**Events application checklist**

When submitting your application, make sure you provide all the necessary information. This will enable VicRoads to begin processing your application straight away. You only need to submit one application, even if your event will take place in several locations.

**ALL applications must include:**

Location(s) of event (with an attached map and Melway or VCSD reference). Links to websites such as ‘Map My Ride’, Facebook or Twitter are not acceptable. If more than 5 roads are affected, please provide a list of roads as a separate Word document.

Date and time of event (if there are event stages, indicate this)

Brief description of the event, including likely number of participants

Contact details (organisation name, contact name, phone, email and postal address)

Clear explanation of how the event will be conducted (including road closures)

Details of any special circumstances (changes to infrastructure, additional signs or advertising, use of freeways for cyclists or pedestrians)

Traffic Management Plan (incorporating a Risk Management Plan), complying with section 99A of the *Road Safety Act 1986* prepared by a VicRoads pre-qualified traffic management services contractor\*

Letters of support from Victoria Police and the relevant municipal council(s), if you have them

Proof of public liability insurance with an indemnity of not less than $10 million (VicRoads must be included as an interested party)

*For major events (more than 500 participants):* a communications plan

*If the event is a race with more than 30 participants:* a Victoria Police Highway Events Permit. (Note that Victoria Police require the permit application to be submitted 2 months in advance. If you have not yet received the permit, you may submit a photocopy of your application.)

**If ANY modified or unregistered vehicles will be used, you** **must provide:**

Photos of the vehicles to be used

Details of modifications to vehicles

Vehicle details including year and make of vehicle, VIN, registration (advise if unregistered), engine number and vehicle owner’s details

**If ANY exemptions from laws will be required, you** **must provide:**

Details of any required Road Rules exemptions (eg seatbelt or helmet exemptions, passengers travelling in load areas of vehicles, vehicles travelling on the wrong side of the road, bicycles travelling more than 2 abreast, speed limit exemptions etc)

Details of any required *Road Safety Act 1986* exemptions (e.g. Will vehicles lose traction? Will vehicles be racing?)

Details of any changes to existing signage or parking requirements.

To submit your application, send all the necessary information and documents to [email] or call us on [phone].

*\* A list of pre-qualified Traffic Management Services contractors (TMP class) is on VicRoads' website under "Pre-qualification Scheme".*