Standard conditions for Traffic Management Plan approvals

Any Traffic Management Plan approvals issued by City of Melbourne are always subject to the following standard conditions. We may also specify additional conditions, depending on the type of works to be undertaken and the site conditions.

When the City of Melbourne’s Engineering Services Branch endorses a Traffic Management Plan for a partial or full road closure, we require all applicants to also comply with all conditions that form part of any associated consent for works, road opening, out of hours and/or space occupancy permit issued by the City of Melbourne’s Site Services department and any conditions required by VicRoads or any other authority.

Other approvals which may be required before any road closures are installed

1. Whenever required, the applicant must obtain approval for any hoarding, scaffolding, gantry erection, construction zones, concrete pump, crane, road opening, space occupancy and out of hours permits, by applying for the appropriate permit(s) from City of Melbourne’s Site Services department Ph: 03 9658 8489. The applicant must present a copy of this letter when applying for the permit or quote the TMP approval number.

2. Approval of a full or partial road closure/s does not constitute any approval from Engineering Services to perform any excavation within either the footpath or adjacent carriageway. A road opening permit from the City of Melbourne’s Site Services department must be obtained for these works.

3. All construction vehicles must be parked legally (in accordance with parking signage) once they exit the construction zone. To apply online for a reserved parking permit to occupy any on road parking spaces (on a local road or an arterial road) necessary for the works, visit Parking for business and special events¹ or email the Permits Team at permits@melbourne.vic.gov.au

4. The City of Melbourne may have in-ground parking sensors in this area. The sensors are located in the middle of each parking bay approximately 50mm below the surface. You are required to contact Parking & Traffic Compliance Coordinators on 03 9658 9658 at least 7 days prior to excavating in these areas to arrange for the sensors to be removed. Please note that the approximate location of the sensors will be shown on ‘Dial-Before-You-Dig’ documentation. Visit Street Parking² to see areas where the sensors are and some background information.

5. All proposed work must comply with the City of Melbourne’s Parks and Urban Design Branch’s conditions as outlined in their Tree Protection Fact Sheet³. Should any works be closer than 4.5 metres to the face of any tree, approval for the works must be obtained from the City of Melbourne’s Arborist Ph: 03 9658 8714 (during business hours) or Citywide TreeCare Ph: 0419 145 444 (after hours).

Notification which must be given before any road closures are installed

6. Before any works or road closures begin, the applicant must provide written notification to the occupiers of properties in the vicinity of the works, including those within surrounding streets and lanes. The applicant must be able to demonstrate if necessary, to City of Melbourne’s satisfaction, that adequate efforts have been made to assist property occupiers in relation to the works.

7. **As early as possible** before the commencement of the works, the applicant must notify all emergency services affected by the works, as shown in the following table:

<table>
<thead>
<tr>
<th>Emergency service</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria Police State Event Planning Unit</td>
<td>03 9427 5714 or <a href="mailto:stateevents@police.vic.gov.au">stateevents@police.vic.gov.au</a></td>
</tr>
<tr>
<td>Fire Brigade Communications Centre</td>
<td>03 9662 2311</td>
</tr>
<tr>
<td>Ambulance</td>
<td><a href="mailto:roadclosures@ambulance.vic.gov.au">roadclosures@ambulance.vic.gov.au</a></td>
</tr>
<tr>
<td>VicRoads Traffic Management Centre</td>
<td>03 9855 7510</td>
</tr>
</tbody>
</table>

8. **Twenty four hours prior** to the commencement of works, notification should be given to City of Melbourne’s Events Melbourne office on 03 9658 8008 and City of Melbourne’s Customer Relations Branch on 03 9658 9658.

**Traffic management conditions**

9. Local access and egress for pedestrians and vehicles must be maintained at all times in all streets/laneways.

10. Access must be provided for all local businesses, off street garages and for the servicing of abutting properties, where applicable, or suitable arrangements must be made with the occupiers.

11. All road and footpath closures must be supervised and maintained at all times.

12. Caution is to be exercised in the proximity of pedestrian crossing points, traffic signals, etc. in order to maximise visibility at all times.

13. The footpath adjacent to the subject site must be clear from all construction materials, equipment and machinery.

14. The contractor is not to leave any materials, plant and machinery in statutory ‘No Stopping’ areas, particularly outside the road closure times.

15. Noise emanating from the works shall not exceed 10 dB above background noise.

16. All traffic block and hold operations, on both roadway and footpath, may not last longer than **one (1)** minute, and must be performed only **once** for every 15 minute interval. Emergency service vehicles must never be held.

**Pedestrians**

17. Suitable pedestrian facilities must be provided to ensure pedestrians’ safety at all times.

18. Footpaths should remain open at all times during construction hours. If this is not possible, for any full footpath closures, the applicant must either:

19. ensure that suitable pedestrian crossing facilities (e.g. pedestrian bypass, signalised crossings, zebra crossings, etc.) are provided or

20. have traffic controllers directing pedestrians to an appropriate pedestrian crossing point (e.g. existing push-button crossings, zebra crossings, etc.).

21. Where a temporary on road pedestrian bypass is provided, it must have appropriate barriers to protect pedestrians from live traffic. An appropriate temporary kerb ramp must also be provided to cater for the needs of people with limited mobility.

22. Footpaths must remain open outside construction hours. After hours, a minimum **clear 1.5 metre footpath gap** must be maintained for pedestrian access.
Traffic controllers

23. Qualified traffic controllers must be on-site at all times to supervise the closure, assist pedestrians and assist local traffic around the closure as indicated on the submitted traffic management plan.

24. During working hours, traffic controllers must be placed at both ends of the worksite to assist pedestrians and maintain the integrity of all closures.

25. A traffic controller must manage any potential conflict between construction vehicles and pedestrians/cyclists and construction vehicles and through traffic.

General conditions

26. It is assumed that all TMP’s supplied to City of Melbourne by the applicant have been prepared by qualified and experienced engineers (either employed or engaged by the applicant) and comply with all relevant Australian Standards and accepted safety practices. In not objecting to the TMP, the City of Melbourne is in no way agreeing to or endorsing the precise wording and/or placement of any specific signs, location or number of traffic controllers or any other measures. It is expected that the works are closely monitored at all times by the applicant and that any changes can be made to the TMP/s as is required due to the prevailing traffic conditions or if safety issues are identified on-site, without the necessity to seek prior consent from City of Melbourne. Although, at times, City of Melbourne can highlight possible flaws in the TMP/s and suggest some remedial actions in order to help achieve better safety outcomes or improve traffic flows, the final decision regarding the precise design of the signage/other measures rests with the applicant.

27. All conditions are based on average traffic flows and should any unforeseen circumstance arise it may be necessary to make amendments to these conditions and / or revoke approval at short notice.

28. Temporary road diversion barriers, signage, fencing and any other safety measures to be provided and maintained in accordance with AS 1742.3 - 2002 ‘Traffic Control Devices for Works on Roads’ and with the ‘Code of Practice’ for Worksite Safety – Traffic Management, as stipulated in the Road Management Act 2004. All signs and temporary bollards are to be installed at no cost to City of Melbourne. After completion of the works, existing conditions shall be reinstated at no cost to City of Melbourne.

29. The City of Melbourne is to be fully indemnified against any claim laid against it either by members of the public or persons engaged in any activities associated with the proposal who, as a result of the closure, suffer personal injury, property damage or financial loss. This is essential given that applicants take on a leadership role with ‘duty of care’ implications for an activity.

Upon project completion

1. On completion of the works, the area should be left clean and tidy.

2. After completion of the project, all roads and footpaths shall be reinstated to their original condition and configuration at no cost to City of Melbourne. This includes the replacement or relocation of all assets that were either removed or relocated as a result of this project.

3. Victoria Police, Fire Brigade, Ambulance and VicRoads (contact details provided above) must be notified upon completion of the works.

4. The City of Melbourne’s Events Melbourne office and Customer Relations Branch (contact details provided above) must be notified upon completion of the works.

End of conditions.