



APPLICATION FOR TEMPORARY ROAD CLOSURE – EVENTS, STREET PARTIES, FESTIVALS & PROCESSIONS

This Application is to be completed by the signing applicant and submitted to Moira Shire Council **at least 28 days prior to the event**. Incomplete applications or applications received less than 28 days before the event may not be approved.

APPLICANT DETAILS

Name:

Organisation:

Address:

Telephone: Business Hours After Hours:

Mobile: Email:

Is the Applicant an Incorporated Body? Yes ABN/ACN: No

DESCRIPTION OF ROAD CLOSURE *(Please attach list of roads if more than two roads)*

Name of Road:

Between: and

Town:

Date: from am/pm to am/pm

Name of Road:

Between: and

Town:

Date: from am/pm to am/pm

PURPOSE

Describe event and provide details (numbers of people to be invited, temporary buildings, activities etc)

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ACTIVITIES WHICH MAY REQUIRE ADDITIONAL PERMITS

Are Raffle Tickets for Sale?

*If Yes, a separate Permit is required.
Please request a Application Form from Council*

Yes No

Is consumption of Alcohol involved?

If Yes, Council requires a copy of your liquor licence.

Yes No

Will food be prepared and sold?

If you are selling food you may be required to obtain a Food Act Permit from Council. Please contact the Environmental Health Department of Council and provide evidence of Food Act Registration if required.

Yes No

Will there be temporary fencing, gates or grandstands involved?

*If Yes, Building Consent may be required.
Please contact Moira Shire Council's Building Services Department.*

Yes No

Will you be erecting or placing any other structures? Eg Tents, tables & chairs, toilets etc

If Yes, please provide details of all structures.

Yes No

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PUBLIC LIABILITY INSURANCE

All Applicants must have Public Liability Insurance to cover their event. Applicants may have their own policy, or seek cover under Council's Community Insurance Policy.

Do you have your own Public Liability Insurance for this event? Yes No

If 'Yes', please provide evidence by attaching a Certificate of Currency and complete the following details:

Name of Insurance Company: _____

Policy Number: _____ Expiry Date: _____ Amount of Cover: _____

If you do not have your own public liability insurance, cover for uninsured community groups, stall holders, artists, performers, buskers and participants MAY be provided by Council's Casual Hirer's Policy.

However, if you are conducting a fete or market, sporting event, or charging an admission fee, insurance IS NOT available under Councils' Casual Hirer's policy. Please read the following information regarding insurance.

Insurance cover is not guaranteed under Council's policy. Council may need to consult with it's insurer prior to cover being provided. Any additional cost for the insurance incurred by Council must be met by the event organiser.

Do you wish to register under Council's Casual Hirer's Public Liability Insurance for this Event?

Yes No

If you are unsure, would you like a Council Officer to contact you about insurance?

Yes No

IMPORTANT NOTES ABOUT INSURANCE:

1. Completion of this form does not guarantee insurance coverage and Council does not guarantee insurance coverage in the event of any incident or claim.
2. As the event organiser, it is your responsibility to ensure that your event is properly insured. Council accepts no responsibility for your failure to properly insure your event and you should consult with your insurer to confirm whether or not adequate insurance cover is provided for your event.
3. You must provide evidence of adequate insurance coverage in order to conduct your event on Council managed property.
4. The following list of activities are excluded from Council's Community Insurance Policy. Event organisers must determine and arrange their own insurance for these matters as required. This list does not contain all of the conditions or exclusions to the Council's Casual Hirer's Insurance Policy.

EXCLUSIONS

Claims relating to the following activities are excluded from the Council's Casual Hirer's insurance policy:

Child minding and child care services / Sporting activities/Products Liability for children's toys / Festivals/Markets/Music Concerts / Events where an admission fee is charged / Entertainers and performers / Grandstands / Sub Contractors / Security Personnel /Child Molestation / Terrorism / Electronic data / Fireworks / Amusements (includes children's rides, animal rides, jumping castles etc).

The following information must be attached to this application:

- A detailed Map of the proposed road closure area showing all affected roads/streets
- Traffic Management Plan (prepared by a VicRoads accredited supplier) showing detail and location of all signs.*
- Certificate of Currency for Public Liability Insurance covering the event.
- Written evidence (please use the attached form) from those residents or businesses located within the proposed road closure area stating whether or not they agree to the road closure.

* Note that suitably qualified/experienced persons are required to implement the TMP

AGREEMENT

In making this Application, I acknowledge that I have read and understand the information contained in this Application form and that I agree to the following Conditions of Use should my Application be approved:

1. That the road closure will be satisfactorily managed in accordance with the attached Traffic Management Plan *and by appropriately qualified/trained persons.*
2. That the road reserve will be left in a clean and tidy condition at the conclusion of the event.
3. That I/we will be liable for the cost of rectifying any damage that may occur during the course of the event.
4. That I/we take all reasonable action to ensure the safety of all parties associated with the event.
5. That I/we will remove any waste from the site and dispose of waste responsibly.
6. That I/we carry the required insurance and in the event of an insurance claim, I/we will indemnify Council against all claims and costs, except to the extent that Council contributed to the loss or liability.

All required information is to be provided at least 28 days before the event. Failure to provide satisfactory information may result in your application being rejected.

Signed: Date:

My full name and address is:

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Privacy Statement – Personal information collected by Moira Shire is used for municipal purposes as specified in the Local Government Act 1989. This information will be used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. Individuals may apply to Council for access to and/or amendment of the information provided. Requests for access and/or correction should be directed to Council’s Privacy Officer.





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STATEMENT BY RESIDENT/OCCUPANT WITHIN A PROPOSED ROAD CLOSURE AREA.

This is to certify that I, _____ as a resident/occupier of which is located
within _____ the proposed road closure area:

Have No Objection / Have the following Objections (*circle one*) to the proposed road closure.

Signature of Resident/Occupier: _____

Date: _____ Daytime Telephone Number: _____

Signature of Road Closure Applicant: _____

Name of Road Closure Applicant: _____

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