



**CITY OF YARRA
POLICY (INTERIM) FOR
TEMPORARY STREET
CLOSURE**

(2004)

INTERIM POLICY FOR A TEMPORARY STREET CLOSURE

1. Council will consider the temporary closure of street for a:

- (a) Resident Street Party in a minor street;
- (b) School or kindergarten Fete utilising a minor street;
- (c) Non-profit Fundraising utilising a minor street;
- (d) Festival or similar occasion; and
- (e) Highway event including fun runs, walks, bicycle rides, etc.

Definition:

'Minor Street' – Usually a residential street with low traffic volumes (less than 500 vehicles per day), a cul-de-sac/dead end street, generally used by local traffic and streets as determined by the Manager, Environment & Recreation Services.

2. The following general conditions apply.

- The attached application form must be completed indicating the name of the coordinator with whom Council staff can liaise, and be forwarded to the Manager, Environment & Recreation Services.
- Evidence of resident/business support of the temporary street closure must be included with the application.
- **Prior to obtaining signatures in support of the temporary street closure, it would be prudent for the applicant to firstly approach Council to make sure it is practical and safe for the street to be closed and obtain Council's "Approval in Principle".**

Council will inspect the area and the applicant will be advised of Council's decision as soon as practicable.

- A Public Liability Insurance Policy with a cover of at least \$10M must be obtained and evidence of same provided to Council. In addition, the Yarra City Council must be noted as an interested party for its respective rights and interests.

Prior to entering into any proposal for Public Liability Insurance cover, the applicant must firstly seek Council's "Approval in Principle" to temporarily close the roadway.

Council will inspect the area for the proposed temporary street closure and advise the applicant if it is practical and safe to do so for the purpose of conducting the event.

- A "Permit to Occupy Footpath/Roadway" must be obtained from Council. To obtain this permit, you must submit a professionally prepared plan of the area to be closed which indicates what traffic management devices (barricades, signs, etc) will be required to ensure the safety of residents, business operators, footpath/roadway users and those participating in the event.

Council will give you guidance on the above requirements.

- No closure may extend beyond 12 midnight on any day unless permission in writing is obtained from Council prior to the event.
- Compliance with all Council local laws is mandatory.
- The closure will apply only to that section of the nominated street approved by the Manager, Environment & Recreation Services.
- Police, Ambulance and Fire Services are to be notified of the temporary street closure (normally Council will do this).
- The Manager, Environment & Recreation Services will determine whether a press advertisement is required. If required, this will be at the organiser's expense and payable in advance.

- The street closure will be effected using appropriate barricades, warning signs, and warning lights which must be supplied by Council's "Service Provider", unless agreed otherwise.
- The coordinator of the event will be responsible for any loss or damage caused during the event (including barricades and warning signs, etc.), and will be responsible for the clearing of rubbish etc., following the event.
- If the clearing of rubbish from the area following the event is not carried out to the satisfaction of the Manager, Environment & Recreation Services, this will be undertaken by Council's "Service Provider" and the coordinator will be invoiced for this work.
- If a tram or bus route is affected, the approval of the responsible authority is required and the cost of any alternative arrangements will be the responsibility of the coordinator.
- If amplified music is to be present, full details must be provided to Council as part of the application to conduct the event.

Council reserves the right to ask the coordinator to cease the music should such a request come from a member of the Victoria Police or an authorised Council officer.

Other Specific Requirements

1. Resident Street Parties in a minor street

("street party" means an organised social gathering held on a road, but does not include a gathering on parkland, a picnic/BBQ area or a grassed median)

- The application form must be submitted at least 4 weeks prior to the event and be accompanied by;
 - (a) a list of signatures in support of the temporary street closure from at least 80% of the residents/business operators in that part of the street proposed to be closed; and
 - (b) details of residents not able to be contacted and therefore have not had the opportunity to express an opinion about the temporary closure;
- Public Liability Insurance - Council may be able to arrange a policy through an Insurance Broker at a cost to the coordinator.
- Council will cover the cost associated with the supply of barricades, signs, etc. for one resident street party in a 12 month period (Public Liability costs excepted).
- Residents who wish to hold more than one street party in a 12 month period will be required to pay all Council costs associated with a temporary street closure, including pre/post inspections and the supply, installation and removal of barricades and warning signs, etc. Payment to Council will be required in advance of the event.

2. School/Kindergarten Fete or a non-profit Fundraising Event

- The application form must be submitted at least 4 weeks prior to the event and be accompanied by evidence of substantial support of the temporary street closure from business operators/residents in that part of the street proposed to be closed; and
- The coordinator of the event will be responsible for all Council costs associated with the temporary street closure. However, given the spirit of the occasion, these items may be supplied at no cost to the coordinator subject to the discretion of the Manager, Environment & Recreation Services.

3. Festival or similar occasion

- The application form must be submitted 12 weeks in advance of the event and be accompanied by evidence of substantial support of the temporary street closure from business operators/residents in that part of the street proposed to be closed.
- The coordinator of the event will be responsible for all costs associated with the temporary closure. Full payment or a security deposit will be required in advance of the event; and
- If the festival or similar occasion has a strong arts content, and the coordinator wishes to seek Council funding, contact should be made with Council's Coordinator of Arts and Cultural Services who will provide policy guidance and an application form.

4. Highway Events (including fun runs, walk-a-thons, bicycle rides, etc.)

- The application must be received by the Manager, Environment & Recreation Services not less than 12 weeks in advance of the proposed event to facilitate examination of the request and if necessary, the placement of an advertisement in the Age newspaper and/or local papers advising of the closure.
Note: In the case of highway events, such as cycle races and fun runs, the Victoria Police may require the coordinator to obtain a "Highway Permit" for the event. Applications to Victoria Police must be made by the coordinator at least two months in advance of the event and be accompanied by a letter of approval from Council.
- The coordinator of the event will be responsible for all costs associated with the temporary closure.



APPLICATION FOR A TEMPORARY MINOR STREET CLOSURE TO FACILITATE A FUNCTION

Street in which function is to be held _____

Section to be closed _____

Day & Date _____

Time: Commencement _____ am/pm End _____ am/pm

What is the purpose of the function ? _____

How many people are expected to attend? _____ Will there be any music? Yes / No
(If yes, please give details including any form of amplification)

Coordinator's Name: _____

Address _____

_____ Telephone No _____

_____ Mobile No _____

Address for the delivery of barricades, etc. _____

Attached is a list of signatures in support of the temporary closure. Those residents/business operators who were not available have been letterboxed regarding the proposed temporary road closure and given 7 days to indicate their objection to Council should they wish to do so.

SIGNATURE OF APPLICANT

DATE

PRIVACY OF INFORMATION SUPPLIED:

Do you consent to the information you have supplied being disclosed to:

(a) *Victoria Police, Ambulance Service Victoria, Metropolitan Fire & Emergency Services Board and any other organisation that may be affected by the temporary street closure?*

YES NO

(b) *To Council's contractor for the purpose of implementing the temporary street closure?*

YES NO

FOR OFFICE USE ONLY

The following have been advised:

- | | | |
|--|---|--|
| <input type="checkbox"/> Local Police | <input type="checkbox"/> Ambulance | <input type="checkbox"/> Fire Services |
| <input type="checkbox"/> Parking Control | <input type="checkbox"/> Service Provider | <input type="checkbox"/> Community Amenity |

The following documentation is completed:

- A Public Liability Insurance Policy has been obtained to cover the event
- A Traffic Management Plan has been submitted
- A "Permit to Occupy Roadway/Footpath" has been issued – No:

PROPOSED "EVENT DETAILS"

I am in the process of seeking permission from the City of Yarra to temporarily close
..... Street, at between the hours of
..... am/pm and am/pm, on

The purpose of the temporary street closure is to facilitate a

I seek your endorsement of the above proposal.

Signed
EVENT COORDINATOR
DATE

Telephone No

Mobile No

Address	Signature	Approve	Disapprove	Not Available for Comment

* A copy of the attached letter was left at this property advising of the proposed event, giving the occupant 7 days in which to advise Council should they object to the proposal.

DATE

Dear Resident,

RE: PROPOSED "EVENT DETAILS" STREET

I have tried to catch you at home, but unfortunately you were not available when I called.

I wanted to tell you about the proposed "Event Details" that is planned to take place on between am/pm, and am/pm, and invite you to join us in the festivities.

To facilitate the "event details", it will be necessary to temporarily close Street, at

If you have any objection to the proposed event or temporary street closure, please contact the Administration & Customer Services Officer of the Environment & Recreation Services Branch at the City of Yarra, on Telephone: 9205 5555 or in writing to PO Box 168, Richmond, 3121. You will need to do so within 7 days of receiving this advice.

Signed
EVENT COORDINATOR **DATE**

Address

Telephone No

Mobile No

Traffic Management

Why is traffic management important?

“1.5 RESPONSIBILITY FOR SAFETY AT WORK SITES

The organisation carrying out construction or maintenance operations on roads or bridges needs to be cognisant of its responsibility for any injury to road users or damage to property as a result of such operations. There is a further obligation to provide a safe work environment which minimises, as far as practicable, the likelihood of injury by managing traffic within or adjacent to the work area. Steps should be taken to warn the public of prevailing conditions and to guard, delineate, and, where necessary, to illuminate work which may pose a hazard to traffic.”¹

Traffic Management Companies

Able Traffic Management – John McLoughlin (Manager)

Phone: 9799 9902

Bartco

Phone: 1300 30 6106

Hilchris Pty Ltd

Phone: 9776 0153 or 9774 3403

Mobile: 0418 329 611

Monjon Pty Ltd – John Moncreiff

Phone: 9521 9676

E-mail: monjon@compuserve.com

S.T.A Traffic Management

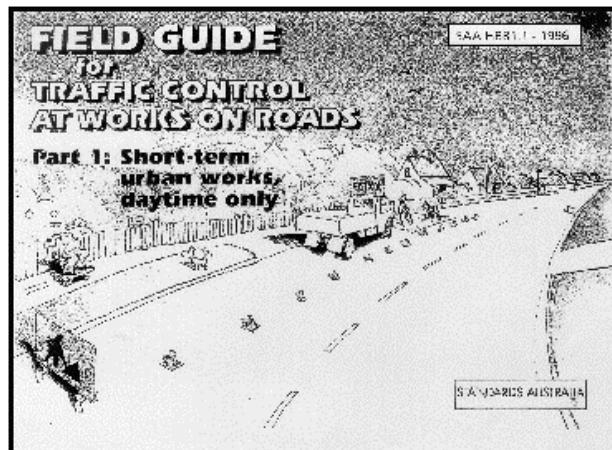
Phone: 9360 9930

Traffic Control Operations - John Williamson (operations supervisor)

Phone: 9331 7555

Mobile: 0414 488 807

E-mail: tcomel@tclaustralia.com.au



Trafficking – Traffic Control Services

Phone: 9399 8477

Mobile: 0438 350 100

See also **Traffic Control Equipment** - L-Z page 3001 Yellow Pages.com.au

¹ AS 17.42-1996 Manual of uniform traffic control devices Part3: Traffic control devices for works on roads pg6
C:\Documents and Settings\zaperj\Local Settings\Temporary Internet Files\OLK61\Temp Street Closure11.doc

