

## **Cost to implement traffic control for an event**

If an Indigo Shire Council Event Permit is required, there will be a permit fee of \$63.70 to Indigo Shire. VicRoads do not charge any fees for their approval.

If your event requires traffic management, including signage, on a VicRoads road, you will require the services of a VicRoads prequalified traffic management company to implement your traffic management. Depending on the specific requirements of each event, these costs will vary significantly, from hundreds of dollars to thousands of dollars. Factors that will affect the cost of traffic control include;

- Whether your traffic control require any staff to direct traffic or is it signage only.
- Whether your event is on a weekend or public holiday.
- The number of staff required.

## **Temporary Road Closures and Traffic Alteration for Events**

### **Events requiring Indigo Shire Council approval**

If you would like a street/road closed, or to have traffic altered, you will need to apply for a temporary road closure permit. To do this you will need to complete the Event Notification Form, following which a Council staff member will contact you to assist you with the road closure process as per the checklist below.

Unless you have successfully applied for logistics support as part of the annual IEDTAC Events Grant, any costs associated with the road closure will be the responsibility of the event organiser.

When all approvals are in place, Council will submit the following notifications on the events behalf.

- Ambulance Victoria.
- Advertising of the closure in the local newspaper.
- Submission of the closure to EM-Cop, the regional emergency agencies event notification system.

There are a number of documents that must be provided before your permit will be approved. See the Permit Requirements Checklist below.

Depending on the selected road or street, and the activities being conducted, you may also need the approval of other agencies as below.

### **Events requiring VicRoads approval**

If your event is on a VicRoads managed street/road you will need to obtain a permit for a closure, or memorandum of understanding for alteration of traffic. (*VicRoads streets and roads are any that are yellow on Google Maps*). If you have the necessary documents per the checklist below, you should submit to VicRoads, [an Application to conduct a non-road activity application form](#) no less than two months before the event.

### **Events requiring Victoria Police approval**

If your event is a race that is on, or involves public roads, such as foot or bicycle races and marathons etc, you must obtain a Police permit if;

- the event involves more than 30 competitors and
- one of the competitors will be declared a winner at the conclusion of the event.

If your event satisfies these conditions, you should apply for a [Highway Event Permit](#), no less than two months before the event.

### **Events requiring Public Transport Victoria approval**

If your road closure affects a public transport stop, you need to submit your event to Public Transport Victoria's Event Management System. They will likely advise that you need to relocate the stop, and provide notification in the local news and to any bus companies that service the stop. You need to [submit your event](#) no less than 150 days prior to the event.

### **Permit Requirement Checklist**

To obtain a road closure/traffic altering permit, you must provide the following to Council and/or VicRoads.

- A traffic management plan showing the proposed traffic alterations. This must be from a qualified traffic management company.
- Evidence of your public liability insurance of at least \$10 million. *N.B. If you also require a VicRoads permit, ensure your insurance notes VicRoads as an interested party.*
- A comprehensive Risk Assessment for the event including an assessment specific to the closure.
- An event management plan.
- A letter of support from your local Chamber of Commerce or Tourism Association for the closure.
- A letter from the local police stating that they approve the closure. They will require a copy of;
  - Your public liability insurance.
  - The Traffic Management Plan.
  - Risk Assessment.
- Confirmation that you have informed any business or resident who will be directly affected by the traffic alteration. (See Attachment A: Sample Letter).

**For any further enquiries on traffic management for events, contact Council's Tourism Development Officer (Events) on 03 5728 8000 or at [info@indigoshire.vic.gov.au](mailto:info@indigoshire.vic.gov.au)**

## On Road Events – Including Cycle, Pedestrian and Equestrian

If your event is on a road, but doesn't alter traffic- such as a cycle race, horse riding event or running race, it is your responsibility to notify Council and ensure you have the appropriate external permits. If your event takes place on a VicRoads road, you will also need approval from VicRoads.

If an on road event can be conducted safely and without significant interference with normal road use, you might not need a permit or other approvals. If participants will all comply with the Road Safety Rules (2009), it is more likely that your event would be considered to not significantly interfere with normal road use.

You are likely to require an event permit for a pedestrian or cycling event on a road if one of the following applies:

- Your event is a race
- Your event involves more than 30 participants
- Participants may not be able to comply with all Road Rules
- Your event is for the purpose of raising money or awareness of a charity or other cause
- Participation in your event is open to the general public
- It is a pedestrian event and pedestrians will be travelling, not on a footpath or shared path, in the same direction as passing traffic within 3 metres, in a speed zone 80km/h or more
- You are using a support vehicle, that is travelling more than 20km/h below the speed limit
- You are using a support vehicle with flashing lights, or other non-standard signage
- Your event requires road closure and/or the use of traffic control devices

If you are holding an on road event, you should submit your event notification form to Council at least 60 days prior to the event. Your initial notification should supply the proposed route, and detail exactly how participants will be using the road, and whether participants will be complying with road rules or not. If your event takes place on a VicRoads road, you will also need a permit from VicRoads.

### Application Requirements

To obtain the appropriate permissions you must provide the following to Council and/or VicRoads.

- If there is to be any traffic control devices or on road signage, a copy of the traffic management plan. This must be from a qualified traffic management company.
- Evidence of your public liability insurance of at least \$10 million. *N.B. If you also require a VicRoads permit, ensure your insurance notes VicRoads as an interested party.*
- A comprehensive Risk Assessment for the event.
- A copy of the proposed route.
- An event management plan.

**For any further enquiries on traffic management for events, contact Council's Tourism Development Officer (Events) on 03 5728 8000 or at [info@indigoshire.vic.gov.au](mailto:info@indigoshire.vic.gov.au)**

## ATTACHMENT A: Sample Letter

[Event Organiser]  
[Contact Details]

Dear [Resident/Business],

**RE: NOTIFICATION OF EVENT & CHANGE IN ROAD CONDITIONS –  
[EVENT NAME EVENT DATE]**

The Event Name will be held [Event Date] in [Town]. This event will require closure of roads affecting your business or residence.

We would like to extend to the community and businesses, the opportunity to provide feedback in relation to these closures.

The closure/s will be:

[Date] [Street being closed], between [Street Name] and [Street Name] Street  
Between [times]

A traffic management company will undertake and manage the road closure. Attached are copies of the intended closures.

If you require further information or would like to provide feedback regarding this event, please contact [event organiser] on [phone] or [email].

If you have made contact with [event organiser] and have further feedback regarding the closure, you may alternatively contact the Indigo Shire Council's Tourism Development Officer (Events) on 1300 365 003 or email [info@indigoshire.vic.gov.au](mailto:info@indigoshire.vic.gov.au).

Yours sincerely,

[Event Organiser]