

# FORM

## Temporary Road Closure Application Events, Street Parties, Festivals or Processions



Road Management Act 2004

### Information Sheet

This form is to be completed for any event that requires the temporary closure of the road within the Moira Shire. The application form and fee must be received by Moira Shire Council at least 28 days prior to the event.

The following information must be attached to this application:

- Traffic Management Plan (prepared by a VicRoads accredited supplier) showing affected roads/streets & detail and location of all signs. (The traffic management plan must be carried o
- 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.

The completed form and any relevant attachments are to be submitted to:

By post: PO Box 578, Cobram VIC 3643  
By Email: [info@moira.vic.gov.au](mailto:info@moira.vic.gov.au)

In person: 44 Station Street Cobram or  
100 Belmore Street Yarrowonga Victoria

*Incomplete applications or applications received less than 28 days before the event may not be approved.*

### Application fee

\$95.40

*This fee is equivalent to 6 fee units. As at 1 July 2023 – 1 fee unit = \$15.90. Fee units are reviewed annually on 1 July.*

### Payment methods

#### ↓ IN PERSON

Payment can be made in person Monday to Friday 9am to 4:30pm. 44 Station Street, Cobram or 100 Belmore Street, Yarrowonga.

#### ☎ PHONE

Payment can be made by calling (03) 5871 9222 Monday to Friday 9am to 5pm. Please have your credit card ready and a copy of this form.

#### ✉ MAIL

By cheque or money order, made payable to 'Moira Shire Council' to PO Box 578 Cobram VIC 3643

### Collection notice

*Council is collecting personal information on this form for the purposes of processing your temporary road closure application. The information collected will be used for the purpose of processing your temporary road closure application and/or a directly related purpose. If you do not provide the information required, we may not be able to process your application or contact you if required. Information collected may be disclosed if required or authorised by law. You can find out more about how we use and protect your information by viewing our Privacy Statement on our website [www.moira.vic.gov.au](http://www.moira.vic.gov.au).*

**Moirá Shire Council**  
ABN: 20 538 141 700  
Post: PO Box 578, Cobram, Vic 3643  
DX: 37801, Cobram

**Cobram Administration Centre:**  
44 Station Street, Cobram  
**Yarrowonga Service Centre:**  
100 Belmore Street, Yarrowonga

**Phone:** 03 5871 9222  
**Fax:** 03 5872 1567  
**NRS:** 133 677

**Email:** [info@moira.vic.gov.au](mailto:info@moira.vic.gov.au)  
[moira.vic.gov.au](http://moira.vic.gov.au)



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### Applicant Details

If you do not provide this information Council may not be able to process your application or contact you if required.

Name			
Organisation			
Address			
Contact Number		Email Address	
Is the Applicant an Incorporated Body?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	ABN/ACN: .....

### Road Closure Details *(Please attach list of roads if more than two roads)*

Name of Road / Town			
Between Roads		and	
Date/s		Time/s	..... am/pm to ..... am/pm

Name of Road / Town			
Between Roads		and	
Date/s		Time/s	..... am/pm to ..... am/pm

### Reason for Road Closure

<i>Describe event and provide details (numbers of people to be invited, temporary buildings, activities etc.)</i>

### Traffic Management details

<b>Who will enforce the Traffic Management Plan?</b> <i>Please attach evidence of qualification</i>			
Organisation Name			
Contact Person		Contact Number	

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Number of traffic lanes to be closed?	<input type="checkbox"/> One <input type="checkbox"/> Both
Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities) and cyclists.	

### Activities which may require additional Permits

Are Raffle Tickets for Sale? <i>If Yes, a separate Permit is required. Please request an Application Form from Council</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is consumption of Alcohol involved? <i>If Yes, Council requires a copy of your liquor licence.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will food be prepared and sold? <i>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.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be temporary fencing, gates or grandstands involved? <i>If Yes, Building Consent may be required. Please contact Moira Shire Council's Building Services Department.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be erecting or placing any other structures? Eg Tents, tables & chairs, toilets etc. <i>If Yes, please provide details of all structures.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Consultation

Have you consulted with adjoining property owner(s)/occupier(s) and/or affected members of the community? <i>Please attach evidence of consultation. The attached Statement by Resident/Occupier can be used.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is their access affected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mitigation plan:   	

### Regional Roads Victoria consultation (if applicable)

Have Regional Roads Victoria been consulted on this proposed road closure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Do RRV consent to the proposed road closure	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Evidence of consent attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
RRV Asset affected? (Road name)		

### 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.

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 Insurance Policy.

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

Which applies to you?	<input type="checkbox"/> I have Public Liability Insurance for this event
	<input type="checkbox"/> I would like a Council Officer to contact me to discuss.

If you have your own Public Liability insert details below and attach a Certificate of Currency to this application.

Name of Insurance Company				
Policy No		Expiry Date		Amount of Cover

### Important notes about Insurance:

1. 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 Casual Hirers 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.

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### 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.)

### 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.

I have attached to this application:

- A Traffic Management Plan (prepared by a VicRoads accredited supplier) showing detail and location of all signs and copy of identification of the person managing the road closure and TMP to confirm suitable qualification.
- A Certificate of Currency for Public Liability Insurance covering the event.
- Written evidence (please use the attached form) from those residents/occupiers/businesses located within the proposed road closure area stating whether or not they agree to the road closure.
- If applicable, evidence of RRV consent.

Signature: ..... Date: .....

### Office use only

Date received:	Doc/CM9 Ref:	Receipt No:
TMP received <input type="checkbox"/>	Qualifications sighted <input type="checkbox"/>	RRV Approval <input type="checkbox"/>
Advertising details:		

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### Statement by Resident/Occupant within a Proposed Road Closure Area

#### Road Closure details

Event	
Road closure area	

#### Resident/Occupier details

Name	
Address	

I certify that as a resident/occupier located within the proposed road closure area:

- Have no objection to the proposed road closure.
- Have the following objection/s to the proposed road closure. *(Complete below)*


Signature of resident/occupier: ..... Date: .....

#### Collection notice

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**Moirá Shire Council**  
ABN: 20 538 141 700  
Post: PO Box 578, Cobram, Vic 3643  
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[moiravic.gov.au](http://moiravic.gov.au)