Department of Transport

Appendix D

Event Notification Process Guide for Events

Affecting Arterial Roads

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Event Notification Process

Notify Department of Transport of your Event

If you’re organising an event in Melbourne or Regional Victoria that will impact on Arterial Roads, the Road Safety Act 1986 requires you to notify the Department of Transport.

**Application Process**

Although both Public Transport Victoria and VicRoads are now part of the Department of Transport, you must **still apply separately** for permission to conduct an event, or film, on an Arterial Road.

If you’re organising an event in Melbourne or Regional Victoria, there are steps you need to take to manage the disruption to roads.

Further information regarding the Roads Safety Act 1986 can be found at:

<http://classic.austlii.edu.au/au/legis/vic/consol_act/rsa1986125/s99b.html>

**What you need to do**

1. **Identify the Affected Road**

Firstly, you need to identify if the impacted road/’s is an Arterial Road managed by VicRoads, and/ or which road is managed by the local Council. You can contact the affected local Council in the first instance to confirm these details and their respective application processes.

For a list of Metropolitan and Regional Councils, please refer to page 7.

A link to the VicRoads website to identify arterial roads has also been provided on page 7.

1. **Complete the Application Form**

When submitting your application, it’s important to select the correct application form required.

The best way to apply is by completing an  [Application to conduct a non-road activity on a highway](https://www.vicroads.vic.gov.au/-/media/files/documents/traffic-and-road-use/eventsandfilmingapplicationjan2019.ashx?la=en&hash=45269E5C4E75740B991821FC489F546C)

The application form can be found on our website alongside our [Event application checklist](https://www.vicroads.vic.gov.au/-/media/files/formsandpublications/traffic-and-road-use/events_application_checklist.ashx?la=en&hash=B9AE9536A6C95CDA5EC2195D8CBC44C9) and other useful information.

1. **Submit your Application Form**

When submitting your application form to the relevant Metropolitan or Regional office, please provide all the necessary information for us to assess what permissions we need to issue, to ensure your activity is conducted in a safe and lawful way. Submit your completed application form to either the Metropolitan Melbourne or Regional Roads Victoria (RRV) office.

If your Event takes place across both Metropolitan and Regional Victoria, please submit your application form to the Metropolitan team in the first instance. We will contact you should we require any further information.

Details of the correct Roads office to submit your application form to are provided on page 6.

**Timelines**

The Special Events team receives a high volume of applications for filming and on road events.  These are categorised for processing based on several factors. 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. Some event applications may take up to **60 days** for review.

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.

**Application fees**

VicRoads may charge an application fee but will generally waive that fee if it considers your application to be complete and well developed. (regulation 34 of the Road Safety (Traffic Management) Regulations 2019). However:

* if an exemption from laws is required, it will usually need to be published in the Victoria Government Gazette. Publication fees apply and will be charged directly to the event organiser. Details of fees are available at the [Victoria Government Gazette website.](http://www.gazette.vic.gov.au/) <http://www.gazette.vic.gov.au/>
* VicRoads may charge a fee for surveillance of an event to ensure that traffic management is being appropriately undertaken, or to ensure that the road condition is adequate for the event. VicRoads will notify you if such a fee applies to your event. (Fees can be charged under section 123 of the Road Management Act 2004).

**Notifying Victoria Police**

You will need to notify Victoria Police about the event, and you may need to obtain a highway events permit from the police. Please note that Victoria Police requires 2 months' notice for such permits.

**Key Questions for Completing your Application**

A completed application form will address the following key questions:

**Tell us about your event:**

* Name of event
* Description of the event
* Location(s) of the event
* Event organiser, including contact name, organisation name, postal address and email address
* Traffic management provider, including contact name and email

**Will the event include /require?**

* Use of an over dimensional vehicle or an over dimensional vehicle route?
* Temporary tow away zones?
* Use of a modified or unregistered vehicle?
* Exemption from any road rules (use of seatbelts, speed restrictions, travel on wrong side of the road)?
* Is this event likely to impact upon public transport? Have you notified Department of Transport by lodging your application in the SEMS portal?

**Your submission must include:**

* An application to conduct a non-road activity
* A traffic management plan
* A risk assessment
* Public Liability Insurance (naming Transport for Victoria and the Department of Transport as interested parties as an interested party)

To enable applications to be processed effectively, the email SUBJECT line must comply with the following format**:**

**TOPIC – Event Name, Location, Proposed Commencement and Completion Dates (Council)**

Please use only ONE of the following TOPICS:

* EVENT: For all new applications
* CHANGE: For applications that contain modifications to an existing or pending permit
* STATUS: To check status of an application if no response has received after 5 working days

The following is an example of event for an application:

Event Name: *VicRoads Fun Run*  
Site address*: 60 Denmark St Kew*  
Commencement and Completion dates: *1/10/20 - 2/10/20*

Council: *Boroondara* (Reference only ONE Council. If the activity involves more than one Council, select the one that most of the activity will fall within)

The following are examples of an acceptable application for the event:

**EVENT – VicRoads Fun Run, 60 Denmark St Kew, 1/10/19 - 6/10/19 (Boroondara)**

**CHANGE – VicRoads Fun Run, 60 Denmark St Kew, 1/10/19 - 6/10/19 (Boroondara)**

**Application Submission**

For applications in **Metropolitan Melbourne**, please submit your information to the following address:

Event Applications

[vicroadsmetroevents@roads.vic.gov.au](mailto:vicroadsmetroevents@roads.vic.gov.au)

Filming Applications

[vicroadsfilming@roads.vic.gov.au](mailto:vicroadsfilming@roads.vic.gov.au)

Consent to Work Applications (Not for Filming of Events)

Metro North West Region: [mnw\_workswithinroadreserve@roads.vic.gov.au](mailto:mnw_workswithinroadreserve@roads.vic.gov.au)

Metro South East Region: [mse\_workswithinroadreserve@roads.vic.gov.au](mailto:mse_workswithinroadreserve@roads.vic.gov.au)

MOA Applications (Not for Filming or Events)

[vicroadsmetromoa@roads.vic.gov.au](mailto:vicroadsmetromoa@roads.vic.gov.au)

For applications in **Regional Victoria**, please submit your information to the following address:

Event and Filming Applications

South Western Region: [swrevents@roads.vic.gov.au](mailto:swrevents@roads.vic.gov.au)  
Western Region: [western.mail@roads.vic.gov.au](mailto:western.mail@roads.vic.gov.au)   
Northern Region: [nr.mailbox@roads.vic.gov.au](mailto:nr.mailbox@roads.vic.gov.au)  
North Eastern Region: [ner.enquiries@roads.vic.gov.au](mailto:ner.enquiries@roads.vic.gov.au)  
Eastern Region: [vicroads.ermoa@roads.vic.gov.au](mailto:vicroads.ermoa@roads.vic.gov.au)

Roadworks and Consent to Work Applications

South Western Region: [NRIW.SthWestern@roads.vic.gov.au](mailto:NRIW.SthWestern@roads.vic.gov.au)  
Western Region: [NRIW.Western@roads.vic.gov.au](mailto:NRIW.Western@roads.vic.gov.au)  
Northern Region: [NRIW.Northern@roads.vic.gov.au](mailto:NRIW.Northern@roads.vic.gov.au)  
North Eastern Region: [NRIW.NthEastern@roads.vic.gov.au](mailto:NRIW.NthEastern@roads.vic.gov.au)  
Eastern Region: [NRIW.Eastern@roads.vic.gov.au](mailto:NRIW.Eastern@roads.vic.gov.au)

## For Further Information

To identify Council Wards in Victoria, please follow the below link:

<https://www.vec.vic.gov.au/images/maps/StatewideOverviewMapLocalCouncilWards2017.pdf>

For a list of Victorian Metropolitan and Regional Councils, please follow the below link:

<https://www.vec.vic.gov.au/Files/LocalityFinder.pdf>

To identify Arterial Roads managed by VicRoads, please follow the below link:

<https://www.vicroads.vic.gov.au/traffic-and-road-use/road-network-and-performance/maps-of-declared-roads>

You are encouraged to keep an eye on the **Big Build** website as you plan your event, to ensure there will be no conflict.

<https://bigbuild.vic.gov.au/disruptions>

Special Events Team

**Planned Disruptions**

**Department of Transport**

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