



Closure of a Thoroughfare

Less than 4 weeks

When there is a temporary thoroughfare closure for **less** than four weeks the following steps are to be followed:

- The applicant is to allow a minimum of 3 weeks for approvals and advertising before the closure.
- The applicant is to complete the following application forms:
 - Application for Works in a Thoroughfare
 - Application for the Closure of a Thoroughfare
 - Application for assessment of a Traffic Management Plan, when applicable.
- The applicant should arrange for signage to be erected a minimum of 10 working days before the expected closure. The signs need a minimum 100mm letter height and are to advise of the proposed closure, location, expected duration of the closure and contact details. The reason may also be included if there is space. See Appendix C for sign details.
- The applicant is to give written notice to each person who occupies land that will be affected by the temporary thoroughfare closure – For example, see Appendix B. Include a copy of the relevant drawings or aerial photographs.
- The applicant is advised that No public notice is required when it is unlikely that the works will have a significant adverse effect on the users of the thoroughfare and it is for an expected period of less than four weeks.
- In general, the following WILL cause significant adverse effect:
 - if a detour is proposed
 - proposed works that will exceed 10 continuous hours
 - be over three or more days that will involve disruption to thoroughfare users
 - when the expected closure time is extended beyond 4 weeks
- The City will determine if the closure will cause significant adverse effect on users of the thoroughfare.
- The applicant is advised that in cases where the closure will cause significant adverse effect on users of the thoroughfare, the closure must be advertised by way of a local public notice – Sample Appendix A. Forward a copy of the notice via email to council@gosnells.wa.gov.au. Include a copy of any relevant drawings or aerial photographs.
- The City will arrange for the display of the public notice at the following locations:
 - on the notice board in the City's Civic Centre and Operations' foyer areas
 - on the notice boards in all the City's libraries
 - on the City's web site
- The City will arrange for notices to all services including emergency services.
- The applicant is to send copies of the Public Notice to the Commissioner of Main Roads Western Australia.
- A permit for the closure will be provided to the applicant.
- The applicant is to advise the Asset Coordinator on 9397 3000, of completion of works, so that an inspection can be undertaken.
 - Where there is an alteration to any level or alignment, as-constructed details are to be provided to the Asset Coordinator in R-Spec format.
 - Where drainage has been installed or altered, drainage as-constructed details must be provided to the Asset Coordinator in D-Spec format.



APPENDIX A

Example Public Notice - Road closure less than four weeks

ROAD CLOSURE - [INSERT ROAD/LOCATION]

The City of Gosnells advises road users that [insert road name(s) /location] will be closed due to [insert text - works being undertaken by name of company contracted to do the works] from [insert start date] to [insert end date].

Local traffic should be aware that detours will be in place [Delete this sentence if no detours are in place].

Road users should be prepared to expect minimal traffic delays. {due to the temporary modified traffic signals at [insert road/location as required]}.

Plans setting out the area affected by the closure can be inspected at the City of Gosnells' Civic Centre, City Libraries and on the City's website.

For further information please contact the Company contracted to do works - provide phone and email details

N.B. Change or delete any details highlighted in yellow



APPENDIX B

[Insert date]

To the Resident/Business Owner (of all abutting properties, affected asset / land owners) Enquiries: Contract Company (Name and phone number)
All emergency service providers and PTA, if required

Dear Sir/Madam

Road Closure – [insert road / location]

The City of Gosnells advises road users that it is proposing to close [insert road/location] from [insert start date] to [insert end date < 4 weeks].

The purpose of the closure is to [insert text - type of works being undertaken and the name of company contracted to do the works].

Local traffic should be aware that detours will be in place (Delete if no detours proposed) and to expect minimal traffic delays.

Plans detailing the area affected by the closure are enclosed and may also be inspected at the City of Gosnells Civic Centre, City Libraries and on the City's website.

For further information please contact the [Company contracted to do works - provide phone number].

(Insert name)
Applicant or contract company

N.B. Change or delete any details highlighted in yellow

August 2014



August 2014

Document Set ID: 9096061
Version: 1, Version Date: 16/02/2026