

Road Closure for a Public Function Application Form

Title Given Name/s

Surname

Organisation

Event name

Event date/s

List the roads/streets to be closed

i.e. Cameron Street from George Street to St John Street

List the start and finish time of the road/street closures

Outline any special parking requests and explain why this is necessary

i.e. Close street parking on both sides of Cameron Street one hour prior to road closure start time to ensure the area is completely clear of cars ready for the event set-up.

Who will be preparing the Road Closure Plan for this event? Please provide the name of the registered individual or business and details of relevant qualification. Note: A Road Closure Plan template can be found online at www.launceston.tas.gov.au/Events

Who will be notified of this road closure and when? Please provide evidence of stakeholder support (businesses, organisations and residents affected by the road closure).

i.e. All properties on Cameron Street will be notified of the intention to close the street one month prior to the event by a hand delivered letter which will include the event organisers contact details for anyone who wishes to discuss any concerns. All efforts will be made to minimise disruption.

Mandatory criteria for event related road closure applications

All applicants must address the following mandatory criteria. Applications that do not satisfy the criteria will not be approved.

1) Events held on city centre and arterial roads

The event must not be primarily for individual or commercial profit and must include a reference below to how it aligns with the Event Benefits of the 2016-2019 City of Launceston Event Strategy (see below)

Event Benefits

1: Direct and indirect economic and tourism benefits including new visitors and money into the economy, acting as a catalyst for job creation and employment.

2: Promotion of Launceston and the region, providing the opportunity to build our profile and reputation as a great place to live, visit and invest.

3: A range of community, social and environmental outcomes that contribute to making Launceston a great place to live.

4: Creativity, innovation, a sense of pride and community spirit, increased participation opportunities, enjoyment and entertainment.

5: Utilisation and activation of community assets including cultural, entertainment, sport and recreation venues and attracting people to our city centre precincts.

2) Events held on residential roads:

The proposed road closure must receive 100% support from residents directly affected by the road closure and written evidence of this support must be provided.

i.e. For the event scheduled on x/x/xxxx all residents on Smith Street were consulted with on x/x/xxxx (door knock) and 100% support was given for the event road closure.

Application checklist

Please ensure a Road Closure Plan is attached to this application form at the time you submit.

Your Signature _____ Date _____ / ____ / ____

Please return the completed application form to:
Events Facilitation Officer, PO Box 396, Launceston TAS 7250,
events.enquiries@launceston.tas.gov.au, or Fax 03 6323 3001

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

1.	Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to the City of Launceston.
2.	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of the City of Launceston, in accordance with Council's Personal Information Protection Policy (17-Plx-005).
3.	Failure to provide this information may result in your application not being able to be accepted or processed.

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Action Officer			Date Received		

PURPOSE:

To enable event organisers requiring a road closure to present consistent information for assessment by Council.

SCOPE:

Applies to all organisers of events requiring the closure of a road or part thereof within the City of Launceston.

RELATED POLICIES & PROCEDURES:

- 32-Pr-001 Traffic Management Plans for Road Closures
- DRAFT 27-Fmx-005 Road Closure Indemnity form

DOCUMENT INFORMATION:

Reference Number:	32-Fmx-008
Version:	03/12/2018
Review:	16/11/2020
Key Function:	Traffic Management
System:	
Document Type:	Form
Responsible Directorate:	Infrastructure Services
Approved by:	Director Infrastructure Services
Action Officer:	Engineering Officer - Traffic
Text Search Key Words	Road closure street function event

To be Communicated To: (To be identified by Approver) (Insert ✓ in relevant row)		Department/Area only
		Directorate via Director and Managers
		Specific Areas:
	✓	• Built Environment - Traffic
	✓	• Community & Economic Development
	Council-wide	
	✓	Council Website

Hard Copy Distribution	N/A
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