

Road closure for Small Community Events Process

TMP received

CTOC TMC reviews documentation and checks that all criteria have been met

- Criteria for small non commercial community event to qualify for 30 (calendar) days processing time frame**
- Application is for a Small non commercial community event
 - Application submitted at least 30 day prior to event
 - No businesses are within the proposed closure area are impacted.
 - The event is proposed to be held on a ***Local Road** (see link below)
 - 80% of residents impacted have agreed they are aware of the closure impact and have no concerns
 - TMP submitted by a suitably qualified STMS
 - TMP meets technical standards and CTOC can accept the TMP as submitted / or with minor technical changes

Event application meets criteria

Information sought from applicant

Information provided and acceptable

Event cannot proceed under this process. Organisers will need to utilise the medium or high impact event process or alter proposed event so that a TMP is not required

Email sent seeking permission from council secretary to approve closures under schedule 10 paragraph 11(d) of LGA 1974*

*Email to Council secretary must specifically list all criteria that have been met and include recommendation to approve the event(should CTOC support event). Allow at least 2 working days for response

Permission granted By council secretary

TMP processed

TMP meets expected CTOC and CoPTTM technical specification

STMS makes required changes

Notifications to impacted stakeholders undertaken at least 7 days prior to event

Event proceeds

“Small, non commercial, community event” is defined as an event with less than 150 people in attendance where:

- no commercial activity will occur,
- no alcohol is intended to be sold,
- no structures greater than 100m2 will be installed on street
- noise contour levels will not be exceeded during the event.

*As defined by road hierarchy: