



PROCEDURE

Temporary Road Closure

DEPARTMENT	Engineering & Commercial Infrastructure
PROGRAM	Transport & Drainage Infrastructure Planning
APPROVED BY MANAGER	6 January 2021

1.0 Scope

The procedure applies to applications for temporary closure of Mackay Regional Council (MRC) regulated road reserves.

The procedure does not apply to permanent road closure or temporary road closures implemented as part of local area traffic management schemes, closures as part of maintenance, works or events organised and controlled by MRC or closures implemented in emergency situations

2.0 Purpose

To provide a consistent approach to managing applications for temporary closure of sections of MRC owned road reserve that will ensure prevention of damage to MRC's asset and the safety of road users and the public.

3.0 Reference

- *Transport Operations (Road Use Management) Act*
- *Transport Operations (Road Use Management – Road Rules) Regulations*
- *Local Government Act 2009*
- Local Law No. 1 (Administration) – Local Government Controlled Areas, Facilities and Roads
- Subordinate Local Law 1.0 – Alteration or Improvement to Local Government Controlled Areas and Roads
- Subordinate Local Law 1.16 - Carrying out works on a Road or Interfering with a Road or its Operation
- Temporary Road Closures Procedures

4.0 Definitions

To assist in interpretation the following definitions shall apply:

Council shall mean the Mayor and Councillors of Mackay Regional Council.

Event shall mean the closing of a road for any event that does not involve the opening of the road for the installation of infrastructure within the road reserve or for access to construction sites. Event is further defined as an activity that attracts and encourages the participation or attendance of the public, and is recreationally or commercially motivated, including street markets, parades, sporting activities.

Human Rights Complaint shall mean a complaint about an alleged contravention of Section 58-1 by a public entity in relation to an act or decision of the public entity.

MRC shall mean Mackay Regional Council.

Works shall mean any work that involves the opening of the road or installation of any infrastructure within the road reserve (including the footpath and parking bays). This includes the closing of a road for the operation of cranes and access to construction sites.

5.0 Background

From time to time MRC receives applications from individuals and corporations to temporarily close sections of MRC controlled road reserve to undertake activities, including:

- installation of infrastructure, including footpaths and parking bays;
- installation of driveway inverts;
- access to construction sites;
- holding of an event such as street markets, parades, fetes.

In such instances, temporary road closure is required to prevent damage to MRC's assets and to ensure safety of road users and other persons.

MRC will issue a "*Letter of No Objection*" to allow the temporary road closures, subject to the applicant meeting the required criteria as listed below. Responsibility lies with the Applicant to further obtain necessary Police permits for the temporary road closure.

6.0 Procedure Statement

6.1 Applications for Temporary Road Closures (Construction)

An application to temporarily close the road reserve must be received by MRC at least fourteen (14) days before the proposed closure.

All applications must be made on the required form (Application for Temporary Road Closure) and include:

- Current Certificate of currency for Public Liability Insurance, nominating Mackay Regional Council as an interested party for a minimum value of Twenty Million Dollars (\$20,000,000.00);
- Details of the accredited Traffic Management Designer and or Company registered under the Traffic Management Registration Scheme responsible for erecting and dismantling required signage and barricades;
- A letter signed by all affected residents or business operators within the area of the proposed road closure (for works and events that are likely to cause an unreasonable level of inconvenience);
- Traffic Management Plan developed by a Traffic Management Designer in accordance with Australian Standard AS 1742.3 – Manual of Uniform Traffic Control Devices, Queensland Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices & Austroads and Queensland Guide to Temporary Traffic Management.;
- Procedure to enable Emergency Services to gain access to and through the area of temporary road closure.

6.2 Applications for Temporary Road Closures (Events)

An application to temporarily close the road reserve must be received by MRC at least three (3) months before the event (major road closures may require six (6) months' notice) to obtain a road closure permit, fourteen (14) days before the proposed closure.

All applications must be made on the required form (Application for Temporary Road Closure) and include:

- Current Certificate of currency for Public Liability Insurance, nominating MRC as an interested party for a minimum value of Twenty Million Dollars (\$20,000,000.00);
- Details of the Traffic Management Designer and or Company registered under the Traffic Management Registration Scheme responsible for erecting and dismantling required signage and barricades;
- A letter signed by all affected residents or business operators within the area of the proposed road closure (for works and events that are likely to cause an unreasonable level of inconvenience);
- Traffic Management Plan developed by a Traffic Management Designer in accordance with Australian Standard AS 1742.3 – Manual of Uniform Traffic Control Devices, Queensland Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices & Austroads and Queensland Guide to Temporary Traffic Management.;
- Parking Management Plan (for events expected to attract visitors or participants of more than 500 persons at any one time);
- Procedure to enable Emergency Services to gain access to and through the area of temporary road closure.

6.3 Approval to Temporarily Close a Road

A "Letter of No Objection" will be issued to the applicant subject to:

- Citing of a Traffic Management Plan developed and certified by a person certified as a Traffic Management Designer and meeting Council requirements in regard to impact on network operations;
- Provision of a Certificate of currency for Public Liability Insurance;
- Completion of signed Deed of Indemnity

If part or all of a road is to be closed to facilitate works, a permit from Queensland Police Service is required. MRC's "Letter of No Objection" is required prior to obtaining the Permit.

6.4 Complaints

Any complaints in relation to this service will be assessed and managed in accordance with MRC's Administrative Action Complaints Policy, a copy of which can be found on MRC's website.

Complaints may be made as follows:

In writing to:

Chief Executive Officer
Mackay Regional Council
PO Box 41
MACKAY QLD 4740

Via Email – complaints@mackay.qld.gov.au

In person to 73 Gordon Street, Mackay.

6.5 Human Rights Complaints

When an individual feels that they are the subject of MRC's failure to act compatibly with human rights, they can make a complaint directly to MRC. These complaints will be assessed against the Human Rights Act 2019.

7.0 **Review**

This procedure will be reviewed when any of the following occur:

1. The related documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this procedure is to be reviewed at intervals of no more than two (2) years.

Attachment

- Temporary Road Closures Application Form and Information to Applicants.

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
0	Change from Policy to Procedure	Update of various sections	MTDIP	13/1/2020
1	Procedure review	Minor change	MTDIP	24/6/2020
2	Update references to and process	Minor change	MTDIP	6/1/2021

A decorative graphic at the top of the page features green grass-like shapes, a yellow shape, and a blue shape, with a map of the Mackay region overlaid in the background.

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1. CONDITIONS OF APPROVAL

The Applicant understands and agrees to comply with the following conditions and specification as part of the approval to work in the road reserve.

Submit Application for Permit and Traffic Guidance Scheme no less than fourteen (14) days prior to work commencing for Construction Works & at a minimum of 3 months before an event (major events may require 6 months' notice) to obtain approval. Site conditions may alter during the period of works whereby a reassessment of traffic control and other factors may need to be made. Such factors may be influenced by weather conditions, traffic density, presence of children etc.

2. DEFINITIONS

Long Term – applies when traffic guidance is required to operate for both day and night for a period greater than one shift and may be left unattended.

Short Term – applies when work is started and completed in one shift and the road is returned to normal conditions at the end of the shift.

Supply an image, preferably digital, of the site prior to the commencement of works. Provide a video image when the proposed works cover a large area.

Comply with the requirements of this Specification and all other relevant standards relevant to the proposed work, and take all reasonable steps to ascertain the requirements of these Specifications.

Keep the road open to bi-directional traffic at all times unless the Manager Transport & Drainage Infrastructure Planning has given approval in writing for the road to be fully or partially closed.

Observe all necessary safety precautions and requirements relating to signs, barriers and warning devices for works in progress in accordance with the approved Traffic Guidance Scheme designed in accordance with Australian Standard AS 1742.3 – *Manual of Uniform Traffic Control Devices*, Queensland Department of Transport and Main Roads' *Manual of Uniform Traffic Control Devices & Austroads and Queensland Guide to Temporary Traffic Management*. Furthermore, and in accordance with the *Traffic Management for Construction or maintenance Work Code of Practice 2008*, provide safety lights, barricades and signs in accordance with any special requirements imposed by Council that may be in addition to the preceding conditions. For example, working times are noted in this Specification.

Traffic Management Plan and management of traffic control devices to be under the control of a person registered under the Traffic Management Registration Scheme and with the appropriate Traffic Management Design certification.

Accept complete responsibility for determining the location of all services and equipment of other Authorities in the vicinity of the described area and take steps to protect any such equipment and services that are located in the area. Report immediately any damage caused to both service authority and Council and take responsibility for costs of repairs.

Pay all costs associated with repairs and reinstatement works due to the implementation of the requirements of this permit.

DECLARATION:

Signed:

Date:

Printed Name:

Position:

Company:



APPLICATION FOR TEMPORARY ROAD CLOSURE Construction Works

Applicant Details (Permit is forwarded to the Traffic Control Company)	Name				
	Contact Name				
	Address				
	Phone No.	Mobile No	Postcode Fax No		
	Signature		Date		
Traffic Controller	Name				
	Supervisor				
	Phone No.	Fax No	Mobile No.		
Approval Details of Associated works (Please attach copy)	Development Application Number		Operational Works Approval Number		
	After Hours Permit Details <input type="checkbox"/> Yes (copy attached) <input type="checkbox"/> No		Other		
Closure Details Please note that <i>if the closure is for any more than 2 weeks</i> you may need to complete a Work Zone Application Form which can be obtained from Customer Service or contact Regulatory Services	Street		Suburb		
	First Cross Road		Second Cross Road		
	Start Date of Closure		Finish Date of Closure		
	Start Time		Finish Time		
	Extent of closure – Please tick appropriate boxes				
	<input type="checkbox"/> Footpath	<input type="checkbox"/> Parking Lane	<input type="checkbox"/> Half Road	<input type="checkbox"/> Full Road	<input type="checkbox"/> Carpark
	Reason for Closure				
	<input type="checkbox"/> Hoisting	<input type="checkbox"/> Excavation	<input type="checkbox"/> Gantry	<input type="checkbox"/> Hoarding	<input type="checkbox"/> Maintenance
	<input type="checkbox"/> Other - Please specify:				
Fee Schedule Please note that a bond may be a condition of the approval.	<input type="checkbox"/> Road Closure				
	<input type="checkbox"/> Extension to Road Closure Permit				
	<input type="checkbox"/> Footpath Closure/Verge				
	Total Fees to be Paid		\$		
Office Use Only	Date				
	Receipt Number				
	Account Number				
	Receiving Officer				

Description of Works	Description of exact location of works (Sketch of Road closure and TMP (or attach Traffic Management Plan to this sheet – required for major works)
	Sketch of Proposed Road Closure (All public utilities, parking / loading zones, bus stops, boundaries, footpaths and the like must be shown) including certification by person holding appropriate Traffic Management Design accreditation
Information for Applicants	
Purpose of Road Closure Permit	To assist in the implementation of Local Law 1.01 and 1.16 by ensuring that the operation of a prescribed activity, being interference with a local government road, does not result in personal injury or property damage or detrimentally affect the amenity of the area in which it is operated.
A Road Closure Permit	A permit is required when a section of the road reserve (including footpath area) is being interfered with for any building or construction related works. This includes occupation of the road reserve for any structure such as a gantry, hoarding or skip bin.
A Road Closure Work Zone Application	This is required when a section of the road reserve is being interfered with for any building or construction related works for a duration longer than two weeks. Work Zones may incorporate sign and road configuration changes and required detailed site-specific impact considerations. Contact Regulatory Services.
State Government Roads (Major Roads)	All proposed road closures on Department of Transport & Main Roads regulated roads must be lodged directly with the Department of Transport & Main Roads.
Police Permit	A Police Permit is to be obtained from the Queensland Police Service. Council's Road Closure Permit and sketch are to be provided to the Police
Traffic Controllers	Sufficient Police / Traffic Control supervision shall be provided, at a cost to the applicant, to the satisfaction of the Superintendent of Police.
Considerations for Permits	
<p>Prior to the issue of a permit the following will be considered. Whether the operation of the prescribed activity will:</p> <ol style="list-style-type: none"> 1. Unduly obstruct pedestrian or vehicular traffic. 2. Prejudice the safety of pedestrian or vehicular traffic. 3. Prejudice the maintenance of a road. 4. Affect the amenity or heritage significance of an area. <p>The holder of the permit must ensure the safety of pedestrians and traffic by providing and maintaining appropriate signage and barrier protection in accordance with the <i>Manual of Uniform Traffic Control Devices</i> for Works on roads and the Workplace Health and Safety Act 1995, for the duration of the works.</p>	
Additional Information Required	
<ol style="list-style-type: none"> 1. Signed Indemnity 2. Certificate of Currency for Public Liability Insurance of \$20 Million 3. Letter to affected businesses / residents and replies 4. Layout Plan of Work Site / Event 	

Please read carefully and sign:

By signing this form you guarantee to Mackay Regional Council that you are a suitably "Competent Person" as described in MUTCD, Part 3, Clause 1.4.3, and that all barricading and signage associated with the closure will be installed in accordance with Queensland Transport's *Manual of Uniform Traffic Control Devices*.

SIGNATURE OF TRAFFIC MANAGEMENT DESIGNER

DATE

PRIVACY DISCLAIMER:

Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to any other third party with your written authorisation or as we are required to by law.



APPLICATION FOR TEMPORARY ROAD CLOSURE

Special Event

Applicant Details (Permit is forwarded to the Traffic Control Company)	Name				
	Contact Name				
	Address				
	Phone No.		Mobile No		Postcode
					Fax No
	Signature			Date	
Traffic Controller	Name				
	Supervisor				
	Phone No.		Fax No		Mobile No.
Approval Details of Associated works (Please attach copy)	Development Application Number		Operational Works Approval Number		
	After Hours Permit Details		Other		
	<input type="checkbox"/> Yes (copy attached) <input type="checkbox"/> No				
Closure Details Please note that <i>if the closure is for any more than 2 weeks</i> you may need to complete a Work Zone Application Form which can be obtained from Customer Service or contact Regulatory Services	Street		Suburb		
	First Cross Road		Second Cross Road		
	Start Date of Closure		Finish Date of Closure		
	Start Time		Finish Time		
	Extent of closure – Please tick appropriate boxes				
	<input type="checkbox"/> Footpath	<input type="checkbox"/> Parking Lane	<input type="checkbox"/> Half Road	<input type="checkbox"/> Full Road	<input type="checkbox"/> Carpark
	Reason for Closure				
	<input type="checkbox"/> Hoisting	<input type="checkbox"/> Excavation	<input type="checkbox"/> Gantry	<input type="checkbox"/> Hoarding	<input type="checkbox"/> Maintenance
	<input type="checkbox"/> Other - Please specify:				
Fee Schedule Please note that a bond may be a condition of the approval.	<input type="checkbox"/> Road Closure				
	<input type="checkbox"/> Extension to Road Closure Permit				
	<input type="checkbox"/> Footpath Closure/Verge				
	Total Fees to be Paid				\$
Office Use Only	Date				
	Receipt Number				
	Account Number				
	Receiving Officer				

Description of Works	Description of exact location of works (Sketch of Road closure and TMP (or attach Traffic Management Plan to this sheet – required for major works)
	Sketch of Proposed Road Closure (All public utilities, parking / loading zones, bus stops, boundaries, footpaths and the like must be shown) including certification by person holding appropriate Traffic Management Design accreditation
Information for Applicants	
Purpose of Road Closure Permit	To assist in the implementation of Local Law 1.0 and 1.16 by ensuring that the operation of a prescribed activity, being interference with a local government road, does not result in personal injury or property damage or detrimentally affect the amenity of the area in which it is operated.
A Road Closure Permit	A permit is required when a section of the road reserve (including footpath area) is being interfered with for any building or construction related works. This includes occupation of the road reserve for any structure such as a gantry, hoarding or skip bin.
A Road Closure Work Zone Application	This is required when a section of the road reserve is being interfered with for any building or construction related works for a duration longer than two weeks. Work Zones may incorporate sign and road configuration changes and required detailed site-specific impact considerations. Contact Regulatory Services.
State Government Roads (Major Roads)	All proposed road closures on Department of Main Roads owned roads must be lodged directly with the Department of Main Roads.
Police Permit	A Police Permit is to be obtained from the Queensland Police Service. Council's Road Closure Permit and sketch are to be provided to the Police
Traffic Controllers	Sufficient Police / Traffic Control supervision shall be provided, at a cost to the applicant, to the satisfaction of the Superintendent of Police.
Considerations for Permits	
<p>Prior to the issue of a permit the following will be considered. Whether the operation of the prescribed activity will:</p> <ol style="list-style-type: none"> 5. Unduly obstruct pedestrian or vehicular traffic. 6. Prejudice the safety of pedestrian or vehicular traffic. 7. Prejudice the maintenance of a road. 8. Affect the amenity or heritage significance of an area. <p>The holder of the permit must ensure the safety of pedestrians and traffic by providing and maintaining appropriate signage and barrier protection in accordance with the <i>Manual of Uniform Traffic Control Devices</i> for Works on roads and the workplace Health and Safety Act 1995, for the duration of the works.</p>	
Additional Information Required	
<ol style="list-style-type: none"> 5. Signed Indemnity 6. Certificate of Currency for Public Liability Insurance of \$20Million 7. Letter to affected businesses / residents and replies 8. Layout Plan of Work Site / Event 	

Please read carefully and sign:

By signing this form you guarantee to Mackay Regional Council that you are a suitably "Competent Person" as described in MUTCD, Part 3, Clause 1.4.3, and that all barricading and signage associated with the closure will be installed in accordance with Queensland Transport's *Manual or Uniform Traffic Control Devices*.

SIGNATURE OF TRAFFIC MANAGEMENT DESIGNER

DATE

Important Information

1.0 GENERAL

Temporary road closures are required to prevent damage to road facilities or to ensure safety of road users and other persons such as during work activities or during street events.

This guideline sets out requirements for information to be provided as part of any application for a temporary road closure.

2.0 APPLICATION FOR TEMPORARY ROAD CLOSURES

The following information must be supplied to Council's Traffic & Investigation Section at least fourteen (14) days before the proposed Temporary Road Closure for Construction Work and at a minimum of 3 months before the event (major events may require 6 months' notice) to obtain approvals.

Please note: Priority will not be given to applications received within fourteen (14) days of the proposed Temporary Road Closure. Council will not be responsible for any delay in processing applications. Correspondence will be through Australia Post unless requested otherwise on application.

2.1 Information to be supplied by applicant

- Full Name or Business Name of applicant and mailing address.
- Contact person to have the authority to make decisions and implement changes on behalf of applicant and 24hr contact details.
- Location, date and times of the Temporary Road Closure.
- The nature and scope of works or event to be carried out. Including a layout plan of the work/event site.
- Written Traffic Management Plan certified by an accredited person with the appropriate Traffic Management Design accreditation under the Traffic Management Regulation Scheme
- Traffic Guidance Scheme Diagram.
- Identification of detours for full road closures. Detour Plan required.
- Current Certificate of Currency for Public Liability Insurance, nominating Mackay Regional Council as an interested party, for a minimum value of \$20Million.
- Signed Indemnity.
- Details of the suitably "Competent Person" as described in Australian Standard AS 1742.3 – Manual of Uniform Traffic Control Devices, Queensland Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices & Austroads and Queensland Guide to Temporary Traffic Management. responsible for the erection and dismantling of any signage and barricades that may be required.
- A letter signed by all affected residents or business operators within the Road Closure.
- Signature of applicant.

2.2 Event organisers must provide the following with the application

- An event traffic management plan (ETMP) is a document that sets out the inputs, planning and design of traffic management arrangements required to facilitate an event with consideration of all relevant traffic impacts.
- While an ETMP may serve many purposes, it should primarily be used to ensure that an event can be safely implemented with appropriate consideration and management of risks.
- The primary principle in developing traffic management plans (TMPs) and traffic guidance schemes (TGSs) is ensuring the safety of event participants, spectators, event personnel and road users.
- Any activity (including off-road activities) that has the potential to impact the operation of the road network or traffic flow will require a traffic management plan and/or parking management plan. This includes activities that will affect the flow of traffic beyond the capacity of the existing road infrastructure (e.g. increased demand

on road, road closures, changes to road access/conditions and/or increased demand on the number of available car parking spaces) within a 400m radius of the event site.

- At a minimum, all event organisers are required to submit a risk assessment to Council to identify any hazards and implement controls for people arriving and leaving the event.
- An estimate of the number of vehicles and visitors to the event and number of available parking opportunities around the event needs to be assessed and provided
- For established event venues the following table has been developed to indicate the level of traffic management required:

Venue	Low risk requirements:	Medium risk requirements:	High risk requirements:	Extreme risk requirements:
	<p>This level of event can be catered for within the capacity of existing road infrastructure.</p> <p>No specific traffic management is required.</p> <p>However, a hazard identification, risk assessment and implement controls are required to be submitted to council.</p> <p>Event traffic management plan not required with application.</p>	<p>An <u>event traffic management plan</u> will be required with application.</p> <p>This event may require <u>road closures/traffic control</u> adjacent event precinct.</p>	<p>An <u>event traffic management plan</u> will be required with application.</p> <p>This event will require <u>road closures and traffic control</u> adjacent event precinct.</p> <p>This event will have a moderate impact to the <u>Transport Network</u> and will likely require mass transport options. Mass transport cannot be fare based and must be provided free of charge. Possible use of courtesy buses etc transporting attendee's from approved satellite parking venues.</p> <p>Where attendance is greater than 5000 people, the event must be referred to <u>Queensland Department of Main Roads (DTMR) per Transport Operations (Passenger Transport) Act 1994, 67C Declaration of special event.</u></p>	<p>An <u>event traffic management plan</u> will be required with application.</p> <p>Stakeholder meetings must be held prior to event.</p> <p>Event must be referred to <u>Queensland Department of Main Roads (DTMR) (DTMR)</u> and DTMR must be included as major stakeholder and invited to stakeholder meetings.</p> <p>This level of event will have significant impact to Transport Network, requiring <u>mass transport options</u> to be provided as advised by DTMR.</p> <p>This event will require <u>road closures and traffic control</u> adjacent event precinct.</p> <p>Where attendance is greater than 5000 people, the event must be referred to <u>Queensland Department of Main Roads (DTMR) per Transport Operations (Passenger Transport) Act 1994, 67C Declaration of special event.</u></p>
Attendee Numbers				
BB Print Stadium	2600	2600 - 3200	3200 - 3800	>3800
Mackay Aquatic Recreation Complex	1700	1700 - 2100	2100 - 2500	>2500
Sugar Bowl Skate Park	1200	1200 - 1500	1500 - 1800	>1800
The MECC	2800	2800 - 3450	3450 - 4100	>4100

Bluewater Quay	2500	2500 - 3050	3050 - 3600	>3600
Meadowlands Amphitheatre (Mackay Regional Botanic Gardens)	600	600 - 750	750 - 900	>900
Queens Park	4300	4300 - 5250	5250 - 6200	>6200
Greenmount Homestead Parklands	2000	2000 - 2450	2450 - 2900	>2900
John Breen Park	1900	1900 - 2350	2350 - 2800	>2800
Old Mulherin Park	1400	1400 - 1750	1750 - 2100	>2100
New Mulherin Park	1100	1100 - 1400	1400 - 1700	>1700
Sarina Field of Dreams Parkland	2000	2000 - 2450	2450 - 2900	>2900
Harrup Park	1400	1400 - 1750	1750 - 2100	>2100

- If your venue is not listed, please contact Council's Transport and Investigation section on 1300 MACKAY (622 529) and Council will investigate and advise the extent of traffic management planning required for your event based on your attendance numbers and venue.
- At a minimum, all event organisers are required to submit a risk assessment to council to identify any hazards and implement controls for people arriving and leaving the event.
- *Please note - It is important to recognise that each event has unique characteristics and offerings and, therefore, the traffic management requirements may differ for each event. If you are unsure whether you require an event traffic management plan, please contact council's Transport and Investigation section on 1300 MACKAY (622 529).
- Once the level of event traffic management requirements have been determined for your event, then you will need to complete and submit the following items to council at a minimum of 3 months before the event (major events may require 6 months' notice) to obtain approval:
- Submit a Temporary Entertainment Event Permit (if you haven't already) to notify Council of your intent to run an event in the region;
- Submit a current Certificate of currency for Public Liability Insurance, nominating Mackay Regional Council as an interested party for a minimum value of \$20 Million;
- Signed Indemnity (as part of your Application for Temporary Road Closure permit);
- Relevant fee payable. Traffic Management Plan assessments Fees and charges are available here
- Prepare and submit a risk management plan to identify any hazards and implement controls for people arriving and leaving the event;
- Provide details of the accredited Traffic Controller registered under the Traffic Management Registration Scheme responsible for erecting and dismantling required signage and barricades;
- Engage a certified traffic management designer to prepare and submit an event traffic management plan and an Application for Temporary Road Closure to council on your behalf. You can find a list of qualified traffic management designers on the TMR website;
- A letter signed by all affected residents or business operators within the area of the proposed road closure (for works and events that are likely to cause an unreasonable level of inconvenience);

- Prepare a Parking Management Plan (for events expected to attract visitors or participants of more than 500 persons at any one time);
- Prepare a procedure to enable Emergency Services to gain access to and through the area of temporary road closure;
- Engage with all relevant agencies such as Queensland Department of Main Roads, Queensland Police (QPS), Translink and Mackay Taxi to gain relevant approvals, such as:
- Approval from the Queensland Department of Main Roads will be required for events on or impacting a state-controlled roads and Queensland Police (QPS) must also approve road closures or traffic management activities before closures can commence. Council's "Letter of No Objection" is required prior to obtaining the Police Permit.
- If the closure affects bus routes and taxi ranks or the event has an expected attendance of greater than 5,000 person, then Translink and Mackay Taxi will need to be notified and/or consulted with regard to provision of public transport services to and from the event. Advice can be lodged via smartforms at the following link address: <https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Temporary-Closures-process>
- Where attendance is greater than 5,000 people, the event must be referred to Queensland Department of Main Roads DTMR per Transport Operations (Passenger Transport) Act 1994, 67C Declaration of special event.
- Hold a stakeholder meeting with all relevant parties to discuss requirements and logistics (This could include: The event organiser, Traffic Management Company, Council's Health and Regulatory Services, Council's Transport and Investigation section, Queensland Department of Main Roads (DTMR), Queensland Police (QPS), Translink, Liquor Licensing and the security company that the event organiser has engaged).
- Once all the closure approvals are obtained you are required to submit a copy of the road closure permit, traffic management plan and supporting information to council's Health and Regulatory section as part of your event's Temporary Entertainment Event Permit (council@mackay.qld.gov.au).

2.3 Information to be supplied by the Traffic Control Company and or Traffic Management Designer

- Full name of applicant or business name of Traffic Control Company and or Traffic Management Designer and mailing address to be supplied. Contact person must be in a position to make decisions on behalf of the Traffic Controller and be contactable 24 hours of the day.
- Detail of Closure – The Traffic Controller is to identify the road hierarchy of the road that is to be temporarily closed, and make comment on any implications that may occur with the restriction or closure of traffic movements.
- Within 300 metres of a School – The Traffic Management Designer is to identify schools within 300 metres of the proposed closures and provide comment such as whether the closure will interfere with school drop-off and pick-up.
- Access to On-Street Parking – The Traffic Management Designer is to identify any loss of formalised on-street parking during the closures and make comment on the implications of any lost parking and procedures to minimise the inconvenience to business operators and residents that this may affect. The loss of parking in the Central Business District will require a Work Zone Permit to be obtained. See Appendix A.
- Bus Route – The Traffic Management Designer is required to identify all bus routes and infrastructure that may be interrupted during the closure and consult with, and obtain permission from the bus company and Translink a minimum of twenty one (21) days in advance of using the route for the closure of, or interruption of any bus service. Advice can be lodged via smartforms at the following link address: <https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Temporary-Closures-process>
- Sketch or Attach Traffic Management Diagram – A detailed diagram is to be supplied with dimensions of sign layout, type of Signs used and must be referenced to the appropriate typical diagram from the Queensland Department of Transport and Main Roads *Manual of Uniform Traffic Control Devices, Part 3, Works on Roads*.
- Signature of Traffic Management Designer – This is a signature of guarantee and can only be signed by a suitably "Competent Person" as described in Australian Standard AS 1742.3 – Manual of Uniform Traffic Control Devices, Queensland Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices & Austroads and Queensland Guide to Temporary Traffic Management. The Traffic Controller is

advised to note the statement carefully before signing and be aware that they are responsible for the barricading and signage associated with the temporary closure.

- Engage with all relevant agencies such as Queensland Department of Main Roads, Queensland Police (QPS), Translink and Mackay Taxi to gain relevant approvals, such as:
- Approval from the Queensland Department of Main Roads will be required for events on or impacting a state-controlled roads,
- Queensland Police (QPS) must also approve road closures or traffic management activities before closures can commence. Council's "Letter of No Objection" is required prior to obtaining the Police Permit.
- If the closure affects bus routes and taxi ranks or the event has an expected attendance of greater than 5,000 person, then
- Translink and Mackay Taxi will need to be notified and/or consulted with regard to provision of public transport services to and from the event.
- Hold a stakeholder meeting with all relevant parties to discuss requirements and logistics (This could include: The event organiser, Traffic Management Company, Council's Health and Regulatory Services, Council's Transport and Investigation section, Queensland Department of Main Roads (DTMR), Queensland Police (QPS), Translink, Liquor Licensing and the security company that the event organiser has engaged).

3.0 EMERGENCY ROAD CLOSURES

- All Emergency Road Closures are to be brought to Council's attention as soon as is practical to do so.
- Only the Emergency Services, Mackay Regional Council, Ergon Energy or accredited Traffic Control Company appointed by either the Emergency Services, Mackay Regional Council or Ergon Energy may perform the Road Closure.
- Transport operators must follow all the appropriate procedures according to the Transport Operations (Road Use Management – Road Rules) Regulation.
- Transport operators are to immediately notify the Emergency Services in the event of an emergency such as the loss of load, crash or breakdown that is an immediate and serious hazard for road users.
- Transport operators must follow the instructions given by the Emergency Services.

4.0 TRAFFIC CONTROL PROCEDURES AT PERMANENT TRAFFIC SIGNALS AND RAIL CROSSINGS

4.1 At Permanent Traffic Signals

- TMP to be developed for proposed works with alternative options considered as part of the options analysis which determines no other suitable Traffic Management is available other than signal closure
- Signal closure is to be considered last resort Traffic Management preference
- Any plan at permanent traffic signals that requires the below is defined as 'Complex Traffic Arrangements' requiring special consideration to avoid damage to traffic signal infrastructure and to ensure safe and efficient flow of traffic
 - Alteration to the function of the traffic signals or signal display (e.g. flashing yellow, masking displays, modifying movements or phasing); or
 - Closure of a traffic lane (including tapers or road closures):
 - within a signalised intersection, or
 - within 30 m of the stop line on the approach, or
 - within 30 m of the adjacent stop line on the departure, or
 - Closure of any part of a signalised dedicated turning lane
- TMPs requiring this shall be reviewed and endorsed by the relevant road authorities Traffic Manager. Plans that meet this requirement shall follow one of the below procedures depending on the agency responsible for the care, control and management of the road and the road location:
- **State Controlled Roads**
 - Plans at permanent traffic signals on State Controlled roads will be reviewed by Main Roads and shall be sent to mackay.office@tmr.qld.gov.au prior to the activities commencing. .
 - Approval shall be sought from Main Roads 30 business days prior to the works commencing.

- **Local Government Roads**
 - For plans at permanent signals on Local Government roads approval shall be sought from council@mackay.qld.gov.au at least 28 business days prior to the works commencing.
- **Multiple Road Authorities**
 - TMP/TGS's that affect multiple road authorities, i.e. Works on Local Government roads affecting traffic signals on State Controlled road intersections, requires approval to be sought and received from both road authorities before any works can commence.
- **General Requirements**
 - Traffic Controllers shall never direct traffic contrary to that indicated by traffic signals. If traffic is required to move contrary to a traffic signal display, then the Traffic Management Plan shall specify that the signals be switched to flashing yellow and that the intersection shall be controlled manually by the Queensland Police Service (QPS) and/or Traffic Controllers only if QPS are unavailable.
 - Consideration should be made for alternative traffic management arrangements including but not limited to:
 - Turning the signals off or to flashing amber is one of the modifications that we can make to signal operations to allow for roadworks to be performed.
 - Installation of radar – Allows vehicles to be triggered when traffic is not going to trigger to loops or the loops are damaged. (short or long term option)
 - Manual operation of detectors – Allows vehicle detectors to be triggered manually when loops will not be activated (Short term option only)
 - Alteration to signal personality or timing – For long term works where signal operation needs to be modified (long term option)
 - Blanking of signal faces – To remove signal movement when movement is not available (short or long term option) not always available.
 - All alternative options for signal control should be discussed with the relevant Road Authority in advance of the TMP being generated
 - Modifications are required to be made to the TMP and approved by MRC including LONO issues and obtaining a QPS Permit before the project we can proceed. These modifications to the TMP need to state the signals are planned to be turned off as part of the TMP and the effective time of closure.
 - Due consideration needs to be made to impact on traffic operations and volume of traffic flow during this period to ensure negative impacts on the network do not occur eg. nightworks. If such traffic control will result in traffic congestion that is considered unacceptable by both the Road Authority and the QPS and it is not possible to safely detour traffic or conduct the works at another time when the congestion can be avoided, a Traffic Police pointsman shall be arranged from the relevant Police District as follows.
 - Police are to be on site, if available, in accordance with standard industry practice. This should also be reflected on the TMP. This requires an application for special services available online a minimum of 3 weeks in advance of the proposed timing of the works proposed. <https://www.police.qld.gov.au/gps-corporate-documents/published-forms> and needs to be made.
 - Signals can only be turned off by MRC electrical staff. Contact is to be made with Council's Team Leader Electrician by email to PEVElectricians@mackayd.qld.gov.au a minimum 14 days in advance of when the closure is required providing evidence of the approved TMP requiring closure to arrange for necessary staff to be present.
 - Before turning off and turning on Council requires its Electrical team member to call the STMC (1800131940) and quote the intersection number and how long they will be off for,
 - Note the time and date of works in works diary for signal turn off and on timing.
 - Signal operation (including all lantern, pushbutton and detector operations) must be verified by MRC staff after signals are turned back on
 - All costs associated with turning the signals on and off are to be at the cost of the internal project or external contractor in control of the works

- At the stage works are discussed with Council's Team Leader Electrician contact to be made with Finance to establish a debtor recovery project number against the external contractor for cost incurred during the works. Internal projects are to be charged against the appropriate task number for the project
- It is the PM's /contractors responsibility to notify emergency services and public transport representatives (Translink, Taxi) of the potential delays and impacts to free flow travel. Evidence of the contact is to be provided to MRC.
- Emergency vehicles with lights and/or sirens activated to be given priority at all times through the works site
- Following work completion request for Debtor Invoice to be generated for cost recovery for the project.
- All Emergency Road Closures are to be brought to Council's attention as soon as is practical to do so.

4.2 Railway Crossings (Including Crossings without Flashing Signals)

No work within 10m of a railway level crossing shall be undertaken without prior approval from the relevant Rail Infrastructure Manager, except in an emergency in which case notification shall be provided to the Rail Infrastructure Manager as early as practically possible.

Where the proposed works are within the distances from a railway level crossing given in the following table and are likely to result in realignment of a road section or intersection impacting on the railway level crossing or significantly affect the existing traffic flow through a railway level crossing, the relevant Rail Infrastructure Manager shall be notified at least two (2) weeks prior to the works by the party arranging the works. The Rail Infrastructure Manager may determine a Rail Safety Management Plan (SMP) is required for road works which impact on the safe operation of the railway.

Speed limit (km/h)	Distance from railway (m)
<70	150
70 to 90	200
>90	300

Traffic Controllers need to be aware that motorists will generally follow their directions when they differ from other signals, signs and devices on the road. They need to take special care at railway crossings to ensure they do not direct traffic through signals requiring vehicles to stop, unless it is clearly safe for vehicles to proceed through them.

Where a railway level crossing exists within a section being controlled by a Traffic Controller, a flag person with the relevant Track Access Permit should be stationed at the traffic stop line of the railway crossing at least 3m from the nearest rail, equipped with a two way radio, to watch for trains and advise the Traffic Controllers to stop traffic in time for train movements through the level crossing.

The flag person should make sure that the relevant Rail Infrastructure Manager has been notified before he/she commences work. On each day, prior to the commencement of works, the Rail Infrastructure Manager should be advised of the works that will be proceeding on that day, so that train drivers can be warned of the works and advice can be received on the times that trains are expected to use the crossing (this will be determined by the relevant Rail Infrastructure Manager).

If the section of road under traffic control is to one side of the railway level crossing, but within the distances in the above Table, the flag person stationed at the railway level crossing shall be stationed on the same side of the crossing as the section under traffic control, at the traffic stop line or at least 3m from the nearest rail. The flag person stationed at the railway level crossing shall be equipped with a hand-held STOP/SLOW sign that has the rear 'SLOW' sign covered. This is to prevent vehicles approaching the other side of the railway level crossing following the SLOW instruction and ignoring other signs or flashing signals.

Traffic Controllers shall also ensure that vehicles stopped do not queue back over a railway level crossing. If there is a chance of this happening, vehicles should be stopped prior to the railway level crossing.

Traffic Controllers and all other personnel working within 10m of any railway level crossing shall wear a high visibility orange day/night safety vest that complies with AS/NZS 1906.4 and AS/NZS 4602.

5.0 WHO PROVIDES A CERTIFICATE OF CURRENCY AND INDEMNITY

5.1 Works on Roads

The Certificate of Currency for Public Liability Insurance and signed Indemnity are to be provided by the Principal Contractor.

5.2 Events

The Certificate of Currency for Public Liability Insurance and signed Indemnity are to be provided by the event organiser.

5.3 Responsibility for Safety at Work Sites

Principal Contractor:

- Responsible for any injury to road users or damage to property as a result of their operations within the road closure.
- A temporary road closure defines a work site and as such, the Principal has obligations according to the Workplace Health and Safety Act.
- Responsible for the arrangement of suitable warning to the public of prevailing conditions and to guard, delineate and if necessary, illuminate works that may pose a hazard to road users.

It should be noted that roads are for the benefit of road users and that any unnecessary delays, detours or inconvenience should be avoided.

Person in Control:

- Responsible for providing safe and convenient travelling conditions for road users and a safe workplace for personnel and plant under their control.
- Responsible for ensuring that all signage and barricading necessary for traffic control is only installed by a suitably "Competent Person" as described in Australian Standard AS 1742.3 – Manual of Uniform Traffic Control Devices, Queensland Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices & Austroads and Queensland Guide to Temporary Traffic Management.
- Must be familiar with and act in accordance with the Australian Standard AS 1742.3 – Manual of Uniform Traffic Control Devices, Queensland Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices & Austroads and Queensland Guide to Temporary Traffic Management.

6.0 APPROVAL OF TRAFFIC GUIDANCE SCHEME

Subject to the Traffic Guidance Scheme being acceptable and the applicant's provision of a Certificate of Currency for Public Liability Insurance and completion of a signed Deed of Indemnity, approval of the Traffic Management Plan may be granted by the issue of a '*Letter of No Objection*'.

However, if part or all of a road is to be closed to facilitate the works, the Applicant will require a permit from the Queensland Police Service. Council would issue a '*Letter of No Objection*' to the closure, so that this can be obtained.

7.0 DEFINITIONS

Works on Roads

Any work that involves the opening of the road or installation of any infrastructure within the road reserve, including the footpath and parking bays. This includes the closing of a road for the operation of cranes and access to construction sites.

Major Works

Any work that involves a full closure of the road and/or opening the road to install services and/or infrastructure. Any road closure requiring the closure of traffic lanes or footpath for a duration longer than one day. Any works within the road reserve of a road with a hierarchy greater than a minor collector.

Minor Works

Any work on roads that does not involve a road opening or excavation work within the road, except for the installation of driveway inverts. Any work that does not require the closure of the traffic lanes of a road with a road hierarchy less than a Major collector.

Events

The closing of a road for any event or impacting the free flow of traffic and availability of parking in areas within 400m of the site of the event that does not involve the opening of the road for the installation of infrastructure within the road reserve or for access to construction. An event is further defined as any activity that attracts and encourages the participation or attendance of the public, and is recreational or commercially motivated. This includes but is not limited to Street markets, Parades, Sporting Activities such as fun runs and fetes.

Council Activities

Maintenance, works or events organised and controlled within Council are not subject to the application process. However, the road closure must be held in accordance with the Local Government Act, Chapter 3, Part 3 Section 69 and must be conducted so as to meet the requirements of the current Workplace Health and Safety Acts, Regulations and Advisory Standards.

Contractors working under the direction of Council are considered to be carrying out Council activities and are not subject to the *Letter of No Objection* process. However, the Contractor must comply with any conditions imposed by the controlling Council Department.

A Developer, or Contractor working for a Developer, is not considered to be carrying out Council activities.

Work being carried out by Ergon or Telstra is not considered to be a Council activity unless the work being carried out is by request from Council.

8.0 TRAFFIC GUIDANCE SCHEME

8.1 General

- Provide appropriate warning for any change in condition and presence of workers on the road
- Provide appropriate instruction and guidance through, around or past the worksite
- Protect workers

8.2 Planning

Short-term and mobile works not involving road closure:

- Provide all signs and devices to cover all routine tasks
- Document procedure by means of work method statements
- Provide plans if necessary

Works involving relatively simple part-roadway closures:

- Provide a minimum of a Traffic Guidance Scheme Diagram.

Works involving complex traffic arrangements or staging or both:

- Provide Written Traffic Management Plan
- Provide detailed Traffic Guidance Scheme Diagram
- Provide separate plan for each stage
- Provide written details for after-hours traffic arrangements
- Provide written instructions for the installation, operation, between stage arrangements and removal of signage and devices

Planning should consider the following:

- Traffic demand
- Traffic routing
- Traffic control
- Other road users
- Special vehicle requirements

8.3 Risk Management

It is important to ensure that suitable risk management procedures are in place to ensure that the Traffic Guidance Scheme suitably identifies and reduces risk.

9.0 TRAFFIC MANAGEMENT

Traffic Management can be managed in one of the following ways:

- Through the work area
- Past the work area
- Around the work area

Should Minimise

- Disruption to established traffic and pedestrian movements and patterns.
- Interference with peak traffic periods or special events.
- Interference with public transport.

Through the Work Area

- Should only be permitted where both work and traffic can be adequately controlled.
- Traffic controllers or signals to be used to slow or stop traffic as required.

Past the Work Area

- Standard method of traffic management.
- Ensure appropriate delineation of the traffic path.

Around the Work Area

- Appropriate detours using existing roads or specially constructed sidetracks.

Night Conditions

- Any part of the road closed during the day that can be opened at night should be opened if safety and travel conditions can be improved.
- Temporary route lighting may be required.
- Uncontrolled single lane operation not permitted unless under low-volume conditions with appropriate lighting.

Provision for Pedestrians and Bicycles

- Pedestrians, including people with disabilities, and cyclists are to be provided for with appropriate facilities to move through, past or around the work site.
- Suitably constructed and protected temporary footpaths and crossing points are to be provided where required.
- Cyclists should be separated from vehicle paths and can be accommodated as a shared path with pedestrians.

Provision for Public Transport

- 21 days notice and written approval is required from TransLink prior to a proposed road change, temporary closure or road works that may interfere with or have a significant adverse impact on the provision of public passenger transport in accordance with the Transport Planning and Coordination Act Part 2A (s 8C). Advice can be lodged via smartforms at the following link address: <https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Temporary-Closures-process>.

- Where emergency closures are required contact should be made with Translink – Public Transport Operations on (07) 49518 673.

10.0 AUTHORITY

Only the Department of Transport and Main Roads and Local Government have the authority to install Official Traffic Signs. An Official Traffic Sign is any sign, signal, pavement marking or other installation for the purpose of regulating, warning or guiding road users.

The installation of any Official Traffic Sign without lawful authority is an offence under the TORUM Act 1995, Section 75, Unlawful Installation of Official Traffic Signs.

The Transport Operations (Road Use Management) Act 1995, Part 5, Section 96 Diversion of Traffic, gives authority to the Queensland Police Service, Department of Transport and Main Roads and Local Government to temporarily or permanently close roads.

Local Government also has authority to temporarily or permanently close roads under the Local Government Act 2009, Chapter 3, Part 3, Section 69, Closing Roads.

11.0 EMERGENCY

In the event of an emergency where there is imminent danger to life or property, Council has no objection to the immediate closure of a road provided the following conditions are met:

- The appropriate emergency services are called immediately;
- The method of closure is in accordance with the Australian Standard AS 1742.3 – Manual of Uniform Traffic Control Devices, Queensland Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices & Austroads and Queensland Guide to Temporary Traffic Management.;
- A suitably "Competent Person" as described in Australian Standard AS 1742.3 – Manual of Uniform Traffic Control Devices, Queensland Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices & Austroads and Queensland Guide to Temporary Traffic Management. is employed to assess and implement any necessary traffic control;
- Council is notified immediately by phone on 1300 622 529.



DEED OF INDEMNITY

IN CONSIDERATION of MACKAY REGIONAL COUNCIL giving approval to:

.....

including its servants, agents and volunteers ("*the Applicant*"), to use a portion, or all, of the following Council-controlled roads, namely:

....."the Land"

to

or until otherwise advised by either the Applicant or Mackay Regional Council ("The Work")

The Applicant indemnifies, and agrees to keep indemnified, Mackay Regional Council, its agents and employees from and against all losses, damages, costs and expenses which the Mackay Regional Council sustains or incurs in respect of any loss or damage to property or death or injury (including from the negligent use or misuse or the escape, overflow or leakage of water, fire, gas, electricity or other agent in or from the Land) which is caused or contributed to by the Applicant's carrying out the Work on, or the use or occupation of the Land except to the extent that such loss, damage, death or injury is caused or contributed to by the act or omission of the Mackay Regional Council or its agents or employees.

Subject to law, the Applicant will enter the Land and carry out the Work on the land at its own risk.

SIGNED SEALED AND DELIVERED BY:

Print Name

.....

(Signature)

on behalf of

this ____ day of _____ 21

in the presence of:

(A Justice of the Peace/Commissioner for Declarations)

.....

(Signature)



APPLICATION FOR WORK ZONE PARKING PERMIT

ALL FEES TO BE PAID IN ADVANCE

(\$18.00) PER DAY OR PART THEREOF (PER SPACE) AND/OR (\$18.00) FOR THE ERECTION AND REMOVAL OF "NO PARKING" STANDARDS

NAME: _____

POSTAL ADDRESS OF APPLICANT: _____

CONTACT DETAILS: Phone: _____ Mobile: _____

I enclose herewith fee(s) amount to \$_____ for the reservation of Regulated Parking Space and/or Sign Erection for the purpose of:

TO BE SITUATED IN:

STREET NAME: _____ IN FRONT OF: _____

OCCUPYING BAY(S): _____ FOR A PERIOD OF: _____ DAYS

FROM (DATE): _____ TO (DATE): _____

VEHICLE/S REQUIRING WORK ZONE ACCESS (Make, Model & Registration Number)

- _____
- _____
- _____

SIGNATURE OF APPLICANT: _____ DATE: _____

PRIVACY DISCLAIMER
Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to any other third party with your written authorisation or as we are required to by law

OFFICE USE ONLY

Date: / / Receipt No: (LC/PP/Prepayment) _____ Amount: \$ _____ CSO Initial: _____

CUSTOMER REQUEST # _____

APPROVED: Yes No DATE: / /

CONDITIONS: _____

NOTE:
* Sign Erection is only required if a space is being occupied for more than 4 days
* Any applications lodged less than 3 weeks prior, are not to be completed without confirming in person with the Senior Local Laws Officer

Civic Precinct, Gordon Street
PO Box 41 | Mackay | QLD 4740 | Australia

Telephone : 1300 622 529
Facsimile: 07 4944 2400

E-mail council@mackay.qld.gov.au
www.mackay.qld.gov.au

EVENT TRAFFIC MANAGEMENT PLAN DEVELOPMENT PROCESS

