



Conditions for a Planned Activity in a Council Road Reserve

To **carry out work in a road reserve** the applicant must seek formal approval from the relevant road authority. Council is the road authority in all cases except for crown roads (various State Government departments) and freeways (Roads and Traffic Authority).

The applicant must submit to Council a Traffic Management Plan (see condition 1 below) and evidence of current Public Liability Insurance cover (see condition 2 below). If the work involves fully **closing a road to through traffic**, the applicant may also need to gain Council approval through the Traffic Committee. Any application requiring Traffic Committee and Council approval must be submitted at least three months prior to the work or special event.

To **conduct a special event** such as a parade or fair within a Council road reserve, the applicant must gain approval in principle from the Traffic Committee and Council and must complete the procedures detailed in the Guide to Traffic and Transport Management for Special Events. This Guide is available at <http://www.rta.nsw.gov.au/usingroads/index.html> by selecting Special Events Guide in the Useful Downloads section.

Conditions 1, 2 and 3 below are mandatory for any planned activity within a Council road reserve. Conditions 4, 5, 6, 7 and 8 below may be required depending on the nature, location and timing of the work or special event.

1. The applicant must prepare and submit a **Traffic Management Plan (TMP)** detailing all traffic and transport arrangements for the works or special event including dates and times. The TMP assesses the impacts on traffic flow and shows how these impacts are to be addressed. The person submitting the TMP must provide their certificate number. One or more **Traffic Control Plans (TCP)** form part of the TMP and must be prepared in accordance with the **RTA Traffic Control at Work Sites Manual (TCWS)** and the relevant Australian Standards. The current TCWS is available on the RTA's web site at <http://www.rta.nsw.gov.au> by searching for TCWS. It is important that the TCPs show the location of all personnel, barriers and signage used to control traffic and pedestrians. Please note that approval of the overall TMP does not imply approval of individual TCPs.
2. A copy of a Certificate of Currency for the applicant's **Public Risk Liability Insurance** cover, to the value of not less than twenty (20) million dollars must be submitted to Council seven (7) days prior to the work or special event. The insurer is to be requested to note Council's interests on a Certificate of Currency such that the following statement is placed under the heading "Interested Parties":
"The Wingecarribee Shire Council noted for its interests in respect of (name of the event/activity) being held/located on/at (name of location if specific) on (the date or period of the event for which insurance is requested)."
3. The applicant must **keep records** to verify that the traffic control devices are placed in accordance with the TCP. There are checklists for monitoring traffic control measures in the TCWS. Only competent traffic control personnel or marshals who hold the relevant traffic control qualifications shall be used to deploy traffic control equipment and monitor or direct traffic in accordance with the TCP.



Conditions for a Planned Activity in a Council Road Reserve

4. The applicant must **advise all owners/residents/tenants in the vicinity** or affected by the traffic control of the date and times that the traffic control will be operating, at least seven (7) days prior to it taking place. Any concerns expressed about the proposed closure/traffic disruption shall be addressed by the applicant in the first instance.
5. A four metre wide **emergency vehicle lane** must be maintained at all times. Access shall also be maintained where practicable for residents and/or business operators located along the affected section/s of Council road.
6. The applicant must **notify all emergency service providers** (Police, Ambulance, Fire, VRA, SES), as well as Berrima Buslines, Southern Highland Taxis and the Resource Recovery Centre (02 4868 0555) that may be affected by the activity.
7. The applicant must place an **advertisement** in the local newspaper and on the local radio station prior to the work. The wording of all advertisements must be submitted for approval with the TMP.
8. The applicant shall note that a **Road Occupancy Licence (ROL)** is a requirement of the TCWS for all works or events on classified roads or within 100m of traffic signals or roundabouts on a classified road (see list of classified roads below). The applicant must contact the Traffic Operations Section of the Southern Region of the Roads and Traffic Authority on 02 4221 2556 or download an application form for a ROL and/or a speed restriction (if necessary) from <http://www.rta.nsw.gov.au/usingroads/index.html> by selecting Application Pack for Road Occupancy or Development in the Useful Downloads section on the RTA website. Applications can then be submitted electronically or faxed to the Traffic Operations Unit on 02 4221 2777.

ROLs are required on the following classified roads in Wingecarribee Shire:

- **HW2** (Hume Highway from Uringalla Creek to Yanderra)
- **HW25** (Illawarra Highway from Hume Highway to top of Macquarie Pass)
- **MR258** (Main Street and Old Hume Highway in Mittagong from Bowral Road to Wombeyan Caves Road and along Wombeyan Caves Road to Wombeyan Caves)
- **MR260** (Argyle Street in Moss Vale; Moss Vale Road, Bong Bong Street, Mittagong Road in Bowral; Bowral Road, Main Street in Mittagong and Old Hume Highway to Aylmerton)
- **MR261** (Kangaloon Road in Bowral; Sheepwash Road and Nowra Road in Fitzroy Falls)
- **MR264** (Jamberoo Road from Illawarra Highway to Kangaroo River)
- **MR372** (Waite Street in Moss Vale; Berrima Road, Taylor Avenue in New Berrima and Medway Road to the Hume Highway)
- **MR569** (Exeter Road in Sutton Forest, Bundanoon Road, Railway Avenue, Bundanoon)
- **MR620** (Old Hume Highway, Yanderra)
- **MR645** (Old Hume Highway from Taylor Avenue, New Berrima to the Hume Highway)

Please contact Council's Roads and Traffic Branch on 02 4868 0832 should you need any clarification of the above.