

Activity on a road application form

This application should be completed after you have read the Activity on a Road policy. Please note that application will not be processed unless fully completed.

Part 1: Applicant details

Applicant name: _____

Name of organisation: _____

Postal address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Business hours: _____ Mobile: _____

Email address: _____

Contact person during road closure/activity: _____

Telephone: _____ Business hours: _____ Mobile: _____

Part 2: Event name

Part 3: Details of Event

Town: _____

Part of the road to be used:

Lane(s)
 Half road
 Full road
 Footpath
 Parking bays
 Full closure
 Other

Name/section of road to be used: from _____ to _____

Name/section of road to be used: from _____ to _____

Name/section of road to be used: from _____ to _____

Name/section of road to be used: from _____ to _____

Name/section of road to be used: from _____ to _____

Expected number of participants

0-50
 51-100
 101-150
 151-300
 301+

Date (note: the application must be lodged eight weeks prior to the event)

Commencement date: _____

Completion date: _____

Start time: _____

Finish time: _____

Type of Event

- Sporting event Street party Official opening Festival
 Street parade/march Filming Public rally Cycling tour
 Other (please specify): _____

Part 4: attachments

Document	Relevant section of Activity on a Road policy	Attached
Approval from VicRoads	5	<input type="checkbox"/>
Permits from other authorities where applicable	5	<input type="checkbox"/> VicRoads
		<input type="checkbox"/> Victoria Police
		<input type="checkbox"/> DSE
		<input type="checkbox"/> Parks Victoria
		<input type="checkbox"/> Department of Transport
		<input type="checkbox"/> VicTrack
		<input type="checkbox"/> Other
Traffic management plan	6	<input type="checkbox"/>
A waste management plan (if the event will have more than 150 participants)	7	<input type="checkbox"/>
Certificate of Currency public liability (\$10 million)	8	<input type="checkbox"/>
Risk management plan	8	<input type="checkbox"/>
Letter of notification to relevant agencies and the response	9	<input type="checkbox"/>
Letter/flyer to affected properties including a list of addresses	9	<input type="checkbox"/>

Part 5: Declaration

I/we have read and understood the Macedon Ranges Shire Council Activity on a Road policy and have satisfactorily addressed all the requirements contained within.

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Part 6: Fee

- Not-for-profit organisations and film student: Nil
- Not-for-profit sporting event: \$180
- Run-for-profit organisations (including sporting event and filming): \$675
- Late applications (<15 working days): \$200*

* Late application fee still applies for not-for-profit organisations

Part 7: Lodgement details

- **Mail:** Macedon Ranges Shire Council, PO Box 151, Kyneton 3444
- **Email:** mrsc@mrsc.vic.gov.au
- **Fax:** (03) 5422 3623
- **In person:**
 Kyneton Administration Centre, 129 Mollison Street, Kyneton
 Gisborne Administration Centre, 40 Robertson Street, Gisborne
 Woodend Service Centre, Cnr High and Forest Streets, Woodend
 Romsey Service Centre, 96-100 Main Street, Romsey

For further information, contact (03) 5422 0320.

Office use only						
Date application received		Fee		Yes		No
Preliminary assessment completed?		Receipt #				
VicRoads		Pathway customer request #				
Internal officers		RM8 document #				
Traffic Management Plan provided		Other agencies				
Council assistance required?		Public liability insurance sighted				
Events page updated		Approved				

Privacy

The collection and handling of personal and health information is in accordance with Council's Privacy Policy which is displayed on Council's website, mrsc.vic.gov.au/privacy and available for inspection at or collection from Council's customer service centres.