

Self-assessment Checklist

This checklist is to help Event Organisers decide whether or not the Public Transport Division (PTD) of the Department of Transport needs to be notified of your event.

This checklist is a self-assessment tool only and does not need to be returned to the Public Transport Division of the Department of Transport.

To make the process easier, events have been classified into two categories on this checklist.

Tick the relevant boxes

Category 1	Category 2
<p>A Category 1 event is likely to have an impact on the public transport system by:</p> <p><input type="checkbox"/> requiring additional services</p> <p><input type="checkbox"/> delaying a service</p> <p><input type="checkbox"/> causing an alteration in route</p> <p><input type="checkbox"/> causing the cancellation of a service</p> <p><input type="checkbox"/> causing a service to be replaced.</p> <p>These outcomes may occur, for example, if an event:</p> <ul style="list-style-type: none"> • requires a road closure • requires additional parking • causes possible congestion in the area or roads leading into the area • limits or prevents pedestrian access. <p>A Category 1 event is also likely to:</p> <p><input type="checkbox"/> require the involvement of one or more public transport operators (tram, train and bus).</p>	<p>A Category 2 event is not likely to have an impact on the public transport system but may:</p> <p><input type="checkbox"/> have an impact on traffic management</p> <p><input type="checkbox"/> require advertising of the event's traffic management aspects to a wide audience</p> <p><input type="checkbox"/> disrupt the non-event community</p> <p><input type="checkbox"/> involve VicRoads, Citylink.</p>

Does your event fall into Category 1 or Category 2?

If you ticked any of the boxes in **Category 1**, then you are required to complete an **Event Notification** and send it to DOT. This can be found in the information kit or downloaded from the DOT events legislation web site (www.transport.vic.gov.au/eventnotification).

If you ticked any of the boxes in **Category 2**, or if you are still uncertain, then you are advised to discuss this with DOT or your local council to make sure that a notification is not needed.