

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale VIC 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
Follow us on Twitter @egsc



Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service : 133 677  
ABN: 81 957 967 765

## Application for Temporary Road Closure Permit

General Local Law 2017

There are some hard words in this form. The hard words are in [blue](#). You can read what the words mean on page 2.

This permit has a fee of \$117.00. Not for Profit Organisations do not pay a fee.

|  |       |   |                             |
|--|-------|---|-----------------------------|
| Name of Organisation:  |       |   |                             |
| Person responsible:  |       |   |                             |
| Postal address:  |       |   | Postcode                    |
| Phone number: Home:  | Work: | Mobile:   |                             |
| Email address:   |       |   |                             |
| Town:  |       |   |                             |
| Road names for closure:  |       |   |                             |
| Dates of closure: From: ____/____/____   |       | Till: ____/____/____  |                             |
| Start time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm<br>(please tick) |       | Finish time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm<br>(please tick) |                             |
| Reasons for Closure: _____<br>_____<br>_____<br>_____<br>_____                             |       |   |                             |
| Have you spoken to any businesses or residents that will be affected?                      |       | <input type="checkbox"/> Yes  | <input type="checkbox"/> No |
| Details: _____<br>_____<br>_____<br>_____  |       |   |                             |

### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

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Please provide –

- A map showing areas of closure.
- Copies of any letters supplied to affected person/s
- The name or names of the qualified contractor or organisation that has written and will conduct the Traffic Management Plan.

Insurance – Please attach a copy of insurance

Insurer name: \_\_\_\_\_

Policy number: \_\_\_\_\_ Policy expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sum insured: (minimum \$20 million public liability insurance) \_\_\_\_\_

The applicant will seek approval from Vic Roads for the closure of a **declared road** once this application has been lodged.

I have read Council's rules on Street Closures and agree to them (tick the box) ☐

I agree that:

- We will not hold Council or any Council agents/servants liable for any actions, costs, claims, charges, expenses or anything else arising from the street closure/s.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Office Use Only:

Reference Number – PP/LL/\_\_\_\_\_ Method of Payment: ☐ Cash ☐ Eftpos ☐ Cheque ☐ Credit

Amount Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Receipt Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Rules for Temporary Road Closure

**This permit relies on the permit holder meeting all of these rules and any other [statutory obligation](#) associated with the activity.**

1. Any road closures including car parks will not be allowed for longer than six hours, and will not be allowed after sunset, unless special permission is given by Council.
2. You must provide Council a copy of your public liability insurance.
3. The length of the part of the street that is closed must be less than 200m and include only those [frontages](#) of properties of which the residents or businesses are in agreement with the street being closed.
4. The road closure must be in line with the site plan that has been approved by Council.
5. That all persons who will be affected by the road closure have been contacted and : -
  - They have received formal written advice
  - They have been talked with to reduce the impact of any proposed road closure
  - They have been given an opportunity to lodge objections.
6. Road closures must be done using [barricades](#) and warning signs supplied and put up by an appropriate contractor. Council reserves the right to require the applicant to provide additional warning signs, at the applicant's cost.
7. Organisers are required to have enough marshals and management [contingencies](#) to control security and the safe operation of their event and the safe movement of vehicle and pedestrian traffic. All road marshals should be trained and briefed on their responsibilities, are to be suitably identified, and must wear high visibility jackets.
8. The activities of the event must not interfere with normal pedestrian use of the street or residents needing vehicle access to their properties.
9. [Barriers](#) and street blockages must be removed straight away in the event that access is required by emergency vehicles including, Victoria Police, Fire Brigade, Ambulance, East Gippsland Water and Eastern Energy.
10. Organisers are required to have an appropriate traffic management or car parking plan to deal with the expected numbers or vehicles attending the event.

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## Hard words in this form:

**Declared Road:** Roads which are the responsibility of VicRoads.

**Statutory Obligation:** A required course of action to which a person is morally or legally bound

**Barricades:** An improvised barrier erected across a street or other thoroughfare to prevent or delay the movement of opposing forces

**Frontages:** The facade of a building

**Barriers:** A fence or other obstacle that prevents movement or access

**Contingencies:** A future event or circumstance which is possible but cannot be predicted with certainty

## Submitting your application:

|            |   |  |
|------------|---|--|
| Mail       | Post the signed, completed form together with any applicable fees or copies of any documentation to;<br>PO Box 1618<br>BAIRNSDALE VIC 3875. |  |
| Electronic | Fax to 03 5153 9576<br>Email to <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>                                  |  |
| In Person  | Bring the completed form and supporting documents to any of the following locations;  |  |
|            | Service Centre Opening Hours:<br>9.00am to 5:00pm.<br>Monday to Friday.   | Bairnsdale Corporate Centre: 273 Main Street.<br>Lakes Entrance Service Centre: 18 Mechanics Street.<br>Omeo Service Centre: 179 Day Avenue.<br>Orbost Service Centre: 1 Ruskin Street.<br>Paynesville Service Centre: 55 The Esplanade. |
|            | Mallacoota Service Centre Opening Hours:<br>Monday and Tuesday 10.00am to 2.00pm<br>Wednesday, Thursday, Friday 2.00pm to 5.00pm            | Mallacoota Service Centre: 70 Maurice Avenue   |

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