



Closure of a Thoroughfare Greater than 4 weeks

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

- The applicant is to allow a minimum of 5 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 a Thoroughfare Closure Permit
 - Application for assessment of a Traffic Management Plan, when applicable.
- The applicant is to prepare a Public Notice for advertising in the local paper. See sample Appendix A. Forward a copy via email to council@gosnells.wa.gov.au. Include a copy of any relevant drawings or aerial photographs and a copy of the Submission form - Appendix B with the highlighted areas completed.
- The applicant is to allow a minimum of 16 days for submissions to be made in the public notice. First day is the day it is advertised in paper.
- 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 foyer area
 - on the notice board in the City's Operations' foyer areas
 - on the notice boards in all of the City's libraries
 - on the City's web site
- The applicant is to give written notice to each person who occupies land that will be affected by the closure - Appendix C. Include a copy of the relevant drawings or aerial photographs and a copy of the Submission form.
- The City will arrange for notices to all services including emergency services.
- The applicant should erect signage a minimum of 10 working days before the expected closure. The signs 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 E for sign details.
- The City will consider any submissions and may recommend the implementation of counter measures, such as night works, time limited closure, modification of detour or alternative access arrangements as necessary.
- Once the submissions have been considered and where there are any changes to the original advertised details, then the applicant is to re-notify via public notice – a copy of the notice is to be sent via email to council@gosnells.wa.gov.au.
- Also, where there are any changes to the original advertised details, the applicant is to give written notice again to each person who occupies land that will be affected by the closure and the City will advise all service agencies including emergency services - Appendix D. The signage may also need to be altered.
- The applicant is required to send copies of the Public Notice(s) to the Commissioner of Main Roads Western Australia.
- The applicant is to advise the Asset Coordinator on 9397 3000 of commencement of works.
- If the closure is required beyond the permit dates then the applicant needs to complete a Permit Extension Application submit it to the City – Appendix F
- 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.



PUBLIC NOTICE

APPENDIX A

Thoroughfare closure:

- **greater than four weeks**
- **there will be significant adverse effect**

THOROUGHFARE 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 also be prepared to expect minimal traffic delays.

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

Submissions may be lodged in writing to the CEO by email (council@gosnells.wa.gov.au) or by post (City of Gosnells PO Box 662, Gosnells WA 6990) by [insert closing date for submissions]

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

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



SUBMISSION FORM

APPENDIX B

Reference: [Insert WIN number]

Chief Executive Officer
City of Gosnells
PO Box 662
GOSNELLS WA 6990

Attention: Administration Officer, Technical Services

Dear Sir/Madam

Closure of a Thoroughfare - [Insert road name and suburb] - [Insert proposed dates for closure and reason for closure]

I/we wish to make the following submission in relation to the above proposal:

- No objection to proposal [] (tick as appropriate)
Object to the proposal []
Comment on the proposal []

As this matter does not require a Council decision, details you provide on this form will not be publicly available.

Comments: []
[]
[]
[]
[]
[]
[]
[]
[]
[]
[]
[]
[]
[]
[]
[]
[]
[]
[]
[]
[]
[]

(Please tick) Owner [] Occupier []

Signed: _____ Date: _____

Print Name: _____

Postal Address: _____

Daytime Phone Number: _____

Property Address: _____

Please Note: Submissions must be received by the City no later than 5pm [Insert date - 16 days after the day it is advertised in the local paper]

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



NOTICE OF CLOSURE

APPENDIX C

2120 Albany Highway Gosnells WA 6110
Mail to: PO Box 662 Gosnells WA 6990

T 08 9397 3000
F 08 9397 3333
E council@gosnells.wa.gov.au
W www.gosnells.wa.gov.au
ABN 18 374 412 891

[Insert date]

To the Resident/Business Owner

Enquiries:

Contract company
Name & phone number
Available hours

Dear Sir/Madam

Thoroughfare 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 detailing the works and including the name of the company contracted to do the work].

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

Local traffic should expect minimal traffic delays. [Delete if detours are proposed]

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 the City's website.

Submissions may be lodged in writing to the Chief Executive Officer by email (council@gosnells.wa.gov.au) or by post (City of Gosnells, PO Box 662, Gosnells, WA 6990) by [insert closing date for submissions].

For further information please contact Contract Company - Name & phone number.

Insert name
Applicant or Contract Company

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



SECOND NOTICE OF CLOSURE

APPENDIX D

2120 Albany Highway Gosnells WA 6110
Mail to: PO Box 662 Gosnells WA 6990

T 08 9397 3000
F 08 9397 3333
E council@gosnells.wa.gov.au
W www.gosnells.wa.gov.au
ABN 18 374 412 891

[Insert date]

To the Resident/Business Owner

Enquiries:

Title
Name and phone number
Available hours

Dear Sir/Madam

Thoroughfare Closure – [insert road / location]

The City of Gosnells has previously advised road users of the proposal to close [insert road/location].

The purpose of the closure is [insert text].

Due to submissions being received by the City, please be advised that the closure will commence from [insert start date] to [insert end date > 4 weeks]. Include any other changes from the original notice and remove this line.

For further information please contact the [Contact details of the contractor]

Insert name
Applicant or Contract Company

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



PROPOSED CLOSURE
HOLMES STREET
12 - 26 JUNE
CONTACT: D HARRIS 9492 0149

3000
1260

NOTES:

- DIMENSION : SIZE 3000 X 1260, CORNER RADIUS 200
- MATERIALS : 1.6mm ALUMINUM SHEET SIGN PANEL
- COLOURS : BLACK LEGEND ON YELLOW CL7 REFLECTIVE BACKGROUND
- STIFFENERS : 3 TYPE A STIFFENERS MAX. SPACING 450mm
- MOUNTING HEIGHT: 2000

APPROVED		DATE		BY		CHECKED		APPROVED	

CITY OF GOSNELLS

300 Albany Highway Gosnells VIC
 Ph: 9492 0100
 Fax: 9492 0101
 Email: info@gosnells.vic.gov.au

STANDARD DRAWING
TEMPORARY ROAD CLOSURE

ADVANCED: MLT/DE
 DESIGN: MFW/A
 SCALE: 1:100
 DRAWING: A3
 DATE: 02/12/2013

ES-52
 NUMBER: 1260/1000
 M. ROUTE



Local Government Act 1995
(Part 3 Division 3 Section 3.50, 3.50A, 3.51 & 3.52)

Application for Extension of a Temporary Thoroughfare Closure Permit

I, (Applicant's full name)

of

(Company name and address)

wish to apply for an extension of an existing Temporary Thoroughfare Closure Permit under the Local Government Act 1995, Part 3, Division 3 Sections 3.50 and 3.50A, for the following location:

(No) (Lot) (Street/s) (Suburb)

for a further period of days /weeks

from / / until / /

As the applicant, I confirm the following:

The existing Traffic Management will / will not alter.

The existing street signage will advertise the revised end date.

All affected owners will be notified of this proposal.

The measures implemented that protect the existing thoroughfare assets and the keeping of the area in such condition so as not to create any danger to persons using the thoroughfare or path will continue.

The Asset Inspector will be advised of completion of works, so that an inspection may be undertaken.

Furthermore, it is hereby agreed that in the event of damage to the City's infrastructure, the City will repair or re-instate the infrastructure, and the costs involved and inspection fees will be deducted from the Security Deposit lodged with the City for this purpose.

Signed:

Date:

Applicant's daytime contact number: