

Special Event Resources

Special Event Transport Management Plan

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

1. EVENT DETAIL

1.1. Event Summary

Event Name: RETAIL PROMOTION
 Event Location: CARP ST BEGA
 Event Date: 17/12/21 Event Start Time: 4:00 p.m. Event Finish Time: 8:00 p.m.
 Event Setup Time: 3:00 p.m. Event Pack down Finish Time: 9:00 p.m.
 Event is ☐ off-street ☐ on-street moving ☒ on-street non-moving
 Event is ☐ held regularly throughout the year (calendar attached)

1.2. Event Summary

Event Organiser*: BEGA CHAMBER OF COMMERCE & INDUSTRY - JOHN WATKIN
 Phone: [REDACTED] Mobile: _____
 Email: [REDACTED]
 Event Management Company (if applicable): N/A
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____
 Police: _____
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____
 Council: BEGA VALLEY - PETER NEWTON
 Phone: 6499 2222 Fax: _____ Mobile: _____
 Email: _____
 Transport Management Centre
 (if Class 1 – Sydney Metropolitan Area): _____
 Phone: _____ Fax: _____ Mobile: _____
 Email: _____
 Roads & Maritime Service
 (if Class 1 – regional NSW and Class 2 event): _____
 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

Class 1	Class 2	Class 3	2.1. Occupational Health & Safety – Traffic Control
			<input type="checkbox"/> Risk assessment plan (or plans) attached
			2.2. Public Liability Insurance
			<input checked="" 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"/> Ambulance notified

3. TRAFFIC & TRANSPORT MANAGEMENT

Class 1	Class 2	Class 3	3.1. The route or location
			<input checked="" type="checkbox"/> Map attached
			3.2. Parking
			<input type="checkbox"/> Parking organised – details attached
			<input checked="" type="checkbox"/> Parking not required
			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 checked="" 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 or Government enterprises
			<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
			<input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
			3.5. Impact on/or Public Transport
			<input checked="" type="checkbox"/> Public transport plans created - details attached
			<input type="checkbox"/> Public transport not impacted or will not impact event
3.6. Reopening roads after moving events			
<input type="checkbox"/> This is a moving event - details attached.			
<input checked="" 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 checked="" type="checkbox"/> There are no unique traffic requirements for this event			
3.8. Contingency plans			
<input type="checkbox"/> Contingency plans attached			

Class 2

3.9. Heavy vehicle impacts

- ☐ Impacts heavy vehicles – RMS/TMC to manage
- ☒ Does not impact heavy vehicles

3.10. Special event clearways

- ☐ Special event clearways required - RMSTMC to arrange
- ☒ Special event clearways not required

4. MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

Class 3

Class 2

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 arrangement

- ☒ 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 require 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 & Maritime Services (RMS), Transport Management Centre (TMC) 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/TMC 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 it in accordance with the provisions of the relevant privacy legislation.

6. APPROVAL

TMP Approved by: _____ Event Organiser _____ Date _____

7. AUTHORISATION TO *REGULATE TRAFFIC

Council'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: _____ Council _____ Date _____

The RMS/TMC's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ RMS/TMC _____ Date _____

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

Schedule 1 Form – Notice of Intention to Hold a Public Assembly

Taken from NSW Police website:

[https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice of Intention to Hold a Public Assembly.pdf](https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)

Summary Offences Act 1988

To the Commissioner of Police

1 I, JOHN WATKIN
Name
 of [REDACTED]
Address
 on behalf of BEGA CHAMBER OF COMMERCE & INDUSTRY
Organisation
 notify the Commissioner of Police that on the 17th DAY
Day
 of DECEMBER 2021
Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately

500 persons which will assemble
Number

at CARP ST BEGA off Ayers Walkway
Place

at approximate 7:00 ~~am~~/pm
Time

and disperse at approximately 8:00 am/pm
Time

or

(b) a public assembly, being a procession of approximately
Number

persons which will assemble at
Place

at approximatelyam/pm
Time

and at approximatelyam/pm the procession will

commence and shall proceed

.....

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

- 2 The purpose of the proposed assembly is.....
Retail promotion - using street for pedestrian access.
Buskas, Kid's rides etc.
State purpose

- 3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

* (i) There will be0.....(number) of vehicles and/or* floats involved and their type and dimensions are as follows:

.....NO FLOATS.....
.....

* (ii) There will be up to 10.....(number) of bands, musicians, entertainers etc entertaining or addressing the assembly

* (iii) The following number and type of animals will be involved in the assembly

.....N/A.....
.....

* (iv) Other special characteristics of the proposed assembly are as follows:

.....
.....

- 4 I take responsibility for organising and conducting the proposed public assembly.
- 5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address:

.....
BEGA NSW
.....

..... Post Code 2550.....

Telephone:

.....
.....

Signed:

Capacity/Title

PRESIDENT
.....

Date

21/10/21
.....

Delete as applicable

Certificate of Insurance

CLASS OF BUSINESS:	COMMUNITY SERVICES ORGANISATION INSURANCE		
POLICY NUMBER:	NFPIB/198234		
INSURED:	Bega Chamber of Commerce and Industry Incorporated		
INSURED'S BUSINESS:	Businesses and Professional Association		
PERIOD OF INSURANCE:	15/10/2021 to 15/10/2022		
RETROACTIVE DATE:	15/10/2021 (excluding any known claims and/or circumstances)		
LIMITS OF LIABILITY:	General Public & Products Liability		\$20,000,000
		Any one OCCURENCE and in the aggregate in respect of PRODUCT LIABILITY	
		Medical Malpractice	\$2,000,000
	Personal Accident	Capital Benefit	\$50,000
		Weekly Benefit	\$1,000
	Management Liability	Aggregate Limit	\$2,000,000
		Directors & Officers	\$2,000,000
		Employment Practices Liability	\$500,000
		Tax Audit	\$50,000
	Professional Indemnity	\$2,000,000 (Costs in Addition) Any one CLAIM and in the aggregate during the POLICY PERIOD.	
	Property and Income Protection		Not Insured
EXCESS:	General Public & Products Liability		\$300
	Personal Accident	Capital Benefit	Nil
		Weekly Benefit	7 Days
	Management Liability	Organisation Liability	\$1,000
		Directors & Officers Liability	\$1,000
		Organisation Reimbursement	\$1,000
		Employment Practices Liability	\$2,500
		Trustees Liability	\$1,000
		Satutory Liability	\$1,000
		Internet Liability	\$1,000

Please print clearly in **BLOCK LETTERS** with a black pen.
Ensure all fields have been filled out correctly.
Please tick ☒ the appropriate boxes.
Once your application is received a Council Officer will contact you if further information is required.

You may use this form to make an application to hold an event. This application cannot be approved until the public liability insurance Certificate of Currency is supplied as mentioned in Item 2 below. Please do not send payment with this application.

1 Applicant details

Organiser's name	JOHN WATKIN		Position	PRESIDENT
Organisation name	BEGA CHAMBER OF COMMERCE & INDUSTRY			
Postal Address	P.O. Box 225 BEGA		Postcode	2550
Phone	Business	—	Home	—
			Mobile	
Email address				
Contact during event	JOHN WATKIN		Phone	

2 Important information

1. Confirmation of event	I understand that the proposed event does not have Council approval until I have met all requirements and have been issued with a letter of confirmation to stage an event.
2. Public Liability insurance	I understand that I require a current Certificate of Currency from my organisation's insurers who certify at least \$20 million public liability coverage for this event and have noted Bega Valley Shire Council's interest on the certificate. This insurance policy is to contain a cross liability clause.
3. Fees and charges	I understand an administration charge may apply and there may be other service charges. I will be invoiced for all charges when calculated and that payment is due within seven days of invoicing. If an invoice has already been issued for an event that is subsequently cancelled by the organiser, Council will retain the administration fee if it has already been paid, or request payment if it is yet to be made.
4. Application due dates	<ul style="list-style-type: none"> If a complying event and no road closure is required – at least 60 days before the event. If a complying event and road closure up to 24 hours is required – at least 90 days before the event. If a non-complying event or road closure greater than 24 hours is required – at least 120 days before the event. <p>Non-complying event refer to events that require conditions of approval relating to excessive noise, temporary structures or places of public entertainment.</p>
5. Public notification	If the event is longer than three consecutive days it may require public notification, in this instance the application is required at least six months before the event.

3 Applicant declaration

I declare that to the best of my knowledge the information provided in this application is accurate and correct

Signature of applicant

Date

5/11/21

Privacy & Personal Information Protection Notice

Purpose of collection: To register or modify a premises | **Intended recipients:** Council staff and approved contractors of BVSC | **Supply:** required for the regulation of registered premises | **Access/ correction:** Council staff or Freedom of Information requests | **Storage:** Council's record management systems and archives

OFFICE USE ONLY



Code 267

Application Fee \$676.00

Allocation W5098.1102.1135

CS staff

Receipt date

4 Event details

Name of event	BEGA'S CHRISTMAS BOUNTY		Date/s of event	17/12/21		
Time of event	From	4:00 p.m.	To	8:00 p.m.	Estimated no. of attendees	1000
	Set up date / time	3:00 p.m.		Pack up date / time	8:00 p.m.	
Location of event	CARP ST BEGA.		Specified area	BETWEEN AUCKLAND AND GIPPS ST		
Are you raising funds as part of this event?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Beneficiary details			
Are you charging an admission / entry fee?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		If yes, how much			
Description of event	RETAIL PROMOTION - USING STREET FOR DISPLAYS, MARKET STALLS, KIDS RIDES ETC					

a) Temporary structures

Are you proposing to use temporary structures? eg tents, marquees, banners, etc ☒ Yes ☐ No, please proceed to section B
Depending on the size and nature of the structure, a development application may be required.

Number of structures	2	size of structures	4 x 4 m	Description of structures	Small low stage 400mm high marquee to cover stage.
Owner of the structures	BEGA CHAMBER OF COMMERCE				
Name of person erecting the structures	JOHN WATKIN				

b) Waste management

Will you require additional waste management services? ☐ Yes ☒ No, please proceed to section C

All events will be required to submit a mandatory waste management plan for the event.

c) Toilet provision

Does your event require the use of Council toilets?

☒ Yes ☐ No

Does your event require portable toilets?

☐ Yes ☒ No, please proceed to section D

Please provide contact details of contractor for portable toilets

Have you arranged for the servicing of the toilets?

☐ Yes ☒ No

Please phone Council on 6499 2222 if servicing of toilets is required. Please note, fees may apply.

d) Electrical

Do you require access to the use of Bega Valley Shire Council electricity if available at the venue?

☐ Yes ☒ No

If yes, please provide details of proposed use

e) Water provision

Has provision been made for access to drinking water?

☐ Yes ☒ No

Where can patrons access drinking water free of charge at the event?

f) First Aid provision

Have First Aid arrangements been made?

☒ Yes ☐ No, please explain why

No of First Aiders on-site

2

No of First Aid posts

1

Have you advised the local hospital of your event?

☐ Yes ☒ No

g) Security

Have security arrangements been made?

☐ Yes

☒ No, please explain why

N/A

Security Company

Contact no

Have you requested the presence of local Police at your event?

☐ Yes

☒ No

h) Road closures

Is a road closure required for this event?

☒ Yes

☐ No, please proceed to section I

Street name

CARP ST 1 ACES TO CHURCH

Suburb

BECA

Section to be closed

BETWEEN AUCKLAND & GIPPS ST

Purpose

STREET FAIR

Date/s

From 3:00

am/pm on

17/12/21

to

9:00

am/pm on

17/12/21

The nominated responsible person (with a mobile phone or similar) is to be on-site at all times throughout the duration of the closure. This person will be accountable for the coordination and supervision of traffic management. Authorised vehicles can access the closure at one location only, under the direction of a responsible person. The nominated access point is to be shown on the Traffic Management Plan.

Note:

- A Traffic Management Plan is necessary with Road Closure Applications

- All barriers are to be supervised by certified traffic controllers

i) Parking

Is more parking required than the designated areas provided?

☐ Yes

☒ No, please proceed to section J

Please identify where event patrons are to park their vehicles, including expected no of vehicles

Have public transport arrangements been made?

☐ Yes

☒ No

NOT YET BUT WILL BE

j) Food / alcohol

Are you proposing to provide food?

☒ No

☐ Yes, please complete Council's Temporary Food Stall Holder form, and attach with this application

Will you be selling / serving alcohol?

☒ No

☐ Yes, please include a copy of the liquor licence

Are you proposing to have temporary non-food stalls?

☒ No

☐ Yes, please complete Council's Temporary Stall Holder (non-food) form, and attach with this application

k) Amplified sound

Are you proposing to use amplified sound?

☒ Yes

☐ No, please proceed to section L

Type of sound eg band

MUSIC & P.A.

Style of music

CHRISTMAS SONGS

Time

Start

6:00pm

Duration

2 hrs.

Amplification system

l) Amusement devices

Are you proposing to have amusement devices?

☒ Yes

☐ No, please proceed to section M

If yes, all persons wishing to operate amusements are required to comply with Council's policy.

m) Pyrotechnics display (fireworks)

Are you proposing to use pyrotechnics?

☐ Yes

☒ No

Pyrotechnics supplier

Contact no

A copy of the pyrotechnic operator's WorkCover Licence to operate fireworks and a copy of the licensed operator's Public Liability Insurance must be submitted with this application.

n) Additional comments

Please add additional comments/notes below if required.

Bus services will be advised that the Church Street depot will temporarily move to Auckland St.
Signage will be provided to direct public to the change.

Checklist

Please ensure the following items are included when submitting your application form

- ☐ Completed and signed application form
- ☐ Site plan – showing the location of all facilities and provisions available on site (sections a to m)
- ☐ Waste Management Plan
- ☐ Public Liability Certificate of Currency for at least \$20 million coverage

The following items may be required when submitting your application form

- ☐ Traffic Management Plan
- ☐ Temporary Food Stall application form
- ☐ Mobile Food Vending application form
- ☐ Place of Public Entertainment form
- ☐ Fireworks – WorkCover Licence
- ☐ Copy of Liquor Licence
- ☐ Risk Assessment (larger scale events)

BEGA VALLEY CHAMBER OF COMMERCE & INDUSTRY
CARP ST BEGA CHRISTMAS BOUNTY
1 X CREW + TEAM LEADER

CONSIDER CAPTURING
 PARKING EARLY ON THE DAY IF REQUIRED

EVENT DATE: DECEMBER 17th 2021

*TEAM LEADER TO MONITOR
 AND MAINTAIN SITE AND TRAFFIC
 CONTROLLER TO MAINTAIN A SELECTED
 ROAD CLOSURE.
 *VOLUNTEERS TO BE SITUATED
 TO SELECTED POSITIONS TO ASSIST

LEGEND

Event Area



Cones



Use yellow cones to
 highlight all overhead
 power lines and obstacles



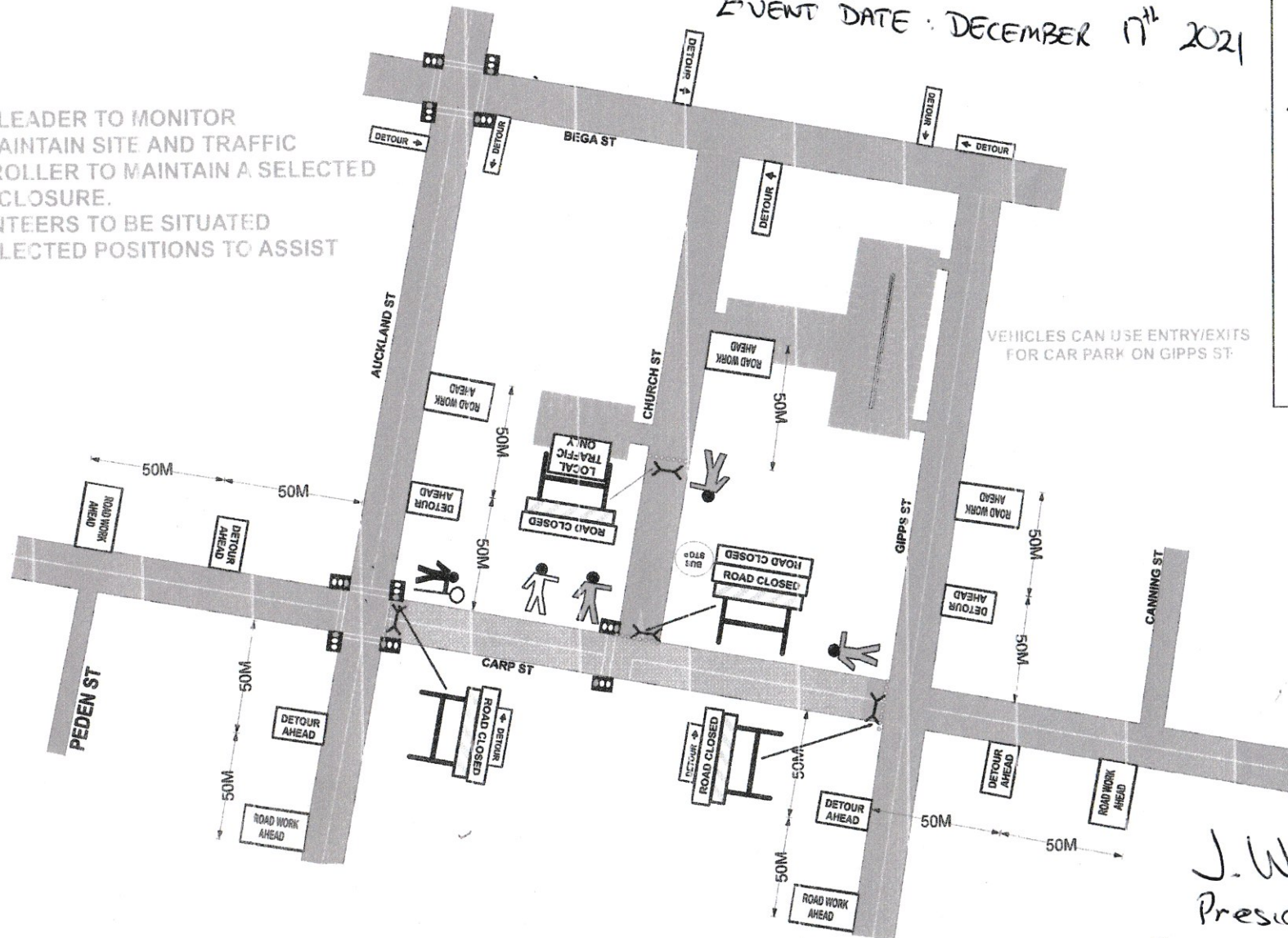
Team Leader



Traffic Controller



Volunteer



J. Watt 5/11/21.
 President.
 Bega Chamber of commerce