If you would like a road or street closed for an event or activity in Wodonga, you will need to apply to Wodonga Council for a temporary road closure – events permit.

There are several conditions you will need to meet before Wodonga Council will issue a permit. Often council approval alone is not sufficient and other agencies such as Victoria Police will need to be informed and give clearance for the event or activity to go ahead. Wodonga Council has put together this information to help you plan a safe and successful event or activity.

There are a few items that need to be considered in order to prepare for a road closure. These include:

- Appointing an event co-ordinator that will act as the principal point of contact with the council/VicRoads/Victoria Police;
- Working out which roads you will be closing for the event and who owns them (for VicRoads owned streets, you will need to apply through VicRoads and obtain a VicRoads permit first) – refer to attachment A for road ownership details;
- If your event is a race that will impact on any road in Wodonga, you will need to apply for a permit from Victoria Police – refer to attachment B for contact details;
- Complete and submit a Wodonga Council temporary road closure – events permit application, along with a traffic management plan to Wodonga Council;
- Comply with all council Local Laws and road rules;
- Obtain public liability insurance of at least $10 million;
- Notify emergency services about the road closure – refer to attachment B for full list of contacts;
- Notify all affected residents, businesses, taxis and bus companies of the event in writing - refer to attachment C as a sample; and,
- Advertise your road closure, if required, in The Border Mail – refer to attachment D.

**Timeframe:** Please allow eight weeks’ notice prior to the date of your event and or road closure to submit an application.

**Costs:** Traffic management permit fees can vary depending on the nature of the event.

For any enquiries please contact Wodonga Council on (02) 6022 9300 or info@wodonga.vic.gov.au

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Fact sheets are available on various other topics relating to the council. Hard copies are available from the council offices or they are available on the council’s website at wodonga.vic.gov.au.
The following roads are owned by VicRoads:

- High St
- Beechworth Rd
- Melbourne Rd between the Hume Freeway and Melrose Dr roundabout
- Lincoln Causeway
- Osburn/Chapple St
- ANZAC Parade to High St
- Murray Valley Highway
- Kiewa Valley Highway
- Hume Freeway
- Bonegilla Road
- Wodonga-Yackandandah Road

To close any of the above, you will need to obtain a permit from VicRoads first.

VicRoads event permit applications:

There is increasing demand for special events such as filming, fun runs, cycle races, parades and street fairs on Victoria's roads. VicRoads supports the use of the road network for these purposes, provided that VicRoads receives adequate notice and information to ensure that each event is safe and doesn't significantly disadvantage other road users. VicRoads takes into consideration safety, traffic congestion and traffic impacts and the effects of all non-road activities.

Where an event takes place on a VicRoads road, applications can be downloaded from the VicRoads website and submitted to:

**Mail:** VicRoads
North Eastern Regional Office
50-52 Clarke Street
BENALLA, VIC, 3672

**Email:** ner.enquiries@roads.vic.gov.au

In your application you must include the items listed in the VicRoads events application checklist.

Memorandum of authorisation applications:

Where an event does not take place on a VicRoads road but traffic management or event signage is necessary, a Memorandum of Authorisation (MoA) for installation of signs is required. MoA application forms can be downloaded from the VicRoads website.

**NOTE:** A copy of the VicRoads permit must be forwarded to Wodonga Council, along with the completed Temporary Road Closure permit application eight (8) weeks prior to your event.
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<th>Service</th>
<th>Contact</th>
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<tr>
<td>Fire</td>
<td>John Bigham CFA</td>
<td>(02) 6043 8800</td>
<td>(02) 6024 7821</td>
<td><a href="mailto:j.bigham@cfa.vic.gov.au">j.bigham@cfa.vic.gov.au</a></td>
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<td>1 Smyth St Wodonga, VIC 3690</td>
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<td>Ambulance</td>
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<td>(03) 9090-5909</td>
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<td>375 Manningham Road, Doncaster 3108</td>
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<td>PO Box 9000 Wangaratta VIC 3676</td>
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<td>Police</td>
<td>Cameron Roberts Victoria Police</td>
<td>(02) 6049 2600</td>
<td>(02) 6049 2605</td>
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<td>PO Box 167 Wodonga, VIC 3689</td>
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<tr>
<td>Vic Police Road Safety Information Group Traffic Services Dept</td>
<td>To Whom It May Concern 3rd Floor Building A 637 Flinders St Melbourne, VIC 3005</td>
<td>(03) 924 75779</td>
<td>(03) 9247 5776</td>
<td><a href="mailto:stateevents@police.vic.gov.au">stateevents@police.vic.gov.au</a></td>
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<tr>
<td>St John Ambulance</td>
<td>To Whom It May Concern 125 Chapple St Wodonga, VIC 3690</td>
<td>(02) 6059 2980</td>
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<td><a href="mailto:info@stjohnvic.com.au">info@stjohnvic.com.au</a></td>
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<td>VicRoads</td>
<td>VIC Roads</td>
<td>(03) 5761 1888</td>
<td>(03) 5762 4980</td>
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<td>PO Box 135 Benalla, VIC 3671</td>
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<td>Buses</td>
<td>Dyson Group of Companies 18 Maloney Drive Wodonga, VIC 3690</td>
<td>(02) 6056 3100</td>
<td>(02) 6056 1623</td>
<td><a href="mailto:wodonga@dyson-group.com.au">wodonga@dyson-group.com.au</a></td>
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<td>Taxis</td>
<td>Wodonga Taxis</td>
<td>(02) 6024 3444</td>
<td>(02) 6056 3457</td>
<td><a href="mailto:wodongataxis@bigpond.com">wodongataxis@bigpond.com</a></td>
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<tr>
<td>Wodonga SES</td>
<td>Wodonga SES</td>
<td>(02) 6024 3300</td>
<td>(02) 6024 3311</td>
<td><a href="mailto:wodonga@ses.vic.gov.au">wodonga@ses.vic.gov.au</a></td>
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<td>PO Box 487 Wodonga, VIC 3689</td>
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**Attachment B:** Advising emergency and transport services of your event
NOTIFICATION OF TEMPORARY ROAD CLOSURE

<PERMIT NUMBER>

[insert council permit number or VicRoads permit number]

Dear resident/proprietor,

This is to advise you that <event name> will be held on <day, month date, year> at <location>.

This event will run from <time> and conclude at approximately <time>, with set-up preparations beginning at <time> and ceasing at <time>.

As part of this event, the following roads will be closed and/or have limited access throughout the event <list roads according to permit>. Local emergency services have been notified about the event and road closures.

The following activities will be in operation:

- <List these>

There will be approximately <number of patrons> people throughout the event.

You may be affected by <list the issues that will affect residents/businesses eg parking, road closure, noise, traffic and the times>.

The following are in place to address these requirements <list how the issues have been addressed, for example parking attendants, barriers>.

If you require further information, please contact <name> on <phone number>, <mobile phone>, <email address>, <website>.

(If appropriate) We would also like to take this opportunity invite you to join this event. You can participate by <details of how they register or just arrive etc>.

Yours sincerely

<Your name>

<Title (if applicable)>

<Contact details (if different from above)>
An advertisement may need to be placed in The Border Mail newspaper prior to your event taking place to advise those affected by the road closure. Reference to the permit number must be included in your advertisement/s.

Please refer to The Border Mail website as a guide to creating your own advertisement, the latest advertisement rates and booking your advert.

Advertisements for road closure should appear one week prior and the day of your event.

Advertisement examples only:

**STANLEY ST - TEMPORARY ROAD CLOSURE**

Permit number ####

Due to an event, High St will be closed to through vehicular traffic between Stanley and Lawrence streets from:

10am Friday, February 1 to 8am Saturday, February 2.

Pedestrian access will be maintained during the closure.

We apologise for any inconvenience.

For more information, please phone ### on **********.

**TEMPORARY ROAD CLOSURE STANLEY ST**

Permit number ####

On Saturday, November 11

Stanley St will host the Hume Murray Food Bowl Farmers Market.

Stanley St Wodonga will be closed from:

6am on Saturday, November 11 and reopen at 1.30pm that afternoon.

We apologise for any inconvenience.

For more information, please phone ### on **********.

The Border Mail classifieds: 1300 655 666
Email: lineadverts@bordermail.com.au
Online: bordermail.com.au/classifieds/place-a-classifieds-ad/

The Border Mail - head office
1 McKoy St
PO Box 491, Wodonga, VIC 3689
Phone: (02) 6024 0555
Fax: (02) 6024 0604

The Border Mail - Albury office
Cnr Dean and Kiewa streets
PO Box 491, Wodonga, VIC 3689
Phone: (02) 6024 0555
Fax: (02) 6024 0610