

Special Event Resources**Special Event Transport Management Plan Template**

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

1 EVENT DETAILS**1.1 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)

1.2 Contact Names

Event Organiser (*)

Phone Fax Mobile

Email

Event Management Company (if applicable)

Phone Fax Mobile

Email

Police

Phone Fax Mobile

Email

Council

Phone Fax Mobile

Email

Roads & Traffic Authority (if class 1)

Phone Fax Mobile

Email

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

1.3 Brief Description of the Event (one paragraph)

2 RISK MANAGEMENT - TRAFFIC

C L A S S 1	C L A S S 2	C L A S S 3	2.1 Occupational Health & Safety - Traffic Control
			<input type="checkbox"/> Risk Assessment Plan (or plans) attached
			2.2 Public Liability Insurance
			<input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached
			2.3 Police
			<input type="checkbox"/> Police written approval obtained
			2.4 Fire Brigades and Ambulance
			<input type="checkbox"/> Fire Brigades Notified
			<input type="checkbox"/> Ambulances Notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

C L A S S 1	C L A S S 2	C L A S S 3	3.1 The Route or Location
			<input type="checkbox"/> Map Attached
			3.2 Parking
			<input type="checkbox"/> Parking organised - details attached
			<input type="checkbox"/> Parking organised - details attached
			3.3 Construction, Traffic Calming and Traffic Generating Developments
			<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
			3.4 Trusts, Authorities and Government Enterprises
			<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
			3.5 Impact on/of Public Transport
		<input type="checkbox"/> Public Transport Plans created - details attached	
		<input type="checkbox"/> Public Transport not impacted or will not impact event	
		3.6 Reopening Road after Moving Events	
		<input type="checkbox"/> This is a moving event - details attached	
		<input type="checkbox"/> This is a non moving event	
		3.7 Traffic Management Requirements Unique to this Event	
		<input type="checkbox"/> Description of unique traffic management requirements attached	
		<input type="checkbox"/> There are no unique requirements for this event	
		3.8 Contingency Plans	
		<input type="checkbox"/> Contingency Plans attached	

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3.9 Heavy Vehicle Impacts

- Impacts heavy vehicles - RMS to Manage
- Does not impact heavy vehicles

3.10 Special Event Clearways

- Special event clearways required - RMS to Manage
- Special Event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

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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 required 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 Maritime Services (RMS), 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, RMS 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 in accordance with the provisions of the relevant privacy legislation

6 APPROVAL

TMP Approved by: _____ Event Organiser Date _____

7 AUTHORISATION TO * REGULATE TRAFFIC

Councils 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 RMS'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 _____ RMS Date _____

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

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 Arrangements	Special Event Heavy Vehicle Clearance/Detours	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	<p>A Class 1 event:</p> <ul style="list-style-type: none"> impacts major traffic and transport systems disrupts the non-event community over a wide area requires the involvement of Police, one or more Councils and the RTA requires a detailed Transport Management Plan requires advertising the events traffic aspects to a wide audience. 	<p>A Class 1 event may:</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue managed by them involve Transport NSW involve the State Rail and State Transit Authorities involve private bus and coach organisations impact the road transport industry require RTA to provide special event clearways require RTA to provide heavy vehicle detour routes require RTA to adjust traffic signals require RTA to manage Variable Message Signs depending on the nature of the event, involve the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that affects a principal transport route in Sydney, or an event that reduces the capacity of the main highway through a country town, or a bicycle race that involves the Sydney Harbour Bridge. 	<p>Minimum 4 months from first approach to Council to proposed start date.</p> <p>6 months for organising and/or attending the event and not for the benefit of the public at large.</p>	<p>Charges apply where:</p> <p>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.</p>	<p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p>	<p>Marginal costs apply where services above those normally provided to the community.</p> <p>RTA provides quote.</p> <p>Asset rental: 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>RTA arranges if required.</p> <p>RTA provides quote.</p>	<p>Promoted where practicable</p>	<p>Required. Refer to TMP.</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"> impacts local traffic and transport systems but does not impact major traffic and transport systems disrupts the non-event community in a wide area requires the involvement of Police and Local Council requires a detailed Transport Management Plan requires advertising the events traffic aspects to the local community. 	<p>A Class 2 event may:</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve State Rail and the State Transit Authority involve private bus and coach organisations. depending on the nature of the event, involve the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route of a highway a motor rally on local country roads. 	<p>Minimum 3 months for vehicle RACSS.</p> <p>3 months for organising and/or attending the event and not for the benefit of the public at large.</p>	<p>Charges apply where:</p> <p>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.</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>Required with Council & 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>Need to consider parking for disabled persons.</p>	<p>Recommended</p>		
3	<p>A Class 3 event:</p> <ul style="list-style-type: none"> does not impact local or major traffic and transport systems disrupts the non-event community in the immediate area only requires Local Council and Police consent is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac requires Police agreement that event qualifies as Class 3 is never used for vehicle races. 	<p>A Class 3 event, depending on Local Council policy, may:</p> <ul style="list-style-type: none"> require a simplified Transport Management Plan not be available in all Council areas. depending on the nature of the event, involve the Police "User Pays" policy. require advertising the event's traffic aspects to the community. 	<p>For example:</p> <ul style="list-style-type: none"> an on-street neighbourhood Christmas party. 	<p>Minimum 6 weeks</p>	<p>Charges apply where:</p> <p>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.</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>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>	<p>Required. Refer to TMP.</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p>	<p>Recommended</p>	
4	<p>A Class 4 event is intended for small on street events and:</p> <ul style="list-style-type: none"> requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event. does not require RTA or Council consent does not require advertising the event's traffic aspects to the community does not require a TMP does not require the involvement of other Government agencies. 	<p>A Class 4 event may:</p> <ul style="list-style-type: none"> be conducted on classified or unclassified roads cause zero to considerable disruption to the non-event community cross Police Local Area Commands (LAOCs) cross Local Government Areas (LGAs) require Council and RTA to assist when requested by Police depending on the nature of the event, involve the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade conducted under Police escort. 	<p>Minimum 1 month</p>	<p>Charges apply where:</p> <p>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.</p>	<p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>	<p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p>	<p>Required. Refer to TMP.</p>	<p>Required. Refer to TMP.</p>	<p>Required. Refer to TMP.</p>	<p>May be required.</p>	<p>Recommended</p>	