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| NOTIFICATION OF EVENT |

**Notifications are to be distributed at least one (1) week in advance of the event**

**Where Police attendance is required at least three (3) week’s notice shall be given (except in an emergency)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TMP reference |  | | Communication plan sent to MRWA | | Yes | No | | N/A |
| If No provide reason. If Yes provide email contact | | | |
| Anticipated start date: |  | | Anticipated finish date: | | |  | | |
| Anticipated Start Time: |  | | Anticipated finish Time: | | |  | | |
| Location of Event (Road/Street, Suburb): |  | | | | | | | |
| Description of Event: |  | | | | | | | |
| Description of traffic management arrangements: |  | | | | | | | |
| Posted Speed Limit: |  | Worksite speed limit: | |  | After hours speed limit: | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the anticipated effect on traffic flows?: |  | | | | Will there be restricted width for oversize escorted vehicles?: | | Yes | No |
| Are lanes closed at signals?: | Yes | No | | N/A | Are signal loops or hardware affected?: | Yes | No | No |
| Will signal phases need time changes? | Yes | No | | N/A | Will signals need to revert automatically?: | Yes | No | N/A |
| Date of signal “black out”: |  | | | | Times of signal “black out”: | |  | |
| Will Police attendance be required?: | Yes | | No | | Dates for Police attendance :  (See note below) (1) | |  | |

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| Road Authority: | |  | | | | | |
| Postal Address: | |  | | | | | |
| Telephone: |  | | Email: |  | Facsimile: | |  |
| Contact: |  | | | | | | |
| Telephone: |  | | Email: |  | Mobile: |  | |

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| Event Organiser: | |  | | | | | | | | |
| Postal Address: | |  | | | | | | | | |
| Telephone: |  | | | Email: |  | | | Facsimile: | |  |
| Contact: |  | | | | | | | | | |
| Telephone: |  | | | Email: |  | | | Mobile: |  | |
| After hours contact: | | |  | | | Telephone: |  | Mobile: |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Traffic Management Contractor: | | |  | | | | | | | |
| Postal Address: | | |  | | | | | | | |
| Telephone: |  | | | Email: |  | | | Facsimile: | |  |
| Contact: |  | | | | | | | | | |
| Telephone: |  | | | Email: |  | | | Mobile: |  | |
| After hours contact: | |  | | | | Telephone: |  | Mobile: |  | |

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| **Distribution List** | **Email/website** |
| WA Police State Traffic Coordination | [State.Traffic.Intelligence.Planning.&.Co-ordination.Unit.SMAIL@police.wa.gov.au](mailto:State.Traffic.Intelligence.Planning.&.Co-ordination.Unit.SMAIL@police.wa.gov.au) |
| Main Roads WA Customer Information Centre | [enquiries@mainroads.wa.gov.au](mailto:enquiries@mainroads.wa.gov.au) |
| Main Roads WA Event Coordinator | [eventcoordinator@mainroads.wa.gov.au](mailto:eventcoordinator@mainroads.wa.gov.au) |
| Main Roads WA Road Network Operations Centre | [RNOC.Control.Room.Information.Desk@mainroads.wa.gov.au](mailto:RNOC.Control.Room.Information.Desk@mainroads.wa.gov.au) |
| Main Roads WA Real Time Media | [roadworks@mainroads.wa.gov.au](mailto:roadworks@mainroads.wa.gov.au) |
| Main Roads WA Heavy Vehicle Services | [hvsnor@mainroads.wa.gov.au](mailto:hvsnor@mainroads.wa.gov.au) |
| Fire and Emergency Services | For relevant contact details see website:  [www.dfes.wa.gov.au/contactus/pages/dfesoffices.aspx](http://www.dfes.wa.gov.au/contactus/pages/dfesoffices.aspx) |
| Public Transport Authority | For relevant contact details see website  [www.pta.wa.gov.au/AboutUs/ContactUs](http://www.pta.wa.gov.au/AboutUs/ContactUs) |
| Local Government | For contact details see local government website |

Note: the above distribution list is an example and should be modified as required. Other forms of stakeholder and public notification and consultation may also be required.