

You are applying for a permit to conduct a non-road activity on a highway under the *Road Safety Act 1986*. To facilitate a non-road activity authorised by a permit, VicRoads may authorise the closure of the highway to all traffic or to particular types of traffic for the period specified in the permit. A permit may be issued subject to:

- any terms, conditions or limitations which VicRoads, as the coordinating road authority, considers appropriate; and
- the payment of a fee specified in the Act.

You may also be applying for authorisation to erect, display, place, remove or alter Traffic Control Devices as specified below, under the *Road Safety (Traffic Management) Regulations 2009*. If so, you agree and acknowledge that:

- the Traffic Control devices must be installed and removed as outlined in relevant sections below, unless further authorisation has been granted;
- accurate records of actual usage of the Traffic Control Devices will be kept in a document which can be provided to VicRoads (e.g. a diary);
- the attached plans are a true and accurate reflection of the base information and proposed treatments; and
- the treatments shown on the plans are in accordance with the Worksite Safety Traffic Management - Code of Practice.

Please complete the section below, attach any supporting documentation, sign and return to the appropriate VicRoads Office (listed on back of application). All fields must be completed in order to process your application.

Event

- Filming
 Cycle event
 Fun run
 Motorcycle race
 Car race
 Festival
 Procession
 Other

Name of event	Estimated attendance (participants/spectators)
Brief description of event	

Event organiser

Organisation/production company	
Name	
Email	
Phone	Signature
Date	

Traffic management company

Company	
Name	
Email	
On site contact	Mobile (on site contact)

Event details

Location (list all roads affected by this event; attach map if required)	
Area/Town/Suburb	Municipality
Melway reference (edition)	VCSD reference (edition)
Start date	Finish date
TMP installation date	TMP removal date

Traffic management

If road is being closed, provide road closure details	Time delay
	Previous VicRoads RWE no.
Major traffic control device(s)	Minor traffic control device(s)

Traffic management details

Does the event incorporate/require

<input type="radio"/> Yes	<input type="radio"/> No	Use of a freeway				
<input type="radio"/> Yes	<input type="radio"/> No	Use of a toll road				
<input type="radio"/> Yes	<input type="radio"/> No	Use of flashing or rotating warning lamps				
<input type="radio"/> Yes	<input type="radio"/> No	Use of an over dimensional vehicle				
<input type="radio"/> Yes	<input type="radio"/> No	Use of an over dimensional vehicle route				
<input type="radio"/> Yes	<input type="radio"/> No	Speed trials				
<input type="radio"/> Yes	<input type="radio"/> No	Tow aways				
<input type="radio"/> Yes	<input type="radio"/> No	Use of a modified or unregistered vehicle				
		<table border="1"> <tr> <td>Registration number</td> <td>VIN/Chassis no.</td> <td>Model</td> <td>Vehicle type</td> </tr> </table>	Registration number	VIN/Chassis no.	Model	Vehicle type
Registration number	VIN/Chassis no.	Model	Vehicle type			
<input type="radio"/> Yes	<input type="radio"/> No	Exemption from any road rules (Use of seatbelts, speed restrictions)				
<input type="radio"/> Yes	<input type="radio"/> No	Is this event likely to impact upon public transport? Have you discussed this event with Public Transport Victoria? If contact has been made, please include copy of discussions. (Refer to ptv.vic.gov.au/specialevents or email event.notification@ptv.vic.gov.au)				
<input type="radio"/> Yes	<input type="radio"/> No	If a race, have the relevant departments within Victoria Police been notified? If contact has been made, please include copy of discussions. (events: stateevents@police.vic.gov.au , filming: film.tv@police.vic.gov.au , race: roadpermits-oic@police.vic.gov.au)				
<input type="radio"/> Yes	<input type="radio"/> No	Have you discussed this event with the local council(s) in which your event will be taking place? If contact has been made, please include copy of discussions.				

Document check list Attached documentation

<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Exempt	Event plan	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Exempt	Certificate of public liability insurance
<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Exempt	Traffic management plan / MOA	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Exempt	Victoria Police approval (or event sheet)
<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Exempt	Communication plan	If a modified/unregistered vehicle is to be used:			
<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Exempt	Risk assessment	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Exempt	VIN no, registration, make and model of car(s)
<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Exempt	Council permit	<input type="radio"/> Other			
<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Exempt	Photographs of camera/mount/ other modification	If unregistered vehicle is being used, please include a copy of the VicRoads <i>Unregistered Vehicle Permit Form</i>			

VicRoads offices Telephone number for all administration offices: 13 11 71, Operating Hours: 8:30am to 5pm Monday - Friday

Metro North West 499 Ballarat Road Sunshine, Victoria 3020 vicroadsmetroevents@roads.vic.gov.au	Metro South East 12 Lakeside Drive Burwood East, Victoria 3151 vicroadsmetroevents@roads.vic.gov.au	Eastern Region 120 Kay Street Traralgon, Victoria 3844 vicroads.ermoa@roads.vic.gov.au	South Western Region 180 Fyans Street South Geelong, Victoria 3220 swrresponse@roads.vic.gov.au
North Eastern Region 50-52 Clarke Street Benalla, Victoria 3672 ner.enquiries@roads.vic.gov.au	Western Region 88 Learmonth Road Wendouree, Victoria 3355 western.mail@roads.vic.gov.au	Northern Region 51-53 Lansell Street Bendigo, Victoria 3550 nr.mailbox@roads.vic.gov.au	Email address for filming applications vicroadsmetroevents@roads.vic.gov.au

Application process

Should you go ahead with your event without obtaining all the necessary authorisations, you will be committing an offence and will be subject to prosecution, as well as the termination of the Event by the Victoria Police. Except for filming applications, which usually need to be expedited, you should allow 60 days for your application to be approved. This time guide is indicative only and does not allow for any preliminary work that should have been undertaken prior to the lodgement of your application.

For any Event significantly impacting upon the road network, VicRoads will require evidence of at least \$20 million public liability cover. The insurance policies must note VicRoads as an interested party for the term of the road related Event. A copy of each insurance policy must be included in your application to use a VicRoads road.

VicRoads does not charge a fee for most applications, but would appreciate acknowledgement of its assistance with this application on the event website or other event publicity. If you are able to provide such an acknowledgement, check the box below to be provided with VicRoads logo for these purposes. The logo may only be used on the event website or other event publicity, to denote a contribution to the running of the event.

Should VicRoads provide you with an electronic copy of its logo for acknowledgement purposes?

Authorisations (VicRoads use only)

<input type="radio"/> Authority to use an arterial road pursuant to section 99b of the <i>Road Safety Act 1986</i>	<input type="radio"/> Heavy vehicle detour under the Heavy Vehicle National Law
<input type="radio"/> Authority to use a freeway pursuant to section 68a of the <i>Road Safety Act 1986</i>	<input type="radio"/> Designation of tow away zone under the <i>Road Management Act 2004</i>
<input type="radio"/> Memorandum of authorisation pursuant to the <i>Road Safety (Traffic Management) Regulations 2009</i>	<input type="radio"/> Certificate of approved operations
<input type="radio"/> Exemption from the <i>Road Safety Road Rules 2009</i>	<input type="radio"/> Other (i.e. Temporary closure of a section of CityLink pursuant to clause 9.4 of the concession deed)
<input type="radio"/> Exemption from the <i>Road Safety (Vehicles) Regulations 2009</i>	