

# APPLICATION FOR Road Closure for a Small Community Event

## OFFICE USE ONLY

Reference No.

## About this form

This is an application for the temporary closure of a road for a community event. These community events are typically non-commercial and less than 100 people. Eg. Street parties, yearly events.

## What you'll need

- ☐ Include a sketch of the event layout, and basic details of traffic management
- ☐ Evidence of consultation/support from residents of the street
- ☐ Public Liability Insurance

## Event organiser/details

Date of Application:		Applicant's Reference:			
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	
First Name:		Family Name:			
Event Address:					
Suburb:		State:		Post Code:	
Email Address:					
Daytime Telephone No. (Home/Work):		Mobile No:			

## Person responsible for installing and monitoring road closure (if different from above)

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	
First Name:		Family Name:			
Company Name (if applicable):					
Mailing Address:					
Suburb:		State:		Post Code:	
Email Address:					
Daytime Telephone No. (Home/Work):		Mobile No:			

### Postal address

PO Box 9, Bondi Junction NSW 1355  
ABN 12 502 583 608

### Waverley Council Service Centres

Bondi Junction Customer Service Centre, 55 Spring St, Bondi Junction NSW 2022  
Bondi Pavilion Customer Service, Queen Elizabeth Drive, Bondi Beach NSW 2026

W [waverley.nsw.gov.au](http://waverley.nsw.gov.au)

E [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au)  
T (02) 9083 8000

You can contact us through the **National Relay Service** if you are deaf or have a hearing or speech impairment.

**Translating and Interpreting Service (TIS)**  
131 450

**TTT/Voice Calls**  
133 677

**Speak & Listen**  
1300 555 727

Name and sections of roads to be closed

e.g. (Avoca Street, between Philip Street and Avoca Lane, Bondi)

Date and times for proposed road closure

e.g. (Friday 10<sup>th</sup> January 2025, 4:30pm to 7:30pm)

Give a brief list of the properties affected

e.g. (79-99 Avoca Street, 51 and 53 Philip Street, 123-125 Bondi Road).

Questions

<p><b>Are any of the roads to be closed used by through traffic?</b></p> <p>If yes, you may need to submit a traffic plan showing the extent of the closure and an alternative route for through traffic.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Are you planning on closing a road that is part of a bus route?</b></p> <p>If yes, Transdev John Holland will need to be consulted.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Will access to emergency vehicles always be readily available?</b></p> <p>If no, you will need to change your plans to accommodate them.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Have you included a clear sketch of the event layout?</b></p> <p>e.g. highlight location, gathering point, any other items placed on street e.g. BBQ, tables etc</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Have you consulted with the residents of the street?</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Do most residents support this event?</b></p> <p>If no, what major contentions do the residents have. Council will continue to work with applicants to help mitigate potential conflict.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Have you consulted local businesses about the road closure</b></p> <p>If yes, please attach a copy of your consultation invitation/notice and confirm the date it was sent. Public Assemblies are authorised by the NSW Commissioner of Police under Section 23 of the Summary Offences Act 1988.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Do you agree to limiting amplified noise?</b></p> <p>PA systems are not allowed. Council, police and/or the Department of Environment and Climate Change may issue you with a noise abatement direction should you exceed reasonable noise levels.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Public Liability Insurance</b></p> <p>Public Liability insurance is the responsibility of the applicant, and an essential requirement prior to Council approval</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Road closure and traffic management

How will people know the road has been closed off? Have you thought about barriers/diversion signs needed?

Please tell us how you plan to close the road and manage traffic e.g. waste bins with bunting, traffic cones, "road closed" signs, "road closed ahead" signs, traffic controller on duty.

## Objections

Council wants to ensure most people are happy with this event. If there are any objections, you should let us know.

We may be able to help. If not, please input n/a. Please be advised that 7pm is the recommended finish time of the event.

## What happens next?

1. Send your completed form to Council. Add any attachments you wish.
2. Allow at least four weeks for the approvals process to be complete. It will take longer if there are unanswered questions or issues associated with your street closure proposal.

## How to lodge this application

You can lodge your completed application form and any required supporting documents:

**Email:** [traffic@waverley.nsw.gov.au](mailto:traffic@waverley.nsw.gov.au)

**Mail:** PO Box 9, Bondi Junction NSW 1355

**In person:** Customer Service Centre, 55 Spring St Bondi Junction (Open 9am - 5pm Monday to Friday)

## Questions?

Email Council's Traffic Team on:

[traffic@waverley.nsw.gov.au](mailto:traffic@waverley.nsw.gov.au)