

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, Department of Transport and Planning 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 Department of Transport and Planning, 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 2019*). 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 Department of Transport and Planning (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 Department of Transport and Planning Office (listed on back of application) and to the Transport Accident Commission (TAC). All fields must be completed in order to process your application.

Your personal details

☐ 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	D	D	M	M	Y	Y	Y		

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	D	D	M	M	Y	Y	Y	Y	Time	Finish date	D	D	M	M	Y	Y	Y	Y	Time
TMP installation date	D	D	M	M	Y	Y	Y	Y	Time	TMP removal date	D	D	M	M	Y	Y	Y	Y	Time

Traffic management

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

Traffic management details

Does the event incorporate/require

<input type="checkbox"/> Yes <input type="checkbox"/> No	Use of a freeway			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Use of a toll road			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Use of flashing or rotating warning lamps			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Use of an over dimensional vehicle			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Use of an over dimensional vehicle route			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Speed trials			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Tow aways			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Use of a modified or unregistered vehicle			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Registration number	VIN/Chassis no.	Model	Vehicle type
<input type="checkbox"/> Yes <input type="checkbox"/> No	Exemption from any road rules (use of seatbelts, speed restrictions)			
<input type="checkbox"/> Yes <input type="checkbox"/> 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="checkbox"/> Yes <input type="checkbox"/> No	If a race, have the relevant departments within Victoria Police and the TAC been notified? If contact has been made, please include evidence of this correspondence (email: roadpermits-oic@police.vic.gov.au)			
<input type="checkbox"/> Yes <input type="checkbox"/> 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="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt	Event plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt	Certificate of public liability insurance
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt	Traffic management plan/MOA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt	Victoria Police notification (or event sheet)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt	Communication plan	If a modified/unregistered vehicle is to be used:	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt	Risk assessment plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt	VIN no, registration, make and model or car(s)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt	Council permit	<input type="checkbox"/> Exempt	If unregistered vehicle is being used, please include a copy of the DTP Unregistered Vehicle Permit Form
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt	Photographs of camera/mount/other modification		

For Event applications in Metropolitan Melbourne: vicroadsmetroevents@transport.vic.gov.au

For Event applications in Regional Victoria:

Barwon South West:
swrevents@transport.vic.gov.au

Loddon Mallee / Hume:
loddonmalleehome.admin@transport.vic.gov.au

Gippsland:
vicroads.ermoa@transport.vic.gov.au

For Filming applications across Victoria:
vicroadsfilming@transport.vic.gov.au

Grampians:
western.mail@transport.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 only if there is a risk to property or life. In other circumstances, Victoria Police will intervene and this may result in the event being ended. 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, DTP will require evidence of at least \$20 million public liability cover. The insurance policies must note “Head, Transport for Victoria” and “Department of Transport and Planning” 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 DTP road.

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

Authorisations (DTP use only)

☐ Authority to use an arterial road pursuant to section 99b of the *Road Safety Act 1986*

☐ Authority to use a freeway pursuant to section 68a of the *Road Safety Act 1986*

☐ Memorandum of authorisation pursuant to the *Road Safety (Traffic Management) Regulations 2019*

☐ Exemption from the *Road Safety Road Rules 2017*

☐ Exemption from the *Road Safety (Vehicles) Regulations 2021*

☐ Heavy vehicle detour under the Heavy Vehicle National Law

☐ Designation of tow away zone under the *Road Management Act 2004*

☐ Certificate of approved operations

☐ Other (i.e. Temporary closure of a section of CityLink pursuant to clause 9.4 of the concession deed)