traffic Authority (if Class1) _____

Phone: _____ Mobile: _____ E-mail: _____

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

1.3 Brief description of the event (one paragraph)

2 RISK MANAGEMENT - TRAFFIC



2.1 Occupational Health & Safety - Traffic Control

- Risk assessment plan (or plans) attached

2.2 Public Liability Insurance

- Public liability insurance arranged. Certificate of currency attached

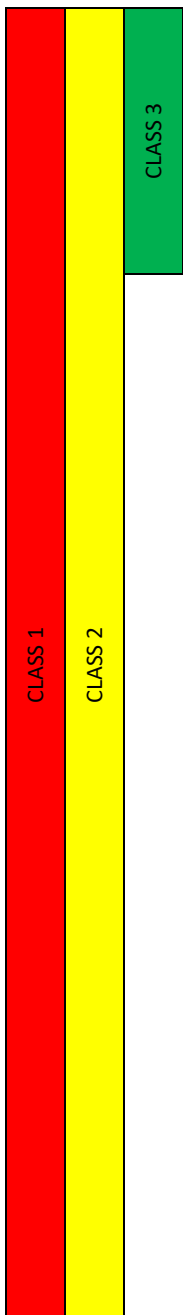
2.3 Police

- Police written approval obtained

2.4 Fire Brigades and Ambulance

- Fire brigades notified
- Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT



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

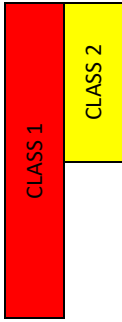
- This is a moving event - details attached
- This is a non-moving event

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

3.4 Trusts, authorities or Government enterprises

- Contingency plans attached



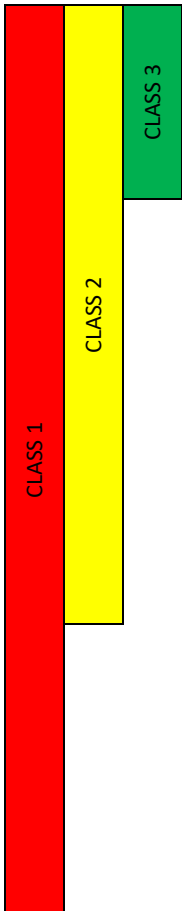
3.9 Heavy vehicle impacts

- 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



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, restrictions 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

3.5 Impact on/of Public transport

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

5 PRIVACY NOTICE

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

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

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- 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.

6 APPROVAL

TMP Approved by: Event OrganiserDate

7 AUTHORISATION TO REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: CouncilDate

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: RTADate

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mngt 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	A Class 1 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.	A Class 1 event may: • be conducted on-road or in its own venue • involve trusts and authorities when using facilities managed by them • involve Transport NSW and 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.	For example: • 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.	Minimum 4 months from first approach to proposed start date. 6 months for vehicle races.	Charges apply where: <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>	As described in Council's Special Events Policy. Asset rentals: refer to Council.	Marginal costs apply where services are provided above those normally provided to the community. RTA provides quote. Asset rentals: refer to RTA.	TMP model recommended	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic or where special event clearways in operation. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Also RTA if using RTA asset. Certificate of currency required.	RTA arranges if required. RTA provides quote.	Promoted where practicable	Required. Refer to TMP.	May be required. Need to consider parking for disabled persons.	Recommended
2	A Class 2 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.	A Class 2 event 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. • depending on the nature of the event, invoke the Police "User Pays" policy.	For example: • 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	Minimum 3 months. 3 months for vehicle races.	Charges apply where: <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>	As described in Council's Special Events Policy Asset rentals: refer to Council	TMP model recommended	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic or where special event clearways in operation. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.		Promoted where practicable	Required. Refer to TMP.	May be required. Need to consider parking for disabled persons.	Recommended	
3	A Class 3 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 • is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac • requires Police agreement that event qualifies as Class 3 • is never used for vehicle races.	• A Class 3 event, depending on Local Council policy, may: • require a simplified Transport Management Plan • not be available in all Council areas. • depending on the nature of the event, invoke the Police "User Pays" policy. • require advertising the event's traffic aspects to the community.	For example: • an on-street neighborhood Christmas party.	Minimum 6 weeks	Charges apply where: <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>	As described in Council's Special Events Policy Asset rentals: refer to Council	Council may require TMP	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.			Required. Refer to TMP.			
4	A Class 4 event is intended for small on street events and: • 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 TMP • does not require the involvement of other Government agencies.	A Class 4 event may: • be conducted on classified or unclassified 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.	For example: • a small ANZAC Day march in a country town • a small parade conducted under Police escort.	Minimum 1 month	Charges apply where: <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>						Required if User Pays policy in force. Police named on policy. Certificate of currency required.					