|  |  |
| --- | --- |
|  |  |
| ABN 42 686 389 537 – PO BOX 151, KYNETON VIC 3444Tel: 5422 0333 – Fax: 5422 3623 – Email: mrsc@mrsc.vic.gov.au – Website: mrsc.vic.gov.au |

Activity on a Road Application Form 2024/2025

This application should be completed after you have read the Activity on a Road **P**olicy. Note: the 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/Activity name

|  |
| --- |
|       |

Part 3: Details of Event/Activity

|  |  |
| --- | --- |
| Town: |       |

Part of the road to be used:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Lane(s) | [ ]  | Half road | [ ]  | Full road | [ ]  | Footpath | [ ]  | Parking bays | [ ]  | Full closure | [ ]  | Other |

|  |  |  |
| --- | --- | --- |
| Road name:       | from: |       |
| to: |       |
| Road name:       | from: |       |
| to: |       |
| Road name:       | from: |       |
| to: |       |
| Road name:       | from: |       |
| to: |       |
| Road name:       | from: |       |
| to: |       |

Expected number of participants

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | 0-50 | [ ]  | 51-100 | [ ]  | 101-150 | [ ]  | 151-300 | [ ]  | 301+ |

|  |  |
| --- | --- |
| Commencement date: |       |
| Completion date: |       |
| Start time: |       |
| Finish time: |       |

**Type of Event/Activity**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Sporting event | [ ]  | Street party | [ ]  | Official opening | [ ]  | Festival |
| [ ]  | Street parade/march | [ ]  | Filming | [ ]  | Public rally | [ ]  | Cycling tour |
| [ ]  | Road works | [ ]  | Other (please specify): |       |

Part 4: Attachments

Important: Please ensure all supporting material is attached prior to submission. Your application will not be assessed until all the required paperwork is received.

|  |  |  |
| --- | --- | --- |
| **Document** | **Activity on a Road Policy Reference** | **Attached** |
| Approval from VicRoads or Continuation Letter (where applicable) | 5 | [ ]  |
| Permits from other authorities (where applicable) | 5 | [ ]  | Victoria Police |
| [ ]  | DSE |
| [ ]  | Parks Victoria |
| [ ]  | Department of Transport |
| [ ]  | VicTrack |
| [ ]  | Other |
| Traffic management plan (to be drawn and designed by a suitably qualified (approved by DTP) traffic management company) | 6 | [ ]  |
| A waste management plan (if the event will have more than 150 participants) | 7 | [ ]  |
| Certificate of Currency public liability ($10 million) | 8 | [ ]  |
| Risk management plan | 8 | [ ]  |
| Letter of notification to relevant agencies and the response | 9 | [ ]  |
| Letter/flyer to affected properties including a list of addresses | 9 |  |

Part 5: Declaration

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Name: |       |
| Signature: |  | Signature: |  |
| Date: |       | Date: |       |

Part 6: Fees and eligibility

Permit application invoice will be issued upon receipt of application and confirmation of all necessary documentation is attached. Fees must be paid prior to permit being issued.

* Filming Students: no fee
* Not-for-profit organisations: $210
* Not-for-profit sporting event: $210
* Run-for-profit organisations (including sporting event and filming): $790

Applications must be submitted at least 28 working days before event start date. Late applications will not be accepted.

To be eligible to apply for a multi-year permit your event must:

* have been held historically for the past 3 years in the shire.
* have been previously granted a VicRoads multi-year permit
* be located on the same route, have the same scope and held at the same time every period
* have no plans to adjust the location, route or scope in the future not taking into account circumstances outside of your control, such as planned capital works on the route.

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

Macedon Ranges Shire Council will only collect information from you with your knowledge and consent. Council will use personal information provided by you for the purposes for which it was collected. Personal information you provide to Council is protected by the Privacy and Data Protection Act 2014. Council will not disclose your personal information to a third party unless required by law.