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How to...

**OBTAIN AN
EVENT PERMIT
FOR YOUR ACTIVITY**



June 1997



**MINISTRY OF SPORT
AND RECREATION**

E V E N T S P E R M I T

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Acknowledgements

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Introduction

This guide has been prepared to allow people involved in community organisations to conduct their activities legally.

Many organisations require the use of public roads to conduct their activities. To use these roads permits are required by law. The type of permit required is dictated by the nature of the activity proposed.

The following Acts govern the permit type:

- The Public Meetings and Processions Act 1984
- The Road Traffic Act 1974
- The Acts Amendment [Events on Roads] Act 1988

The following agencies are involved in gaining a permit;

- The WA Police Department
- Main Roads Western Australia (On highways and main roads)
- The Local Government Authority in which the activity is to take place

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What is a Permit?

Basically a permit is proof of permission to conduct an activity in a certain place and in a defined time period subject to certain conditions.

The types of permits issued in relation to public roads are;

- A permit to hold a public meeting and/or conduct a procession – Public Meetings and Processions Act 1984.
- A temporary suspension of the Road Traffic Act Regulations – Section 83 Road Traffic Act 1974.
- A road closure – Acts Amendment [Events on Roads] Act 1988.

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Why a Permit?

Activities that involve physical competition or challenge usually involve a degree of risk. The risk can be both to the competitor or participant and/or the general public.

For example, a cycle race inherently means that cycles and their riders will be travelling at a faster speed and in bigger groups than normal. The risk of an accident is therefore increased and thus the risk of injury to both riders and the general public is increased.

Any form of competition, for example running or cycling, on our roads is not permitted by law. Without use of public roads some of our recreational pursuits and traditional sporting activities such as cycling, foot racing and triathlons would be severely curtailed, if not cancelled.

Permits allow for these roads to be used for these activities and assist the local government and Police in their duties surrounding the protection and care of the general public.



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What Permit do I require?

There is a basic determinant in deciding what permit is required.

The question to be asked is: *are participants in the activity engaging in a “race”, either between themselves or against the clock?*

If your answer is NO, then;

A permit under the **Public Meetings and Procession Act 1984** needs to be applied for.

Examples of when this permit is required are;

- When a pony club wants to present their young riders to a dignitary — in a public place.
- When a BMX Association holding a major competition in their home town, wants to parade all the young competitors and visiting teams along the “main” street of town.

If your answer is YES, then:

Permits under **The Road Traffic Act** need to be applied for.

If you want to hold an event without having to close the road/s you apply for a **Temporary Suspension of the Road Traffic Act** under Section 83.

An example of the use of this permit is:

- A running or cycling club holding an event for club members utilising only the extreme left hand side of the road.

If the event you want to hold necessitates that roads must be closed to all traffic you would apply for an order for a road closure under the **Road Traffic Act 1974**.

An example of the use of this permit is:

- A car or motorbike race where other users would be in extreme danger.

There are many occasions where one event would necessitate a combination of both these permits. That is a suspension of regulations and a road closure.

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Steps to take in gaining a Permit

The permit process can be easily outlined in eight steps. Please refer to the flow chart on page 9.

- STEP 1** Plan your event! Make sure everything you want to do is listed and included in the following discussions.
- STEP 2** Visit your local Police Station and speak with the officer on duty and decide which permit should be applied for and obtain the correct form.
- STEP 3** From your plan fill in the application form and identify the other parties that you will need to involve in the process. This could be the Local Government Authority and/or Main Roads Western Australia.
- STEP 4** Visit the agencies involved. That is, your Local Government Authority and Main Roads Western Australia and supply them with all the information in writing that they require. The Local Government will need to sign the original of the forms for the Suspension of Regulations and Order for a Road Closure. They will need to give written permission for the Public Meetings and Processions Permit. Main Roads Western Australia will not need to sign the forms but will need to give written permission.

This process could take some time so please allow at least 4 to 6 weeks to gain these approvals.

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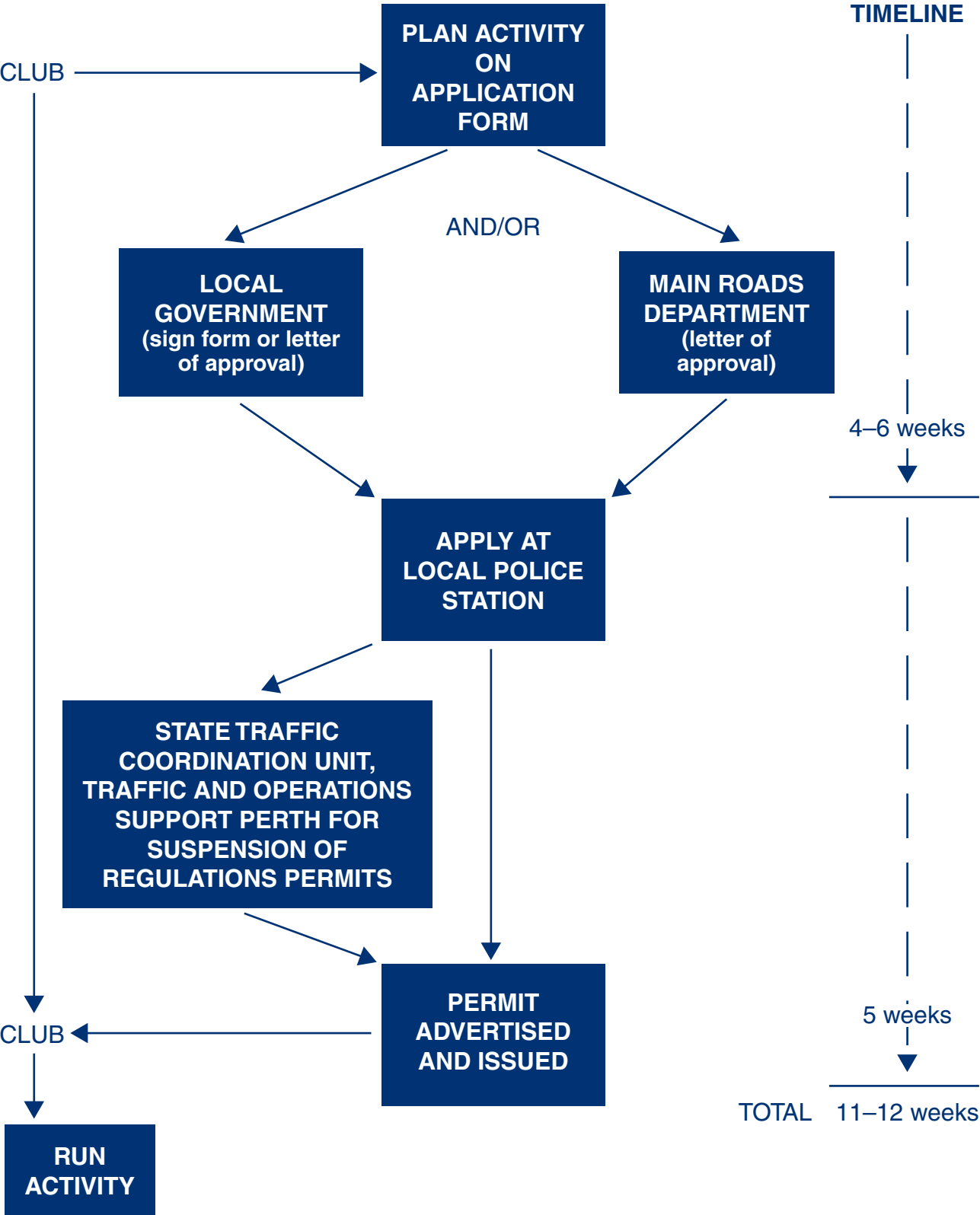
- STEP 5** Once these permissions have been gained take all the information back to your local Police station. They will accept your application and begin the process.
- STEP 6** The local Police Station will assess your application and make recommendations. It is necessary for them to forward all Suspension of Regulations applications to the State Traffic Coordination Unit, Traffic and Operations Support Perth. Permits in the other categories can be approved locally through the Regional Police Of Office in the country or at the State Traffic Coordination Unit, Traffic and Operations Support Perth for events in the Perth metropolitan area.
- STEP 7** If everything is okay the information will be advertised by the Police in the *Government Gazette* (published each Friday) for public information and at the same time a written permit in the form of a letter from the Commissioner of Police will be sent to you.

This process will take about five weeks for a Procession/Public Meeting permit or a Suspension of Regulations Permit. It takes far longer for an Road Closure permit. Please refer to page 11 in the additional information section.

- STEP 8** On receiving your permit you can go ahead and run your activity.

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The Permit Process



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Additional information concerning Permits

A permit under the Public Meetings and Procession Act 1984.

1. There is no cost to the applicant body.
2. You must keep the permission letter on you during the event because it must be available if requested by the Police at the event.

The following is a copy of the form required by the Police in order to obtain a permit.

Permits under The Road Traffic Act

Temporary Suspension of the Road Traffic Act/Regulations. Section 83 Road Traffic Act.

1. The permit allows racing to take place. All rules of the road under the Act are suspended for the competitors only during the duration of the race, unless their are specific conditions mentioned in the permit and in the delegated area of the road, i.e. usually the extreme left hand side of the carriageway.
2. Applied for at your local Police station at least 30 days (1 month) prior to the event.
3. There is no cost to the applicant body.
4. Be wise in your choice of course. Remember you must have marshals at intersections and possible danger points. This can mean the use of a lot of people, so plan and prepare according to your resource base.

NB: The people that will act as your marshals need to be knowledgeable on what their roles are. Be sure to brief them clearly and concisely and provide the necessary jacket [top] and flag.

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A road closure under the Road Traffic Act.

1. This permit actually closes the road to all traffic during the period of the permit.
2. The process of gaining this permit is far more complex than the others.
3. There is a fee payable at the time of lodgement of the application, the amount being determined by the size and nature of the activity.

The categories are:

- a. *category 1 event* – being an event which involves large public participation.
 - b. *category 2 event* – being an event which involves the racing of motor vehicles and does not involve large public participation.
 - c. *category 3 event* – being an event which involves the racing of non-motorised vehicles, an athletic event or any other event, other than a locality or street event, which does not involve large public participation; or
 - d. *category 4 event* – being a locality or street event which does not fall within categories 1, 2 or 3.
4. A local authority and the Commissioner of Main Roads may require the payment of an administrative fee before granting an approval under this regulation.
 5. Before making an application for an order for a road closure for a category 4 event the applicant shall obtain and record the consent of not less than two-thirds of the occupiers of land immediately adjacent to the road it is proposed to close.

The record of consent shall be in the form described on the reverse of the application form.

6. An application can only:
 - a. be made by a person of not less than 18 years of age; or
 - b. in the case of an application by a body, specify a person of not less than 18 years of age as the person nominated to be directly responsible for the conduct of the event.

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7. Time for making application

An application for an order in respect of:

- a. a category 1 event shall be made not less than six months prior to the proposed date of the event;
- b. a category 2 event shall be made not less than three months prior to the proposed date of the event;
- c. a category 3 event shall be made not less than one month prior to the proposed date of the event;
- d. a category 4 event shall be made not less than one month prior to the proposed date of the event or such shorter period as may be agreed by the Office of Road Safety.

Requirements:

Applications are to be lodged at the Police Station nearest to where the proposed event will be held.

8. When gaining a permit the club/organisation has the following responsibilities:

- a. To arrange with the local government authority for:
 - i. The supply, erection and removal of prescribed road closure barriers and signs.
 - ii. The payment of any associated fees and/or administrative charges.
- b. The permit does not permit liquor to be consumed in any public place while the event is in progress. The club/organisation should make this very clear to spectators etc.
- c. At all times clear access to and free passage for any ambulance, fire brigade vehicle or Police vehicle must be maintained during the progress of the event.

If in doubt about any of the aspects of the application, be sure to discuss your needs with your local Police before making an application.

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Dealing with Main Roads Western Australia

Be sure to contact your local Main Roads office to arrange a time to meet with them and discuss your requirements.

Main Roads Western Australia will:

1. Assess the route you wish to take.
2. Grant permission by letter with any conditions that are appropriate. The conditions usually are:
 - a. Ensure approval has to be obtained by Police and Council.
 - b. There could be a request for indemnity against any claims for damage that may result from claims from people utilising the area during the permit period.
 - c. Ensure themselves that you will make sure the public is adequately informed on the nature and time of and for the event/activity. This means that the activity must be advertised locally informing people of the nature of the event, prior to the event taking place.