## **Road Closure Application - Event**



Send or deliver your application to: Manawatu District Council

Email: car.manager@mdc.govt.nz

This application is required to be submitted 90 Days prior to the start date of the proposed Road Closure Failure to adhere to the application submission timeframe may result in your temporary road closure application not being accepted for processing.

For enquiries: phone 06 323 0000 or email <a href="mailto:car.manager@mdc.govt.nz">car.manager@mdc.govt.nz</a>

APPLICANT CONTACT DETAILS					
Organisation Name:					
Address:					
Contact Person:					
Phone:					
Email:					
CLOSURE DE	TAILS				
Event Name			Town/Area:		
Road/s:	Please supply a separate	list for large road closures			
Duration of closure:	Start date:	Time:	Finish date:	Time:	
Type of Event:	Community Event/	Market	Sport (e.g. cycle race	)	
	O Parade/street March		Celebration		
	○ Motorsport Event		○ Crowd/Traffic Management		
	Other – please specify				
CONTRACTOR / TRAFFIC MANAGEMENT DETAILS					
COMPANY/PERSON IN CHARGE OF TRAFFIC MANAGEMENT:					
Name:			Phone:		

Address/Email:

<sup>\*</sup>Traffic management plan to be submitted via Submitica <a href="https://www.submitica.com">https://www.submitica.com</a>

EVENT DETAILS					
Description of Event	Please supply a brief outline of your event – for large events please supply a cover letter				
Number of people expected	○ Less than 100  ○ 100 – 200    ○ More than 200 – please specify				
Other details	Is your event open to the public?	If yes if it a free event or will an entry fee be charged?			
	○Yes	○ Free Event			
	○ No	○ Entry Fee \$			
	Is your event fundraising for a charitable organisation?				
	○Yes				
	○ No				
	Is your event also on private property?	Does your event involve other Council venues/property?			
	○ No	○ No			
	Yes (please provide details)	Yes (please provide details)			
	If your event involves other Council venues/property, or will include temporary structures installed within the road reserve please also complete and supply the activity and event on council land/roads application form - Combined Events Street Public v1.pdf				

## **IMPORTANT INFORMATION**

- Your application should be accompanied by a cover letter detailing the event. This letter should include details about the purpose of the event and, if applicable how the event will benefit the Manawatu District.
- Please include map/s showing locations where road closures are requested
- Traffic management plan must be prepared by a suitably qualified person and be uploaded into Submitica
- The cost of advertising will be on charged to the applicant. All events require two adverts as the public must be given the opportunity to object to the closure before Council makes the decision to close the road/s
- Please attach proof of Public Liability insurance, the minimum required amount is \$1,000,000
- You may be required to inform local landowners/residents of your proposed road closure by way of visits/letter drop and any access provisions that will apply during the event
- Other conditions may apply at the discretion of Council