

LATROBE CITY STREET PROCESSIONS & TEMPORARY ROAD CLOSURES



This form is to be completed by organisations requesting Council approval for the temporary closure of streets and roads for events such as street processions, street parties and festivals, motor vehicle, bicycle and foot road races etc.

The application must be submitted not less than **150 days** prior to the proposed event.

Date of Application: _____

EVENT DETAILS:

Name of Event: _____

Date of Event: _____ Time of Event: _____ am / pm _____ am / pm

Organisation: _____

CONTACT DETAILS:

Name: _____

Address: _____

Telephone: (B/H) _____ (A/H) _____ Fax: _____

Mobile: _____ Email: _____

Event Description: _____

Affected Street and Roads: _____

TRAFFIC MANAGEMENT EQUIPMENT:

Council will assist with a limited number of traffic management items. Please complete the **Latrobe City Infrastructure Form** specifying numbers and type of equipment required.

NOTE: All road closures must be erected by Council authorised staff. The final equipment required will be identified after your application has been processed and approved. You will be contacted by Council staff with prior to the event with details of equipment required and costs.

Please Note :Vic Roads approval - If any of the above streets/roads are main roads or a highway, the applicant will need to obtain **prior** approval from Vic Roads. Copy of approval to be attached to this application.

Police approval - Organisers of bicycle/foot race or similar event are required to obtain approval from the Policy & Education Section of the Victorian Police. For all other events, approval and assistance with traffic management is to be obtained from the local Police.

Public Liability Insurance - Proof of current public liability coverage of no less than \$5 million is to be attached to this application.

Map - A map of the sections of streets/roads requested to be closed is to be attached to this application.

OFFICE USE ONLY				
Date received:	__/__/__	Officer:		
Referred to:	Latrobe Visitor Information Centre	Yes / No	Copied	Yes / No
	City Strategy	Officer:		
	City Relations	Officer:		
	City Infrastructure	Officer:		
Date of response:	__/__/__	Verbal / Letter / Confirmation only		