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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: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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) |  |

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

|  |  |
| --- | --- |
| 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 |
| Main Roads WA Customer Information Centre | enquiries@mainroads.wa.gov.au |
| Main Roads WA Event Coordinator | eventcoordinator@mainroads.wa.gov.au  |
| Main Roads WA Road Network Operations Centre | RNOC.Control.Room.Information.Desk@mainroads.wa.gov.au |
| Main Roads WA Real Time Media | roadworks@mainroads.wa.gov.au  |
| Main Roads WA Heavy Vehicle Services | 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.