

**Applicant's Details**

<b>Applicant/Business Name:</b>			
<b>Representative Name:</b>		<b>Position:</b>	
<b>ABN/ACN:</b>			
<b>Postal Address:</b>	Street/Road Name:		Postcode:
	Town:		
<b>Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>			

**Road/Lane Closure Details**

<b>Location:</b>			
<b>Reason for Application:</b>			
<b>Closure Start Date:</b>		<b>End Date:</b>	
<b>Closure Time Start:</b>		<b>Time End:</b>	

**Application Requirements (copies must be submitted with application form)**

<input type="checkbox"/> Yes	<b>Public Liability Insurance Certificate of Currency with minimum \$10 million coverage</b> - A permit cannot be issued without a copy of Public Liability Insurance (Certificate of Currency) to the value of minimum \$10m being provided. (Certificate of Currency must have Glenelg Shire Council listed as an interested party)
<input type="checkbox"/> Yes	<b>Traffic Management Plan (incorporating Job Site Risk Assessment)</b> - The plan must show all safety measures for the management of traffic, cyclists and pedestrians (e.g. traffic controllers, signs, barricades, line markings), dimensions (e.g. area of use, area remaining, distance from any intersection etc.) and any obstructions (e.g. signs, trees, utility poles, etc.)  The plan must be prepared by accredited (ticketed) personnel and be prepared in accordance with "AS1742.3 Traffic Control devices for works on roads" and the "Code of Practice – Worksite Safety Traffic Management."
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Arterial Roads</b> – If the closure involves an Arterial Road, consent is required from VicRoads. (Local roads are managed by Council; Arterial roads are under the control of VicRoads.) Additionally if a Major Traffic Control Item is to be utilised on an arterial road (e.g. a speed limit reduction or temporary traffic signals) a MOA from VicRoads must be obtained.

<input type="checkbox"/> Yes	<b>Risk Management Plan</b> A Risk Management Plan must be provided to satisfy Council's insurance purposes for all events held on Council owned or controlled land. <b>A copy must be included with this application.</b>
<input type="checkbox"/> Yes	<b>Written Notification to affected Businesses/Residents/Public Transport Providers</b> Written notification is required to affected Businesses, Residents and Public Transport providers. The notification must include: the name and phone number of the contact person on-site, any relevant site plan information and the length of time the disruption will take place. The notification must be issued to affected parties at least <b>7 business days</b> prior to commencement of the closure. <b>A copy of the notification must be included with this application.</b>
<input type="checkbox"/> Yes	<b>Public Notice to be lodged in Local Paper/s</b> – a notice informing the general public of the closure must be placed in a weekly edition of the appropriate local newspaper/s each week for at least two weeks prior to the event.
<input type="checkbox"/> Yes	<b>Emergency Services (Police, Fire Brigade, and Ambulance) Notification</b> – The permit holder of all Road/Lane Closures must advise the Police, Fire Brigade and Ambulance in the relevant area where closures or detours are proposed, or significant delays are expected.

**APPLICANT RESPONSIBILITIES:**

- Applications to be received 14 days prior to proposed installation dates.
- Attached copy of Certificate of Currency for Public Liability Insurance minimum \$10,000,000

Delivery of permit:  Post       Email       Collect in Person

Applicant's Name:

Signature (on behalf of the permit holder):

Date:

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 2020*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Glenelg Shire Council  
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305  
email: [locallaws@glenelg.vic.gov.au](mailto:locallaws@glenelg.vic.gov.au)

Phone: 1300 GLENELG (453 635)  
website: [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au)

## Terms and Conditions

16. The permit holder must hold a Certificate of Currency, with an indemnity limit of not less than \$10 million dollars, which provides coverage for the closure/events being undertaken.
17. The permit holder agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages, whatsoever which may be brought or claimed against them or any of them arising out of, or in relation to the said closure of the road and subsequent use by the event organisers.
18. The traffic management may only be undertaken on the **dates and times listed within this permit**. No restriction to traffic flow is permitted outside of this period without Council approval.
19. Where required approval for the closure and the use of any Major Traffic Control Items shall be obtained from VicRoads.
20. Written notification must be sent to all property occupiers affected by the closure at least 7 business days prior to the closure. Continued access shall be provided for all properties, unless alternative arrangements acceptable to the occupiers are made.
21. Public Notices informing the general public of the event should also appear in an edition of the appropriate local newspaper/s each week for at least two weeks prior to the event.
22. Any lawful directions of members of the Victoria Police, VicRoads and authorised Glenelg Shire Council Officers must be complied with at all times.
23. Traffic Management plans are to be prepared in accordance with "AS1742.3 Traffic Control devices for works on roads" and the "Code of Practice – Worksite Safety Traffic Management." The set out of the traffic management may be adjusted to take into account on-site conditions.
24. The traffic management is to be conducted in a manner that minimises inconvenience to other road users. If traffic congestion becomes excessive at any time, the applicant must undertake measures to ease congestion.
25. Any support vehicle or equipment engaged in the works must occupy, restrict or otherwise affect the remaining traffic lanes.
26. No advertisement signs or placards shall be placed on or affixed to any structure, other than precautionary measures signage unless written approval is obtained from the relevant road authority. All traffic signals and signs in the vicinity shall be clearly visible to motorists and pedestrians at all times.
27. No damage is to be caused to any Council or other authority's asset. The applicant shall be responsible for reinstating any Council assets that may be removed, modified or damaged to the satisfaction of, and at no cost to Glenelg Shire Council.
28. A copy of the Traffic Management Plan and the Road/Lane Closure permit must be kept on site and produced when requested by an authorised officer from any Government authority.