

Application Request for Letter of No Objection Traffic Management Plans

For events held on roads in the Douglas Shire Council local government area.

This form is to be used for cycling or running events with **no** associated activities held on public areas. Letters of No Objection from local government is a requirement for DTMR/QPS “Application for Road Closure Permit” and “Application for a Special Event Permit” and “Road Corridor Permit”.

If the event includes associated activities on public land, please use one of the following application forms (do not use this form):

- LL15 – Application for Commercial Filming or Photography
- LL20 – Application to Conduct a Temporary Entertainment Event or Activity
- LL23 – Conduct Work or Deposit Goods on Public Land

You **MUST** complete ALL questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application.

1. APPLICANT DETAILS

Note: The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

Applicant:			DOB (if person):
Postal Address:			ABN:
Contacts:	W:	M:	Email:
Contact for Application:			M:
On-Site/Emergency Contact:			M:

2. PROPOSED USE OF ROAD / TRAFFIC MANAGEMENT AREA

Road Names/Location Description:		
Reason for Letter of No Objection:		
Dates/Times:	Start Date:	End Date:
	Start Time:	End Time:
Additional Information:		

3. TRAFFIC MANAGEMENT PLAN

Please note: TMP must be attached. All signage within the TMP is to be in accordance with the requirements of the latest version of the “Manual of Uniform Traffic Control Devices”.

Traffic Control Company Name:		TMR Registered No:
Contact Name:	M:	E:

4. CHECKLIST AND SUPPORTING DOCUMENTS	Applicant Supplied	N/A	Officer Checked
Traffic Management Plan (if applicable)	☐	☐	☐
Copy of Permit or Application for Qld Police Service "Road Closure Permit" or "Special Event Permit".	☐	☐	☐
Copy of DTMR Road Corridor permit or application (if applicable)	☐	☐	☐
Copy of Organisation's incorporation/charity certificate (if applicable)	☐	☐	☐
Copy of any communication or notification letters to residents affected (if applicable)	☐	☐	☐

5. DECLARATION			
I _____ declare that the information provided by me in this application is true and correct and agree to comply with all requirements and conditions as approved. I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.			
Applicant Signature:		Date:	
Douglas Shire Council – Privacy Collection Notice: Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by <i>the Information Privacy Act 2009</i> (Qld). We are collecting your personal information in accordance with the <i>Local Government Act 2009</i> so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.			

6. TEMPORARY ROAD CLOSURE/TRAFFIC MANAGEMENT ADVISORY NOTES

- Should the application be successful a 'Letter of No Objection' will be issued. This letter is used to obtain a Police permit.
- The application is for the assessment of impact to all road users (e.g. pedestrian, cyclist and vehicular).
- The 'Letter of No Objection' relates to the Traffic Management Plan only. The Council does not assess or approve the Traffic Guidance Scheme (e.g. plan indicating location of all traffic control devices).
- It is the applicant's obligation to ensure the Traffic Guidance Scheme, for the proposed road closure, is in accordance with Queensland Transport's Manual of Uniform Traffic Control Devices (AS1742.3).
- Emergency services, local residents, businesses, bus and taxi companies directly affected are to be advised through public notices, media or letterbox notices prior to the approved road or verge closure.
- If closure is related to special event that requires a prescribed activity permit under the Local Law, please use the event application forms stated at the top of this form.

Verge / Footpath Closure

- For partial closures, the applicant must attach a sketch outlining the location of works, plant equipment, temporary fencing or pedestrian control and indicate the distance remaining for pedestrian access.
- For full closures or partial closures with less than 1 metre available for pedestrian use, a Traffic Management Plan as outlined in the Queensland Transport's Manual of Uniform Traffic Control Devices (AS1742.3) must be submitted.

Queensland Police

Under section 96 of the Transport Operations (Road Use Management) Act, only Queensland Police Service has the authority to order the closure of any road temporarily. Queensland Police Service will only issue a Permit if the Local Government authority has agreed to the proposal by issuing a letter of no objection. The applicant must apply to Queensland Police Service for a permit prior to closures commencing.

Road Corridor Permit

Approval is required under section 50 of the [Transport Infrastructure Act 1994](#) if any of the following occur within the boundaries of a state-controlled road:

- undertaking an activity
- locating or constructing a structure or thing
- maintaining a structure or thing
- upgrading a structure or thing
- operating a structure or thing.

Apply for a Road Corridor Permit with Dept. Transport and Main Roads.

State controlled roads in Douglas Shire include: Capt. Cook Hwy, Macrossan St, Davidson St/Port Douglas Rd and Front Street).