



WHITEHORSE  
CITY COUNCIL

# TRAFFIC MANAGEMENT

**Do you need to bring vehicles onto your chosen event site as part of the event or for set-up or pack-down? Or do you need to reserve parking spaces, loading bays, or implement a partial or full road closure? If so, you'll need to get approval from Council first.**

## Event Traffic Management

If you need to bring vehicles onto your chosen event site, reserve parking spaces, loading bays, or implement a partial or full road closure, you'll need to prepare a traffic management summary. This summary will outline how traffic will be managed during set-up, the event and pack-down, what are the pedestrian management strategies and details of any full or partial road closures and seek specific permission from Council.

- Depending on the road in question and your requirements you may need formal Council 'consent'. For 'Declared Roads' (e.g. major arterial roads) a 'Memorandum of Authorisation' is required from VicRoads. You may also need to formally advise Public Transport Victoria (PTV).

## Council Requirements

The entry of vehicles into Council parks and reserves is generally prohibited; however limited vehicle access may be approved for events. Permission will only be granted if the following conditions are met:

- Only essential vehicles will be permitted onsite; all other vehicles are to use loading bays or designated car parks.
- No vehicles are permitted on sports fields except for emergency vehicles.
- A vehicle movement ban must be implemented during the event, when public are on site - with the exception being emergency vehicles.
- It is essential that emergency vehicles can easily enter the event site. Emergency vehicles require a 3m emergency lane, which needs to be worked into the site plan. Where possible there should be multiple emergency vehicle entry points.
- Areas for vehicles and pedestrians need to be clearly defined and separated.
- The event organiser is responsible for supervising and managing vehicle movement around the event site.
- Where vehicle access has been permitted, all vehicles must remain on designated pathways and be driven at a maximum speed of 10km per hour with hazard lights activated. They must also be marshalled by safety wardens in high-visibility vests.
- No vehicle movement will be allowed onsite at the end of the event until clearance is given by the event organiser.
- Vehicles must only be parked in designated car parking areas. No vehicles are to be parked within any Council parks, reserves or open spaces.
- The applicant must comply with all reasonable requests or directions given by any Council representative, member of Victoria Police or VicRoads.
- If specified as a requirement by Council, the applicant must arrange for security guards, accredited traffic controller(s) or a suitably qualified event safety officer(s) to assist with traffic and crowd management at the event.

### Top Tip – Accessible Parking and Drop-off/Collection Points

If parking is limited surrounding your event site, it may be worth considering reserving a number of parking spaces, for people with a disability and setting-up a designated drop-off / collection point. This will improve user experience and make for happier event attendees.

### Resident Notifications

Details of any road closures, changed traffic conditions or changes to public transport services (if applicable) should be included in the notification letter to residents and businesses in close proximity of your event site.

Please note, emergency service vehicles are exempt from requiring Council permission for access.



Questions? Please contact the  
Events Officer on 9262 6352  
or [arts@whitehorse.vic.gov.au](mailto:arts@whitehorse.vic.gov.au)