

## Activity on a Road Application Form

**2024/2025**

This application should be completed after you have read the Activity on a Road Policy. 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 provided along with this form. Your application will not be assessed until all the required paperwork is received.

| Document                                                                                                                | Activity on a Road Policy Reference | Supplied with application form                   |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------------------|
| Approval from VicRoads or Continuation Letter (where applicable)                                                        | 5                                   | <input type="checkbox"/>                         |
| Permits from other authorities (where applicable)                                                                       | 5                                   | <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 (to be drawn and designed by a suitably qualified (approved by DTP) traffic management company) | 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: 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](mailto: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                                |  | 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.