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## Special Event Resources

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### Special Event Transport Management Plan Template

*Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan*

#### I EVENT DETAILS

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##### I.1 Event summary

Event Name: .....

Event Location: .....

Event Date: ..... Event Start Time: ..... Event Finish Time: .....

Event Setup Start Time: ..... Event Packdown Finish Time: .....

Event is  off-street  on-street moving  on-street non-moving  
 held regularly throughout the year (calendar attached)

##### I.2 Contact names

Event Organiser \* .....

Phone:..... Fax:..... Mobile:..... E-mail:.....

Event Management Company (if applicable).....

Phone:..... Fax:..... Mobile:..... E-mail:.....

Police .....

Phone:..... Fax:..... Mobile:..... E-mail:.....

Council.....

Phone:..... Fax:..... Mobile:..... E-mail:.....

Roads & Traffic Authority (if Class 1).....

Phone:..... Fax:..... Mobile:..... E-mail:.....

*\*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.*

##### I.3 Brief description of the event (one paragraph)

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## 2 RISK MANAGEMENT - TRAFFIC

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CLASS 1	CLASS 2	CLASS 3	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b>
			<input type="checkbox"/> Risk assessment plan (or plans) attached
			<b>2.2 Public Liability Insurance</b>
			<input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
<b>2.3 Police</b>			
<input type="checkbox"/> Police written approval obtained			
<b>2.4 Fire Brigades and Ambulance</b>			
<input type="checkbox"/> Fire brigades notified			
<input type="checkbox"/> Ambulance notified			

## 3 TRAFFIC AND TRANSPORT MANAGEMENT

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CLASS 1	CLASS 2	CLASS 3	<b>3.1 The route or location</b>
			<input type="checkbox"/> Map attached
			<b>3.2 Parking</b>
			<input type="checkbox"/> Parking organised - details attached
			<input type="checkbox"/> Parking not required
			<b>3.3 Construction, traffic calming and traffic generating developments</b>
			<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
			<input type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
<b>3.4 Trusts, authorities or Government enterprises</b>			
<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached			
<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise			
<b>3.5 Impact on/of Public transport</b>			
<input type="checkbox"/> Public transport plans created - details attached			
<input type="checkbox"/> Public transport not impacted or will not impact event			
<b>3.6 Reopening roads after moving events</b>			
<input type="checkbox"/> This is a moving event - details attached.			
<input type="checkbox"/> This is a non-moving event.			
<b>3.7 Traffic management requirements unique to this event</b>			
<input type="checkbox"/> Description of unique traffic management requirements attached			
<input type="checkbox"/> There are no unique traffic requirements for this event			
<b>3.8 Contingency plans</b>			
<input type="checkbox"/> Contingency plans attached			

Class 1

Class 2

**3.9 Heavy vehicle impacts**

- Impacts heavy vehicles - RTA to manage
- Does not impact heavy vehicles

**3.10 Special event clearways**

- Special event clearways required - RTA to arrange
- Special event clearways not required

**4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES**

CLASS 1

CLASS 3

CLASS 2

**4.1 Access for local residents, businesses, hospitals and emergency vehicles**

- Plans to minimise impact on non-event community attached
- This event does not impact the non-event community either on the main route (or location) or detour routes

**4.2 Advertise traffic management arrangements**

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

**4.3 Special event warning signs**

- Special event information signs are described in the Traffic Control Plan/s
- This event does not require special event warning signs

**4.4 Permanent Variable Message Signs**

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

**4.5 Portable Variable Message Signs**

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

**5 PRIVACY NOTICE**

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

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**6 APPROVAL**

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TMP Approved by: ..... Event Organiser ..... Date

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**7 AUTHORISATION TO \*REGULATE TRAFFIC**

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Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: ..... Council ..... Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: ..... RTA ..... Date

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\* *"Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.*

**Schedule I Form - Notice of Intention to Hold a Public Assembly**

**SUMMARY OFFENCES ACT 1988 - Sec 23**

To the Commissioner of Police

1	<p>I ..... (name) of ..... (address) on behalf of ..... (organisation) notify the Commissioner of Police that on the ..... (day) of ..... (month), ..... (year), it is intended to hold</p> <p><b><i>either:</i></b></p> <p>(a) a public assembly, <b>not</b> being a procession, of approximately ..... (number) persons, which will assemble at..... (Place) at approximately ..... am/pm, and disperse at approximately ..... am/pm.</p> <p><b><i>or</i></b></p> <p>(b) a public assembly, being a procession of approximately ..... (number) persons, which will assemble at approximately ..... am/pm, and at approximately ..... am/pm the procession will commence and shall proceed ..... ..... .....</p> <p><i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is..... ..... ..... ..... ..... ..... ..... .....</p>

3

The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly *(strike out whichever is not applicable)*:

(i) There will be ..... (number) of vehicles and/or..... (number) of floats involved.

The type and dimensions are as follows:

.....  
.....  
.....

(ii) There will be ..... (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly:

.....  
.....

(iv) Other special characteristics of the proposed assembly are as follows:

.....  
.....

4

I take responsibility for organising and conducting the proposed assembly.

5

Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:

.....

.....

..... Postcode.

Telephone No. ....

6

Signed .....

Capacity/Title .....

Date .....

## Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Control) under OH&S ACT 2000	Advertise Transport Management Arrangements	Liability Insurance	Special Event Clearway, Heavy Vehicle Detours	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	<p>A Class 1 event:</p> <ul style="list-style-type: none"> <li>impacts major traffic and transport systems</li> <li>disrupts the non-event community over a wide area</li> <li>requires the involvement of Police, one or more Councils and the RTA</li> <li>requires a detailed Transport Management Plan</li> <li>requires advertising the event's traffic aspects to a wide audience.</li> </ul>	<p>A Class 1 event may:</p> <ul style="list-style-type: none"> <li>be conducted on-road or in its own venue</li> <li>involve trusts and authorities when using facilities managed by them</li> <li>involve Transport NSW</li> <li>involve the State Rail and State Transit Authorities</li> <li>involve private bus and coach organisations</li> <li>impact the road transport industry</li> <li>require RTA to provide special event clearways</li> <li>require RTA to provide heavy vehicle detour routes</li> <li>require the RTA to adjust traffic signals</li> <li>require RTA to manage Variable Message Signs</li> <li>depending on the nature of the event, invoke the Police "User Pays" policy.</li> </ul>	<p>For example:</p> <ul style="list-style-type: none"> <li>an event that affects a principal transport route in Sydney, or</li> <li>an event that reduces the capacity of the main highway through a country town, or</li> <li>a bicycle race that involves the Sydney Harbour Bridge.</li> </ul>	<p>Minimum 4 months from first approach to Council to proposed start date.</p> <p>6 months for vehicle races.</p>	<p>Charges apply where:</p> <p><i>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</i></p>	<p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p>	<p>Marginal costs apply where services are provided above those normally provided to the community.</p> <p>RTA provides quote.</p> <p>Asset rentals: refer to RTA.</p>	<p>TMP model recommended</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council &amp; Police (if Police User Pays in force) named on policy. Also RTA if using RTA asset.</p> <p>Certificate of currency required.</p>	<p>RTA arranges if required.</p> <p>RTA provides quote.</p>	<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>
2	<p>A Class 2 event:</p> <ul style="list-style-type: none"> <li>impacts local traffic and transport systems but does not impact major traffic and transport systems</li> <li>disrupts the non-event community in the area around the event but not over a wide area</li> <li>requires the involvement of Police and Local Council</li> <li>requires a detailed Transport Management Plan</li> <li>requires advertising the event's traffic aspects to the local community.</li> </ul>	<p>A Class 2 event may:</p> <ul style="list-style-type: none"> <li>be conducted on-road or in its own venue</li> <li>involve trusts and authorities when using facilities managed by them</li> <li>involve State Rail and the State Transit Authority</li> <li>involve private bus and coach organisations.</li> <li>depending on the nature of the event, invoke the Police "User Pays" policy.</li> </ul>	<p>For example:</p> <ul style="list-style-type: none"> <li>an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway</li> <li>a motor rally on local country roads.</li> </ul>	<p>Minimum 3 months.</p> <p>3 months for vehicle races.</p>	<p>Charges apply where:</p> <p><i>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</i></p>	<p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>		<p>TMP model recommended</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council &amp; Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>		<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p> <p>Need to consider parking for disabled persons.</p>	<p>Recommended</p>
3	<p>A Class 3 event:</p> <ul style="list-style-type: none"> <li>does not impact local or major traffic and transport systems</li> <li>disrupts the non-event community in the immediate area only</li> <li>requires Local Council and Police consent</li> <li>is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac</li> <li>requires Police agreement that event qualifies as Class 3</li> <li>is never used for vehicle races.</li> </ul>	<p>A Class 3 event, depending on Local Council policy, may:</p> <ul style="list-style-type: none"> <li>require a simplified Transport Management Plan</li> <li>not be available in all Council areas.</li> <li>depending on the nature of the event, invoke the Police "User Pays" policy.</li> <li>require advertising the event's traffic aspects to the community.</li> </ul>	<p>For example:</p> <ul style="list-style-type: none"> <li>an on-street neighbourhood Christmas party.</li> </ul>	<p>Minimum 6 weeks</p>	<p>Charges apply where:</p> <p><i>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</i></p>	<p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>		<p>Council may require TMP</p>	<p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p>	<p>28 days for all events that require regulation of traffic.</p> <p>Not required where there is no regulation of traffic.</p>	<p>Required with Council &amp; Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>			<p>Required. Refer to TMP.</p>		
4	<p>A Class 4 event is intended for small on street events and:</p> <ul style="list-style-type: none"> <li>requires Police consent only</li> <li>is within the capacity of the Police to manage on their own</li> <li>is not a protest or demonstration</li> <li>is always an on-street event</li> <li>does not require RTA or Council consent</li> <li>does not require advertising the event's traffic aspects to the community</li> <li>does not require a TMP</li> <li>does not require the involvement of other Government agencies.</li> </ul>	<p>A Class 4 event may:</p> <ul style="list-style-type: none"> <li>be conducted on classified or unclassified roads</li> <li>cause zero to considerable disruption to the non-event community</li> <li>cross Police Local Area Commands (LACs)</li> <li>cross Local Government Areas (LGAs)</li> <li>require Council and RTA to assist when requested by Police</li> <li>depending on the nature of the event, invoke the Police "User Pays" policy.</li> </ul>	<p>For example:</p> <ul style="list-style-type: none"> <li>a small ANZAC Day march in a country town</li> <li>a small parade conducted under Police escort.</li> </ul>	<p>Minimum 1 month</p>	<p>Charges apply where:</p> <p><i>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</i></p>						<p>Required if User Pays policy in force. Police named on policy.</p> <p>Certificate of currency required.</p>					