

Festivals and Events

Temporary Road Restrictions

Council Responsibilities	Event Organiser Responsibilities	Recommended
• Civil & Transport team to approve traffic management plan • Section 33 approval from CEO & SAPOL • Notice on Council's website • Notice on Council's Social Media Pages • Provide resident mail out list	• Complete Temporary Road Restrictions Application • Engage Traffic Management company • Provide notification letter to Council for review • Public notification - advise in writing to affected businesses and residents • Provide public notification feedback to Council	• Advance warning notification signs - installed two weeks prior to the event

Information

Council may approve temporary road restrictions, including road closures, car park closures and temporary speed reductions, to facilitate the safe conduct of events, festivals, community activities, sporting events and other approved activities. Temporary road restrictions are assessed on a case-by-case basis, taking into consideration factors such as public safety, traffic impacts, access for residents and businesses, emergency service requirements, public consultation outcomes, environmental impacts, and the overall suitability of the proposed activity.

Any approved road restriction will be subject to conditions designed to protect public safety, maintain access where practicable, minimise disruption to residents, businesses and road users, and ensure compliance with relevant legislation, standards and traffic management requirements. Event organisers are responsible for meeting all costs associated with the planning, implementation and removal of temporary traffic management measures and road restriction infrastructure.

Under Section 17 and 33 of the *Road Traffic Act 1961*, temporary road closures and speed restrictions require the approval of the relevant authorities. Council consent is required before an order can be issued by South Australian Police. If you intend to request a road restriction as part of your event, this form must be completed.

Council responsibilities

The Permit Team will submit a request to Council on your behalf for consent to the proposed road restriction. If consent is granted by Council:

- The Permit team will send notification of the road closure to SA Police for an order to be raised.
- Advertise road closures on Council's website and social media sites.
- Provide mailout list of residents for Public Consultation.

Event organiser responsibilities

Event Organisers are responsible for arranging, coordinating, and meeting all costs associated with the preparation and implementation of required management plans, unless prior arrangements have been approved by Council.

This includes, but is not limited to, the following:

- Engaging a suitably qualified Traffic Management Company, where required
- Preparing and submitting a Traffic Management Plan and consultation letter to Council for review and approval
- Road Closures - undertake public consultation, including notification of affected businesses and residents
- Providing written evidence and feedback from public consultation to Council as part of the permit assessment

All documentation should be submitted within the times specified by Council to ensure the permit can be assessed and approved prior to the event. Supporting documentation should be provided with the application where available; however, some documents may be submitted at a later stage of the assessment process. All required documentation must be provided to Council's satisfaction prior to the approval of an Event Permit.

Where specified timeframes are not met, Council reserve the right to not to accept the application.

Application Type	Minimum Lodgement Period
Temporary Road Restriction	3 months prior
Motor Sport Road Closure	4 months prior

Documents Required

Required with Application

- Temporary Road Restriction Application form
- Site Plan

Can be Submitted during assessment

- Public Liability Insurance
- Traffic Management Plan
- Public Consultation Outcomes
- Traffic Marshal Details
- Emergency Services Notification

Advance Warning Notification Signs

In addition to signage as per traffic management plan, advance warning signs informing the public of the upcoming road closure may be displayed for a maximum of two weeks prior to the event and must be removed within one week of the event completion. Signage must not be used for event promotion and is limited to road closure notification purposes only.

Public Notification

Prior to issuing a permit that would result in the closure of a road, public notification is required under the regulations of the *Road Traffic (Miscellaneous) Regulations 2014* (under the *Road Traffic Act 1961*).

Applicants are required to provide written notification to members of the public who are likely to be affected by the proposed road closure, including –

- Residents (both owners and occupiers); and
- Proprietors of nearby businesses.

Written notification must include, but is not limited to, the following information:

- The name and description of the event or activity
- The location of the proposed road closure, including a site map
- The dates and times of the proposed closure
- Details of how access to affected properties and businesses will be managed
- Information regarding any detours or alternative traffic arrangements
- Contact details of the event organiser or person responsible for enquiries
- Advice on how affected residents and businesses can provide feedback or raise concerns
- The closing date for feedback

Public Notification Template letter is available on request from Council.

Once public notification has been completed, a feedback report must be submitted to Council outlining the outcomes of the public notification process.

Council may require additional consultation where significant objections are received or where the proposed restriction is likely to have a substantial impact on residents, businesses, or road users.

Feedback Template document is available on request from Council.

Emergency Services

Following Council's preliminary support for the proposed road restrictions, event organisers should notify relevant services of your upcoming event and consider any recommendations provided.

- SA Police (SAPOL)
- Ambulance
- Country Fire Services (CFS)
- State Emergency Services (SES)
- Local Hospital

Temporary Road Restrictions Application

Event Details

Event name			
Event Description			
Event location			
Road restriction start date			
Road restriction finish date			

Contact

Organisation			
Postal address			
Applicant name			
Email			
Phone			
Alternative contact			
Email			
Phone			
Number of people expected to attend the event			
What type of restrictions are required? Change speed limit Road closure Car park closure			

Activity	Time
Setup Commences	
Road Closure Commences	
Event Commences	
Event Finishes	
Road Reopens	

Road Restrictions Requested

Road Name	Physical Extent From (road name)	Physical Extent To (road name)	Close Time	Open Time	Speed Restrictions ONLY (please tick)



Access Requirements

Will the proposed road restriction impact access for residents, businesses, emergency services, waste collection services, or delivery vehicles?

Yes No

If Yes, provide details of how access will be maintained:

Public Transport

Will the proposed restriction impact public transport services or school bus routes?

Yes No

If Yes, provide details:

Detours

Are there any proposed detours to be put in place? Yes No

If yes, please define proposed detours: (including between which streets, directions and times of application)

Traffic Management Organisation

Provide details of the Work Zone Traffic Management person or organisation certified in accordance with the Australian Standard *AS 1906.4 and AS 1742 Part 3* that is responsible for providing the installation and removal of traffic control devices and traffic management plan for the event.

Company Name	
Licence number	
Contact Person	
Phone Number	

Traffic Management Plan

A Traffic Management Plan (TMP), prepared by a suitably qualified traffic management provider, may be required where the proposed event or activity impacts roads, traffic movements, pedestrian access, parking, or public safety. The need for a Traffic Management Plan will be determined by Council based on the nature and scale of the proposed road restriction. Any required Traffic Management Plan must be submitted to Council for review and approval prior to the approval of an Event Permit.

Traffic Management Plan required? Yes No

If yes, a Traffic Management Plan prepared by a suitably qualified traffic management provider must be submitted to Council prior to approval of the Event Permit

Public Notification for Road Closures

Provide public notification letter for review Yes No

Provide brief details of how public consultation will be conducted.

Hand Delivered	Australia Post	Other (please specify)

Fees and Charges

Alexandrina Council may charge a fee for use of public land/roads for commercial or community purposes.

Fees payable will be in accordance with Council's Schedule of Fees and Charges (as applicable).

Critical Checklist



	I have read Council's Temporary Road Closure Policy and Events Guideline
	The application is submitted no later than three months prior to event
	A site plan of the event area and all associated infrastructure is attached
	Traffic Management Plan is attached
	Evidence of Public Liability Insurance is attached (minimum \$20,000,000)
	Submit a feedback report to Council summarising feedback received from affected residents, landowners and business, including any actions taken to address concerns. This report is to be provided upon completion of the notification process.
	I am aware of the fees payable for this application

Declaration and Agreement

By submitting this application, the Permit Holder agrees to comply with all conditions of the Permit and confirms that the information provided regarding the proposed activity, including any alterations to a road (where applicable), is true and accurate.

I have completed this document correctly and to the best of my knowledge.

By signing this application, I agree to indemnify Alexandrina Council for all claims, damages, losses or injuries that may result from the activity, event or occupation of the road or public reserve associated with the event detailed in this application.

Applicant name		
Position of Applicant		
Applicant signature		Date