**Application and Agreement for Use for Road Closure (Events)**

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| **1. Contact Details** | | | |
| **Organisation:** | | | |
| Click or tap here to enter text. | | | |
| **Contact Name:** | | | **Organisation ABN:** |
| Click or tap here to enter text. | | | Click or tap here to enter text. |
| **Contact Address:** | | | |
| Click or tap here to enter text. | | | |
| **Phone:** | **Mobile:** | **Email:** | |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | |

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| **2. Event Details** | | | | | | | |
| **Name of Event:** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Description of Event:** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
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| **Date/s of Event:** | | | **Will food be available?** | | | **Will alcohol be available?** | |
| Click or tap to enter a date. | | | Yes   No | | | Yes   No | |
| **Estimated number of people in attendance:** | | | **Is the event a car rally?** | | | **Is the event a race?** | |
| Click or tap here to enter text. | | | Yes (complete Section 8)  No | | | Yes (complete Section 8)  No | |
| **Is the event proposed to take place in a Council Reserve:** | | | | | | | |
| Yes If yes, which Reserve? Click or tap here to enter text.  No | | | | | | | |
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| **Privacy Statement**   1. Council is committed to upholding your right to privacy. 2. Personal information collected by Burnie City Council is used in the provision of services. 3. Information collected will be retained confidentially and disposed of in accordance with requirements of the Personal Information Protection Act 2004. 4. You have the right to access your own personal information on request. | | | | | | | |
| **3. Public Liability Insurance** | | | | | | | |
| Please note that a minimum of $20 million public liability insurance cover is required.  **Name of Insurer:** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Certificate of Currency Number:** | **Expiry Date:** | | | | **Amount of Cover:** | | |
| Click or tap here to enter text. | Click or tap to enter a date. | | | | $Click or tap here to enter text. | | |
| Certificate of Currency for Public Liability Insurance attached | | | | | | | |
| **4. Road Closure Dates and Times** | | | | | | | |
| Please indicate day/s, date/s and time/s required for closure below: | | | | | | | |
| **Day:** MonTue Wed Thu Fri Sat Sun | | | | **Date:** Click or tap to enter a date. | | | |
| **Road** | | **From** (intersection or landmark) | | **To** (intersection or landmark) | | | **Times** (From/To) |
| Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | | | Click or tap here to enter text. |
| Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | | | Click or tap here to enter text. |
| **Day:** MonTue Wed Thu Fri Sat Sun | | | | **Date:** Click or tap to enter a date. | | | |
| **Road** | | **From** (intersection or landmark) | | **To** (intersection or landmark) | | | **Times** (From/To) |
| Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | | | Click or tap here to enter text. |
| Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | | | Click or tap here to enter text. |

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| **5. Traffic Management Plan and Traffic Guidance Scheme/s** | | |
| A Traffic Management Plan and Traffic Guidance Scheme/s completed by a qualified person to ***AS1742 Manual of Uniform Traffic Control Devices suite of standards*** is required for all road closure applications. | | |
| Traffic Management Plan and Traffic Guidance Scheme/s to AS1742 are attached and have been prepared by: | | |
| Click or tap here to enter text. | | |
| The qualified person to supervise and implement Traffic Management Plan and Traffic Guidance Scheme/s at the event will be: | | |
| Click or tap here to enter text. | | |
| A Safe Work Method Statement for implementing the closure is attached (not required to be submitted if event is under Tas Police control). | | |
| Please indicate where your signs, barricades and equipment will be sourced from: | | |
| Click or tap here to enter text. | | |
| **6. Emergency and Risk Management Plan** | | |
| An Emergency and Risk Management Plan is required for all road closure applications and where applicable should address the following types of risks: | | |
| * Crowd Management * Security arrangements * Slips, trips and fall hazards * Transport/traffic/road closures * Food Safety * Responsible Alcohol Management * Electrical installations * Contractors certificates of currency | * Animals * Electrical & Gas Safety * Amusement structures * Sharps & Syringes * Water hazards * Tree hazards * Temporary structures/stages * Vehicle movements | * Venue specific hazards * Contractors safety plans * Emergency evacuation plan * Communications * Fireworks * Aircraft landing areas (helicopters) * Sun protection/shade |
| Emergency and Risk Management Plan is attached. | | |

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| **7. Car Rallies and Competitive Races** | |
| *(Only complete this section if the event is a car rally or competitive race)*  Applications for road closures which involve car rallies or similar events must include the following with their application. | |
| **Car Rallies only to supply:** | **Other competitive races to supply:** (eg cycling, running) |
| Permit to Race (or statement of no objection) from Tasmania Police (if available at time of application or to be provided) | Permit to Race (or statement of no objection) from Tasmania Police (if available at time of application or to be provided) |
| Hold Harmless Agreement |  |
| AASA or CAMS approval permit |  |

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| **8. Consultation Plan** |
| Describe how residents, businesses and affected road users will be advised of the closure prior to the event. |
| Click or tap here to enter text. |

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| **9. Advertising** |
| Council is required to publically advertise all road closure events on behalf of the applicant and the applicant is required to cover the cost of this advertising.  Where a permit is granted, an invoice will be raised to the organisation for the prescribed fee as per Council’s current Fees and Charges Schedule. **The 2024-25 fee is $343.00.** |

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| **10. Terms and Conditions** |
| Upon the granting of a Permit, Road closures must be conducted as per the terms and conditions as set out below: |
| **Acts and Regulations**  10.1 The Applicant shall observe and conform to the requirements of all Statutory rules, provisions and regulations of the Commonwealth of Australia and/or the State of Tasmania for the time being in force as must be complied with by the Applicant, and shall be liable for any breach of such Acts or Regulations, in particular attention will be paid to:   * Work Health & Safety Act 2012 and Regulations; * Public Health Act 1997; * Food Act 2003; * Building Act 2000; * Emergency Management Act 2006; and * Public Health Act 1997.   10.2 The Applicant shall comply with the primary duty of care of a Person Conducting a Business or Undertaking (PCBU) as per the *Work Health and Safety Act 2012*, noting that Applicants undertaking a Road closure are treated as a PCBU under the Act and volunteers are recognised as ‘workers' under the Act. Event organisers need to be aware of this duty.  **Compliance with Plans**  10.3 The Applicant will comply with its:   * Traffic Management Plan and Traffic Guidance Scheme/s; * Safe Work Method Statement; * Emergency and Risk Management Plan; and * COVID-19 Safety Plan.   **Permission to Occupy**  10.4 The Applicant shall only be entitled to occupy and use the particular part or parts of the Road as identified in the Permit on the dates and at the times and for the purposes allowed by the Permit.  10.5 The Council reserves the right to cancel the Applicant’s use of a Road on a date shown in this Agreement.  10.6 The Council will immediately cancel the Agreement and will not allow the Applicant access to or occupation of any part of the Road in the event that the insurance and indemnity requirements of this Agreement have not been completed, are inadequate or have lapsed.  10.7 The Council will not be liable for any loss or damage sustained by the Applicant in the event it determines cancel this agreement.  10.8 Where the Council cancels the use in accordance with Clause 9.6, the Council will have no obligation to provide the Applicant with an alternate ground.  **Insurance and Indemnities**  10.9 The Applicant shall not do, or neglect to do, or permit to be done or left undone, anything which will affect the Council’s Insurance Policy or Policies in connection with the closure and use of this Road and the Applicant hereby agrees to indemnify the Council to the extent that such policies are affected by commission or omission.  **Public Liability Insurance – Obligation to Insure**  10.11 The Applicant shall, at all times during the allocated period of hire, be the holder of a current Public Liability Policy of insurance (“The Public Liability Policy”) in respect of the activities specified in the Application for Use of the Road in the name of the Applicant providing coverage for an amount of at least $20 million. The Public Liability Policy shall be effected with an insurer approved by the Council.  The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Applicant.  10.12 The Applicant agrees to indemnify and to keep indemnified the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, arising from the Applicant’s performance or purported performance of its obligations under this Agreement and be directly related to the negligent acts, errors, or omission of the Applicant.  The Applicant’s liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.  10.13 The Applicant agrees to hold harmless the Council, its servants and agents and each of them from and against all actions, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the granting of this Agreement and/or the use of the Road.  10.14 Equipment and materials owned, purchased or supplied by the Applicant and brought onto the Road, other than items deemed to form a fixture or fitting of the facility, remain the property of the Applicant and are not the responsibility of the Council.  10.15 Personal belongings, money or private property brought onto the Road by any person are not the responsibility of the Council.  10.16 Neither the Council or its servants and agents shall be liable for any loss or damage sustained by the Applicant or any person, firm or corporation entrusting to or supplying any article or thing to the Applicant by reason of any such article or thing being lost, damaged or stolen. The Applicant indemnifies the Council against any claim by such person, firm or corporation in respect of such article or thing.  **Patron and Public Behaviour**  10.17 The Applicant is responsible for maintenance and preservation of good order and the supervision of all persons on the Road during the approved period/s of occupancy and use, and shall take appropriate measures for participant and crowd behaviour and control so as to ensure the safety and security of persons and property within and adjacent to the Road.  **Suitability for Use**  10.18 The Applicant must satisfy themselves that the Roads are safe and suitable in all respects for the approved purpose.  While the Council will take all reasonable measures to ensure the Road is suitable for and remains safe and fit for the approved purpose of use by the Applicant, a final decision on whether to proceed to use on EACH occasion is the responsibility of the Applicant. In this regard the Applicant must complete and make a written record. The record of inspection must be kept in the records of the Applicant.  **Cleanliness and Security**  10.19 The Applicant is responsible to leave the Road and in a clean, tidy and secure manner and must immediately after the conclusion the use remove all rubbish and waste from the area for disposal in an approved waste receptacle.  **Damage**  10.20 The Applicant will accept full responsibility for abuse, damage, destruction or loss of Council property except for normal wear and tear and for damage to private property caused by the use of the Road.  10.21 The Council will not be liable for any loss or damage sustained by the Applicant or any other person arising from a decision by the Applicant not to use or to discontinue its use of the Road.  **Road Closure Costs to be borne by Applicant**  10.22 Unless stated otherwise in writing, all costs of conducting the event, preparing the Road closure documentation and complying with the Permit are to be borne by the Applicant.  **Inspections and Access by Council**  10.23 The Applicant must provide the Council and its officers and agents with reasonable access to the Road during the period of use.  **Assignment**  10.24 The Applicant must not assign the right of occupation and use approved under this Agreement to any other person, organisation or body.  **Disputes**  10.25 In the event of any dispute or difference arising as to the interpretation of this Agreement or as to the question of compliance by the Applicant, the matter shall be referred to a person nominated by the General Manager, and the decision of that person shall be final notwithstanding the right of each party for recourse to a process of judicial determination. |

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| **11. Undertaking of Application and Agreement** | |
| By completing the following section, you are accepting the Terms and Conditions associated with the road closure as set out above. Should this application be approved other special conditions may also apply and these will be set out in an approval letter. | |
| I, Click or tap here to enter text. | of Click or tap here to enter text. |
| hereby make application for use of the Road for the dates and times specified and acknowledge having received and read the General Terms and Conditions of use and undertake to be bound by and comply with such Terms and Conditions and any other requirements advised in the Council’s approval letter in every respect. I further undertake to be responsible for ensuring that all individuals or groups using the Road in association with this application comply with the terms and conditions. | |
| Signature: |  |
| Position of Person Signing: | Click or tap here to enter text. |

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| **Checklist of Items to be attached:** | |
| **All Applicants**  Certificate of Currency for Public Liability Insurance  Traffic Management Plan and Traffic Guidance Scheme/s to AS1742  Safe Work Method Statement for implementing the  closure  Emergency and Risk Management Plan | **Competitive Races Only**  Permit to Race (or statement of no objection) from  Tasmania Police (if available at time of application or  to be provided)  **Car Rallies Only**  Permit to Race (or statement of no objection) from  Tasmania Police (if available at time of application or  to be provided)  Hold Harmless Agreement  CAMS approval permit |