

## HOLROYD CITY COUNCIL

### Temporary Roadside (Short Term) Closure

#### Guidelines for Traffic Management Plan Approval

**Definition:** For the purpose of Section 269A of the Local Government Act, a temporary road closure is defined as a road closure effected by the placing or maintaining of obstructions or barriers in a public road which **prevent or restrict** the passage of vehicles along, reduces parking spaces, or the access by a particular route of vehicles to, the public road **for less than 48 hours** to allow for such things as **minor road works, heavy machinery operation (such as cranes), painting of buildings and loading & unloading of goods (one off)**. *Please refer to Temporary Roadside (Long Term) Closure guidelines for occupation of roadside for greater than 48 hours.*

#### Main Requirements by Holroyd City Council:

- ◆ The applicant must prepare and submit a comprehensive Traffic Management plan (TMP), in accordance with RTA guidelines (copy attached) that details traffic diversions, timings and the methodology for achieving the activities. The TMP must satisfy the requirements of the Police, Holroyd Council and the RTA.
- ◆ The applicant must obtain the NSW Police approval (clearance certificate) for the short term roadside closure.
  - ❖ Merrylands Police Traffic Services - Phone: (02) 9897 4820, fax: (02) 9897 4866
- ◆ The applicant must obtain the RTA's Transport Management Centre approval
  - ❖ Contact Phone -(02) 8396 1400
- ◆ The applicant must carry out a letterbox drop to all business proprietors, residents and other occupants in the vicinity of the event activities. Any concerns or requirements raised must be resolved or accommodated. The proponent should provide details of the extent of the consultation and the results as an attachment to the TMP
- ◆ Evidence of Public Liability Insurance must be provided (under which the Council is indemnified)
- ◆ Motorists and pedestrians who have legitimate business within the closed section of roadway must be allowed access.
- ◆ 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, 1975.
- ◆ The Council must be reimbursed for the cost of repair of any damage caused to the public way as a result of the activities.

- ◆ The applicant shall comply with any reasonable directive of Council's Law Enforcement Officers.
- ◆ In the event that any traffic management measures, result in significant adverse effects to residents and businesses in that area, and any other surrounding residential streets, Council reserves the right to cancel this approval.
- ◆ Application to the Council be lodged at least one week prior to the event.
- ◆ If the proposed works involve digging of footpath, roadway or any part of the carriageway, the applicant must obtain a Road Opening Permit from Holroyd City Council prior to submitting an application for Roadside Closure.
- ◆ If the proposed works erection of hoarding next to the footpath, roadway or any part of the carriageway, the applicant must obtain a Hoarding Permit from Holroyd City Council prior to submitting an application for Roadside Closure.
- ◆ The applicant must pay an application fees as per Council's latest fees and charges.
- ◆ For events such as **fairs, carnivals, fun-runs, parade and exhibitions**, in addition to the above conditions, the following are required:
  - ✦ Application to the Council be lodged at least six weeks prior to the event.
  - ✦ Approval from the Holroyd Local Traffic Committee. (Council will submit the TMP to the Committee)

**For further information contact Holroyd City Council's Traffic Section on Phone:  
(02) 9840 9873.**

**APPLICATION FORM - TEMPORARY ROADSIDE (SHORT TERM) CLOSURE OR WORKS ZONE**



Details for Purpose of Closure		Location Details	
Type of Closure <input type="checkbox"/>		Street Name	
Requested Date/s <input type="checkbox"/>		UBD MAP REF	
Company's Name <input type="checkbox"/>		Detour Route	
Requested Times <input type="checkbox"/>		Suburb	
Contact Details			
Prior to the event		During the event	
Contact Name		Contact Name	
Phone Number		Phone Number	
FAX Number		FAX Number	
Mobile Number		Mobile Number	
"Traffic Control at Worksites" certificate number:		Certificate Expiry Date:	
Agency Contact Information - The applicant must complete this section. (For use if needed during the period of closure)			
Council Contact		Phone #:	
		Fax #:	
Police Contact		Phone #:	
		Fax #:	
RTA Contact		Phone #:	
		Fax #:	

**Important Notice**

- Approval of all or part of this application should not be assumed.
- Any issued approval may be varied by the Council, RTA or Police.

**Please undertake the following:**

1. Traffic Management Plan

Attach a copy of a Traffic Control Plan prepared by person holding a current "Traffic Control at Worksites" certificate, include full description of what is proposed in accordance with the requirements detailed in the Guidelines.

2. Approval of Authorities

Attach a copy of the RTA and Police approval certificates.

3. Consultation

Provide details of what information has been handed out (with the dates), the area (including addresses) consultation was carried out and the responses received.

4. Insurance

Attach copies of insurance policies.

**Certification**

- 1) I have met all requirements as detailed in the "Guidelines for Temporary Roadside (Short Term) Closure Approval."
- 2) If a permit is approved, I undertake to fully comply with the proposal I have submitted and with all Council requirements.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Print Organisation Name \_\_\_\_\_  
□

**Office Use Only**

Date Received \_\_\_\_\_ By \_\_\_\_\_  
Fee Paid : Amount \_\_\_\_\_ Receipt Issued \_\_\_\_\_ □