

Temporary Road Closure for Events



Application Process

The attached flowchart details the process required to temporarily close a road.

The event organiser is required to fill out the application form, and provide a map which shows the roads to be closed, the detour route if one is available, and pay the fee. This can be dropped off at any Council Service Centre.

A traffic management plan will be required once the road closure has been approved. In some cases Council may require public liability insurance to be provided as well.

We recommend that applicants allow at least 12 weeks from the time an application is lodged to receiving approval. This will allow sufficient time to call for objections and report to the Council. Applications can be processed in a shorter time if there are no objections.

Mandatory Public Notification for Events

Roads may be closed for a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function.

Roads closed under the Transport (Vehicular Road Closure) Regulations 1965 are those where exemption to certain road rules is required for those specifically permitted to use the road eg rallying. Applicants should familiarise themselves with this legislation.

Roads closed under this provision must be publicly notified at least 42 days before the proposed closure, and objection may be lodged up to 28 days before the proposed closure.

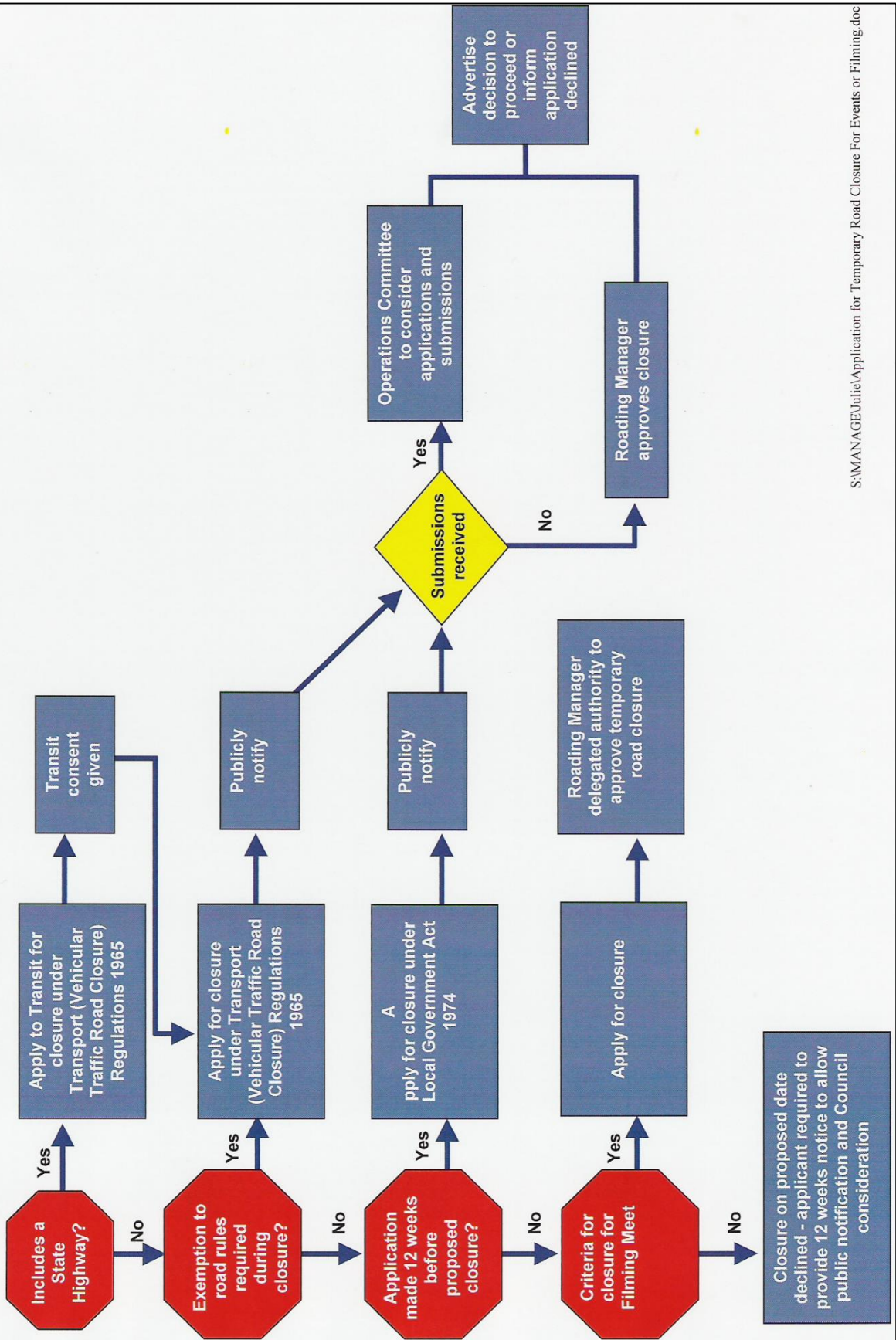
Roads closed under the Local Government Act 1974 are those where normal traffic rules apply to anyone given permission to use the road during the time period it is closed.

Under this provision Council must advertise the intention to close the road, allowing for public submission, and then advertise the decision to proceed with the closure.

Once approved, public notification will be made by way of a newspaper advertisement on the first Saturday following the date of approval in the Otago Daily Times and once in the Council's Community Noticeboard in the News.

Approval Process for Temporary Road Closure

APPROVAL FOR TEMPORARY ROAD CLOSURE



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Temporary Road Closure



Application Number: _____

Organisation Name: _____

Contact: _____

Designation: _____

Postal Address: _____

Telephone Work: _____ Private _____

Mobile: _____ Fax: _____

Email: _____

Invoice Billing Address _____

Event Description: _____

Road Name(s) to be closed: _____

Event Location i.e. Alexandra, Clyde: _____

Closure Date(s): Start date _____ End date _____

Closure Time(s): _____

Road Name(s) of detour routes _____

Fee of \$280 paid Yes / No

Map **attached** which shows location of closure and detour routes Yes / No

Return form to:

Note: Once approval for a Temporary Road Closure is given a Traffic Management Plan will be required prior to Council approving holding of the event. An additional fee of \$90 may be required for the Traffic Management Plan.