

City of Adelaide Road Event Application Process

Road Event Enquiry or Application submitted

1. The applicant contacts the City of Adelaide Events Team (CoA) to determine availability and suitability of roads for a potential event.
2. The applicant wishes to proceed with event booking and lodges a Booking Application form.



Assess Application

3. CoA acknowledges receipt of Booking Application Form. Have minimum time frames been met?
 - Minimum of 3 months' notice required for any event road closure.
 - Minimum 6 months' notice required for major, complex, or multi day road closures.

YES - Proceed with Step 4

NO - Consider if event is feasible within the given timeline

4. CoA check that the proposed event is appropriate for the road and location. Considerations will include:

- Potential benefit to businesses in the area.
- Potential disruption to traffic, residents, public transport and commuters.
- The day of the week and time of the day requested for the road closure. Road closures are strongly preferred on weekends, or on weekdays outside of peak hour traffic (7am- 9am and 4pm- 6pm).
- Any application seeking to close a road for more than 28 days will require a formal decision of the Council. In this case, a minimum 3 to 6 month lead time will apply, before any final decision can be provided.

IF ABLE TO SUPPORT TO NEXT STEP – Proceed to step 5

NO- identify alternative available locations, times, or dates.



Booking acknowledged and tentatively held

5. Correspondence sent by CoA to the applicant, outlining key requirements:
 - That the road closure is tentatively supported, subject to the required public consultation and formal approvals.
 - The event will need to consider engaging a traffic management contractor to legally close the road.
 - Provide the list of key documents or requirements that must be met by the applicant.
 - Any costs/fees applicable to the applicant.



Determine level of consultation required

6. CoA will determine the level of consultation that is required, to explore if the event will be supported to proceed. In accordance with Section 223(1) of the *Local Government Act 1999*, if the proposed road closures are to impede traffic to a 'material degree', then the application will be subject to formal public consultation for a minimum of 21 days. While each road in the City can bring its own unique considerations, the following points are factors (including but not limited to) taken into account when determining the level of impact and consultation required:
 - Potential level of disruption to traffic, public transport, cyclists and pedestrians.
 - The day of the week and time of the day requested for the road closure. Road closures are strongly preferred on weekends, or on weekdays outside of peak hour traffic (7am- 9am and 4pm- 6pm) when traffic volumes are reduced.
 - Is the event proposing to close a major arterial road, or a smaller local road?
 - Has this event been held on this road previously, or is there a history of other events being successfully held here?

FORMAL PUBLIC CONSULTATION IS REQUIRED- Proceed to Step 7

LOCALISED CONSULTATION ONLY- Proceed to Step 12



Formal Public Consultation Begins

7. The public consultation will be run by CoA, open for a mandatory 21 days and be run on YourSay Adelaide. The outcomes of the public consultation process will determine whether the event road closure can be supported.
8. In order to commence the consultation, the following information must be provided by the applicant:
 - The event name and details relating to the event.
 - The exact date and times of the proposed road closure.
 - Why the road needs to be closed and what is proposed to occur on the road.
 - If any key details change once the consultation commences, it is possible that the consultation will have to commence over, should any of the details materially change what is being consulted on.
9. As part of this consultation, feedback will need to be sought from the Department of Infrastructure and Transport, SAPOL, MFS, SA Ambulance and any other stakeholders as determined by CoA.
10. Feedback comes to CoA for review.
11. Application then moves to Step 14



Localised Consultation Begins

12. Consultation will need to occur with the Department of Infrastructure and Transport, SAPOL, MFS, SA Ambulance and any other relevant stakeholders as determined by CoA.
13. Feedback comes to CoA for review.



Consultation outcomes assessed

14. After consultation has concluded, all feedback is considered. At this point the event road closure will either be recommended for approval, based on the outcomes of the consultation, or determined that it cannot be supported.
15. Final road closure approval can be issued by the City of Adelaide's Chief Executive Officer under delegation. However subject to the outcomes of the consultation, at any time at the discretion of CoA, a formal decision of the Council may be required (*See Note 1*).



Determination of Final Approval

16. At this point the event road closure is:
 - Formally approved, subject to any conditions listed in the event permit.
 - Declined, should it not be supported due to the consultation outcomes or the final decision of Council.
 - Final event permit approval remain subject to the applicant providing all required documents and event information to CoA.

Note 1- If a formal decision of Council is required for any road closure application, this will increase the time required in the application process.

Updated 17 November 2022