

Note: this form should be used for Event Road Permit applications only.

1. APPLICATION TYPE (please select which type of application you are submitting)			
<input type="checkbox"/>	Minor Event (small community event with minimal disruption to road network)		
<input type="checkbox"/>	Major Event (large festival or sporting event with disruption to road network)		
<input type="checkbox"/>	Express processing (permit required within 20 business days and will encounter an express processing fee.)		
2. ACTIVITY TYPE			
What type of activity is this application for?			
<input type="checkbox"/>	Event directly for Ipswich City Council (go to question 3)		
<input type="checkbox"/>	Special events such as street parties, parades, etc. (go to question 4)		
3. IPSWICH CITY COUNCIL CONTRACT DETAILS			
Ipswich City Council contract number/purchase order number			
Ipswich City Council Contracts/Project Officer			
4. SPECIAL EVENT DETAILS			
Name of event			
Description of event activities			
Person responsible for event			
Position		Phone number	
Email			
5. TEMPORARY ENTERTAINMENT EVENT LICENCE			
To determine if you require a Temporary Entertainment Event Licence or to obtain an application form visit ipswich.qld.gov.au/temporarevents or contact council on (07) 3810 6666			
Temporary Entertainment Event Licence Number			
6. APPLICANT DETAILS			
A traffic management company may apply on behalf of the applicant, if they have been authorised to do so, but details of the applicant MUST be provided			
Provide details of the Officer responsible for the works			
Organisation/Company Name			
Officer name			
Officer position		Officer contact phone number	
Email			

7. LOCATION			
If 3 or less roads are impacted please complete the below fields. If more than 3 roads are impacted please attach a separate list with full details.			
The application impacts more than 3 roads			<input type="checkbox"/> Yes <input type="checkbox"/> No
How many roads are impacted?		<input type="checkbox"/> 1	<input type="checkbox"/> 2 <input type="checkbox"/> 3
ROAD 1			
Road name			
Suburb			
Section of road from/near			
Section of road to			
ROAD 2			
Road name			
Suburb			
Section of road from/near			
Section of road to			
ROAD 3			
Road name			
Suburb			
Section of road from/near			
Section of road to			
8. PERMIT PERIOD			
Event days (this should include exact times for entire event including bump in and bump out dates and times)			
Start date		Start time	
Finish date		Finish time	
Number of days for event	<input type="checkbox"/> Monday – Friday	<input type="checkbox"/> Monday – Sunday	<input type="checkbox"/> Saturday only
	<input type="checkbox"/> Monday – Saturday	<input type="checkbox"/> Weekend only	<input type="checkbox"/> Sunday only
Please provide further details if necessary e.g. third Wednesday of every month.			
EXPRESS PROCESSING			
Express processing fee applies to any applications required in less than 20 business days and can be applied to any fee listed under Works on Local Government Roads/Traffic Control. For example, this applies to applications for permit or extensions and amendments. Please refer to ipswich.qld.gov.au/feesandcharges for council's fees and charges. The express processing fee is charged in addition to the permit fee. Applications may be refused if there is no capacity to process the applications within the desired timeframe.			
<input type="checkbox"/>	I understand an express processing fee is applicable and accept the fee and wish to continue with my application		

9. EVENT MANAGEMENT SITE PLANS

An event management plan and a site plan identifying placement of all temporary structures is required to enable proper assessment of the application. Supporting documents can include: marked up site plans, traffic management plan, aerial imagery, photography, run schedule, or other descriptive documents.

Description of event* (if road closures occurring then traffic guidance schemes are compulsory)

If the event is directly for Ipswich City Council. please provide details below

10. TRAFFIC MANAGEMENT

Traffic management MUST be carried out by a company registered with the DTMR Traffic Management Register Scheme.

Traffic management must be implemented onsite by suitably trained and qualified people, in accordance with the current version of the Manual Uniform of Traffic Control Devices (MUTCD) Part 3, Australian Guide to Temporary Traffic Management (AGTTM), and Queensland Guide to Temporary Traffic Management (QGTMM).

Refer to the Department of Transport and Main Roads website tmr.qld.gov.au.

Company Name

Title

Given name

Surname

Business address

Suburb

State/Territory

Postcode

Work phone

Mobile

Email

Proposed traffic controls

Full road closure Traffic lane(s) closure – continuous Traffic lane(s) closure – short term

Partial lane(s) closure Shoulder closure Footpath closure Other

Please provide further details of the proposed traffic control if necessary

Please attach a copy of your traffic management/traffic control plan/traffic guidance scheme

Are there any impacts to bus stops or bus routes

Yes No

11. PUBLIC LIABILITY INSURANCE			
The applicant must hold current Public Liability Insurance (PLI) policy with a minimum cover of \$20 million throughout the permit period. The insurance company must be licensed to operate in Australia. The applicant must provide evidence of the insurance (Certificate of Currency) to council with the application.			
Do you hold a current PLI policy, licensed to operate in Australia?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurer			
Policy number		Policy expiry date	<input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Have you provided a copy of your current PLI policy to Ipswich City Council previously?			<input type="checkbox"/> Yes <input type="checkbox"/> No
12. STANDARD CONDITIONS			
All traffic management must be in accordance with the current version of the Manual of Traffic Control Devices (MUTCD), Australian Guide to Temporary Traffic Management (AGTTM), and Queensland Guide to Temporary Traffic Management (QGTMM).			<input type="checkbox"/>
All traffic management must be undertaken by a company registered with the Department of Transport and Main Roads Traffic Management Registration Scheme			<input type="checkbox"/>
All traffic management plans and traffic guidance schemes must be authorised by an appropriately qualified competent person as defined in the MUTCD, AGTTM, and QGTMM.			<input type="checkbox"/>
Works or traffic control must not be undertaken within 50 metres of any traffic signal without written approval from Ipswich City Council Traffic Engineer			<input type="checkbox"/>
When carrying out activities, the permit holder must undertake all reasonable measures to: <ul style="list-style-type: none"> • protect the public from nuisance, injury or loss • minimise the duration of lane or road closures • minimise impacts including delays for road users • ensure access to adjacent properties is maintained • minimise impacts on participants of events and activities • ensure the safe passage of all road and footpath users • ensure refuse can service adjacent properties; and • maintain the site in a clean and tidy condition. 			<input type="checkbox"/>
Trees including roots are not to be removed, damaged or trimmed			<input type="checkbox"/>
A copy of the permit and approved traffic management plan must be kept on site and be available for inspection at all times			<input type="checkbox"/>
Emergency services and all residents and businesses directly affected by the activities must be advised of the planned disruption at least 24 hours before works or traffic control commences			<input type="checkbox"/>
The permit holder must hold and maintain throughout the period of the works a current Public Liability Insurance policy with a minimum of \$20 million. The insurance company must be licenced to operate in Australia. The permit holder must provide evidence of the insurance (Certificate of Currency) to council upon request			<input type="checkbox"/>
The Applicant must notify Translink regarding any impacts to bus routes or stops by email to temporary.closures@translink.com.au			<input type="checkbox"/>
Access to Businesses and Residents shall be maintained at all times			<input type="checkbox"/>
Failure to adhere with any of these conditions will result in the permit becoming invalid			<input type="checkbox"/>
Council reserves the right to withdraw this permit at any time if the conditions of the permit are not being adhered to or upon assessment council determines the activity as causing a nuisance, inconvenience or annoyance to the community, effecting the amenity of the area or the local environment			<input type="checkbox"/>
This permit only authorises works and traffic control on Local Government controlled roads. Any additional authority or permits from state authorities or utility providers will be required in addition to this permit			<input type="checkbox"/>
Failure to comply with the conditions of a permit is an offence and may result in you being issued with a penalty infringement notice and/or being prosecuted. The maximum penalty is 40 penalty units			<input type="checkbox"/>
It is an offence to carry out works without a permit and may result in you being issued with a penalty infringement notice and/or being prosecuted. The maximum penalty is 200 penalty units.			<input type="checkbox"/>

13. NON – COMPLIANCE TO CONDITIONS

Please provide an explanation outlining why you cannot comply with any of the standard conditions

14. INVOICE DETAILS

For fees and charges please refer to ipswich.qld.gov.au/feesandcharges

Please provide the name and postal address of the organisation who is to be invoiced for the permit.

Company Name

Postal address

Suburb

State/Territory

Postcode

Email

15. DECLARATION (must be completed)

As a condition and in consideration of the granting of this application, the applicant agrees to indemnify, and keep indemnified Ipswich City Council, its officers, employees and agents against any liability, loss, damage claim, suit action, demand, debt judgement or legal proceedings ("The Claims"). The applicant further indemnifies Ipswich City Council against any costs and expenses in connection with defending, setting or responding to such claims (including legal costs and expenses) in respect of any loss of life or injury (including illness) to any person or loss of or damage to any property, howsoever arising that may be brought by any person or corporation against Ipswich City Council, its officers, employees and agents arising directly or indirectly in connection with the granting of this application, to the applicant.

I understand that if I do not comply with the minimum standards of the local law and or the conditions of the licence, I may be liable to penalties or my licence may be revoked.

I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.

Note: providing false information may render you liable to legal action.

Applicant name

Applicant signature

Date

□□/□□/□□□□

CHECKLIST

Please ensure you have attached the following items if they are applicable to your event

- A list with full details of impacted roads is attached, if more than 3 roads are impacted
- A site plan identifying placement of all temporary structures is attached
- A copy of the traffic management/traffic control plan has been attached
- A copy of the current PLI policy held by the applicant is attached

LODGEMENT

In person:

Ground Floor
1 Nicholas Street
Ipswich QLD 4305

Or scan the
QR code for
all in person
locations



Post to:

Ipswich City Council
PO Box 191
IPSWICH QLD 4305

Email:

council@ipswich.qld.gov.au

Ipswich City Council is collecting your personal information for the purpose of fulfilling its functions, responsibilities and activities. Please see council's [Privacy Statement](#) and [Personal Information Digest](#) for further information about how we manage personal information, to whom personal information could be disclosed and the laws that authorise or require the collection of personal information by the council. Generally, we do not disclose your personal information outside of council unless we are required by law to do so or you have given your consent. By completing and signing this form and returning it to council, we will consider that you have given us your consent to manage your personal information in the manner described in council's Privacy Statement, Information Digest and this collection notice.

Last reviewed November 2021_A5588146