

## Temporary Road Closure Application

### Introduction

Under sections 48 and 63 and schedule 7 of the *Road Management Act 2004* (the Act), a person or organisation intending to temporarily close a road under Council's control needs to:

- notify Council of any proposed temporary road closure.
- obtain written consent from Council prior to commencing closing road.

Schedule 7 of the Act also makes such a person or organisation responsible for returning any road, pathway or infrastructure to its original condition.

Penalties may be imposed where these requirements have not been met.

### Definition of Road

"Road" means the full width of any road reserve, from property line to property line, and **includes** any road pavement, footpath, kerb, nature strip, swale, shoulder, verge, etc.

### Roads Controlled by Council

Council controls **all** roads in the municipality **except** arterial roads:

- Murray Valley Highway (including the parts named Campbell and Curlews Streets in Swan Hill, Stradbroke Ave in Nyah, Main St in Wood Wood, and Bromley Rd in Robinvale),
- Mallee Highway (including the parts named Tooleybuc Rd east of the Murray Valley Highway, Murray St in Piangil, and Larundel St in Manangatang),
- Hattah - Robinvale Road,
- Robinvale - Sea Lake Road (including the part named Wattle St in Manangatang),
- Sea Lake - Swan Hill Road including the part named McCallum St in Swan Hill), and
- Donald - Swan Hill Road (including part formerly known as Lalbert Rd).

These roads are controlled by Transport for Victoria / Department of Transport (DoT), all notifications and consents must be submitted at.

<https://www.vicroads.vic.gov.au/business-and-industry/design-and-management/working-within-the-road-reserve>

### CONDITIONS OF CONSENT FOR TEMPORARY ROAD CLOSURES

- Traffic management on the site are to comply with the Road Management Act 2004 Worksite Safety – Traffic Management Code of Practice. The applicant is responsible for the provision of signage in accordance with the Code.
- In accordance with the Road Safety (Traffic Management) Regulations 2009, you are required to complete a MOA (Memorandum of Authorisation)
- Any lawful direction(s) by members of the Victoria Police, authorised local Municipal Council(s) and Head, Transport for Victoria / Department of Transport (DoT) Officers, must be complied with at all times.
- It should be noted that Council does not accept any responsibility for accidents, damage or injury to property, participants or third parties for events or closures.

- A Public Liability Insurance Certificate of Currency for \$20 million.
- If the main road is under VicRoads control, approval for the closure of the road is required from VicRoads.
- Police approval is required for any event located on a road.
- At the conclusion of the event or closure, organisers shall remove all display and promotional material, rubbish and other equipment associated with the staging of the closures and leave the area in a clean and tidy condition.
- The organisers agree to reimburse Council with any cost that Council may incur if it is required to return any areas used for the staging of the event or closure to their original condition.

### NOTIFICATION & ADVERTISEMENT

Upon receipt of all required documentation Council will:

1. advise emergency services and relevant organisations of the intended closure/s.
2. advertise the road closure in the newspaper and social media. Advertisement cost will be invoiced to you.

### LODGEMENT DETAILS

You can lodge the completed application by:

Email:

[engineering@swanhill.vic.gov.au](mailto:engineering@swanhill.vic.gov.au)

Mail:

PO Box 488, Swan Hill Vic 3585

In Person:

45 Splatt Street Swan Hill Vic 3585

Office Hours:

Monday to Friday 8.30am – 5.00pm

Once application is received written consent will be sent in due course.

If you have any questions regarding your application, you can contact our Engineering Team on 03 5036 2324.

## Temporary Road Closure Application

### How to complete this form

- Ensure that all the fields have been filled out correctly.
- Inadequate information will delay the processing of your application.
- Form must be submitted at least **14 business days prior to the closure date.**
- Once completed, you can submit this form by mail, email or in person.

PART 1 - Applicant Details			
Name:			
Company Name (if applicable):			
Address:			
Phone Number:		Mobile Number:	
Email:			
Contact Name:			
Position:			

PART 2 - Description of Road Closure			
Street Name:			
Between Street:		and Street:	
Town:			
Start date of closure:		End date of closure:	
Start time of closure:		AM	PM
End time of closure:		AM	PM
Please describe the reason for the temporary road closure:			
Are the Works or Event on behalf of Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes Council Contact Person:

PART 3 - Application Documents Submitted & Verified				
Below is a list of documentation that <b>must</b> be provided at the time of the application, please tick to indicate you have attached each required document with your application			YES	N/A
1	Traffic Management Plan (TMP) & Traffic Guidance Scheme (TGS)	<input type="checkbox"/>	<input type="checkbox"/>	
2	Memorandum of Authorisation (attached to application)	<input type="checkbox"/>	<input type="checkbox"/>	
3	Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	
4	Head, Transport for Victoria / Department of Transport (DoT) Approval	<input type="checkbox"/>	<input type="checkbox"/>	
5	Police Approval – EVENTS ONLY	<input type="checkbox"/>	<input type="checkbox"/>	

PART 4 - Applicant declaration			
I declare that the information I have provided is true and correct and that I have read and understood the Conditions of Consent attached to this application and agree to comply with them.			
Company Name:			
Applicant Name:		Title:	
Applicant Signature:		Date:	

OFFICE USE ONLY. TO BE COMPLETED BY THE ENGINEERING DEPARTMENT			
Request accepted:	Yes	No	Acceptance letter sent: Yes No
Name of Officer:	Signature:		
Officer Title:			



SWAN HILL RURAL CITY COUNCIL

MEMORANDUM OF AUTHORISATION - MOA  
TO ERECT, DISPLAY, PLACE, REMOVE OR ALTER TRAFFIC CONTROL DEVICES

<b>APPLICATION</b>						
Pursuant to Regulations under Part 2 - Installation of Traffic Control Devices - of the Road Safety (Traffic Management) Regulations 2019, I/we hereby apply for authorisation to erect, display, place, remove or alter (as the cause may be) the Traffic Control Device(s) as specified herein.						
I/We also agree and acknowledge that:						
1. The Traffic Control Devices will be removed before the "Expiry (Removal) Date" unless a further authorisation has been granted						
2. Accurate records of actual usage will be kept in a recoverable document (i.e. diary).						
3. The attached plans are a true and accurate reflection of the base information and proposed treatment(s).						
4. The treatment(s) as shown on the plan(s) are in accordance with the Road Management Act 2004 Code of Practice Worksite Safety - Traffic Management, and						
5. This application has been prepared and submitted by a VicRoads prequalified Traffic Management company for works on SHRCC controlled roads (where applicable)						
1. APPLICATION DATE:		<b>SHRCC CONTACT DETAILS</b>				
<b>APPLICANT DETAILS</b>			8. ARE THESE WORKS ON BEHALF OF SHRCC			
2. NAME:		9. IF YES, WHAT CATEGORY DO THE WORKS COME UNDER?				
3. COMPANY:		10. IF YES, WHO IS THE COUNCIL CONTRACT?				
4. PHONE NUMBER		<b>WORKS MANAGER DETAILS</b>				
5. MOBILE NUMBER		11. COMPANY NAME:				
6. EMAIL:		12. ON SITE CONTACT NAME:				
7. SIGNATURE:		13. ON SITE CONTACT MOBILE:				
<p>Please <b>do not</b> alter the format of the MoA Application form;</p> <p><b>ALL</b> fields must be accurately completed in order for your MoA application to proceed</p>			<b>TRAFFIC MANAGEMENT COMPANY DETAILS (FOR IMPLEMENTATION)</b>			
			14. COMPANY NAME:			
			15. ON SITE CONTACT NAME:			
			16. ON SITE CONTACT MOBILE:			
17. HAVE THE FOLLOWING BEEN APPLIED FOR AND APPROVED?						
	PROVIDED, APPLIED FOR	Consent / App Number		PROVIDED, APPLIED FOR	Consent / App Number	
PLANNING PERMIT			PROPOSED WORKS (SHRCC)			
NOTIFICATION OF PROPOSED WORKS			CONSENT FOR WORKS			
<b>DESCRIPTION OF WORK / EVENT</b>						
18. TYPE OF WORK / EVENT						
19. SCOPE OF WORK / EVENT (IN DETAIL):						
20. LANE CLOSURE DETAILS:		21. NUMBER OF LANES CLOSED:				
22. EXISTING SPEED LIMIT (KM/H):		23. TIME DELAY:				
24. PROPOSED TEMPORARY ROADWORKS SPEED LIMIT (KM/H):		25. TRAFFIC MANAGEMENT PLAN REFERENCE NUMBER(S):				
26. CLEARANCE TO TRAFFIC (i.e.. Workers/operating plant)		27. LENGTH OF WORKSITE (M): (i.e. distance from first sign to the last sign)				
28. MAJOR TRAFFIC CONTROL DEVICE(S):						
29. MINOR TRAFFIC CONTROL DEVICE(S):						
30. MAJOR TRAFFIC CONTROL DEVICE(S) FOR AFTERCARE:						
31. MINOR TRAFFIC CONTROL DEVICE(S) FOR AFTERCARE:						
32. IS THIS APPLICATION A REPEAT OF ONE PREVIOUSLY AUTHORISED?		33. IF YES, THE COUNCIL REFERENCE NUMBER IS/WAS:				
<b>LOCATION DETAILS</b>						
34. AREA / TOWN / SUBURB:		35. MUNICIPALITY:		SWAN HILL RURAL CITY COUNCIL		
36. DECLARED / LOCAL ROAD NAME:		37. MELWAY REF.	VCSD REF.			
38. NEAREST INTERSECTING ROAD OR CHAINAGE:						
<b>EXPECTED DISPLAY DATES / TIMES</b>						
39. DAYS:		Period 1 (Insert setup type if more than one)		Period 2 (Insert setup type if more than one)		
40. ERECTION DATE: (i.e.. Day, Month, Year)						
41. EXPIRY (REMOVAL) DATE: (i.e.. Day, Month, Year)						
42. DAILY DISPLAY TIME (WEEKDAYS): (e.g. 9:30am to 3:30pm)						
43. DAILY DISPLAY TIME (WEEKENDS): (e.g. 9:30am to 3:30pm)						
44. AFTERCARE DISPLAY TIME: (e.g. 3:30pm to 9:30am)						
45. ADDITIONAL INFORMATION: (e.g. 3:30pm to 9:30am)						
46. PERMANENT DEVICES TO BE CHANGED OR COVERED:						
<b>AUTHORISATION (Swan Hill Rural City Council Internal Use Only)</b>						
As a Swan Hill Rural City Council Authorised officer with the delegated power, I hereby grant authority to the use of Traffic Control Devices as specified above:				<b>Authorised copies to:</b>		
Name				1. Contractor / Applicant		
Title				2. Emergency Services		
Signature						
Date:						