

Closure details

Under the *Transport Planning and Coordination Act 1994*, Translink must be notified of any changes to road conditions that may impact the bus network or infrastructure in Queensland. These changes may include road works, events, or infrastructure upgrades. To minimise service disruptions and their impact on customers and operations, parties responsible for the disruption are required to apply for a no-objection from Translink. This is to be completed prior to commencing works or undertaking or activities which have the potential to impact Translink's bus network.

Impacts to the public transport network occur in various forms, such as:

- a bus stop may need to be temporarily closed
- a bus stop may need to be temporarily relocated
- access to a bus stop may be temporarily limited
- a bus may need to be temporarily diverted
- a bus service may be delayed.

If the proposed works or event impacts the Translink bus network as a result of the above, please fill out and submit this form to temporary.closures@translink.com.au at least 21 days before the planned works or event commences.

Applicants need to:

- ensure relevant approvals and permits have been/are in the process of being obtained from the road authority (Local Government Authority or Department of Transport and Main Roads (TMR))
- identify if bus route/s used for scheduled public passenger service/s and infrastructure are affected (i.e., restricted/limited access or removed) due to the planned activity. Use <https://jp.translink.com.au/plan-your-journey/stops> to assist
- design a suitable solution for the impact, considering the safe movement of all road users, including public passenger transport vehicles
- draft a Traffic Management Plan (TMP) and/or Traffic Guidance Scheme (TGS) that clearly outlines the public transport impacts, including the proposed solution. For example:
 - » proposed traffic detour
 - » proposed bus route realignment
 - » proposed temporary stop locations.
- apply to Translink, by emailing this form to temporary.closures@translink.com.au, a **minimum of 21 days** before the planned activity starts
- receive a no-objection from Translink, to the proposed activity and associated road or bus closures
- install communication material provided by Translink's Temporary Service Change team and any required infrastructure, if applicable, prior to the change occurring
- notify Translink of any changes to the submitted/approved application, i.e., work date/time amendments. Please note: Translink require a minimum of **three business days** to process changes to any approved applications
- reinstate the Translink public transport infrastructure and remove communications material at the completion of the planned activity.

Liability Statement

Applicants responsible for long term and/or significant disruptions to the Translink bus network may be liable to pay for any additional costs as a result of the disruption. This needs to be agreed with Translink prior to being granted approval.

This application does **NOT** cover activities that may disrupt the following services:

- bus services or infrastructure located within the Brisbane City Council Area
- trains or light rail
- ferries
- long distance rail or coaches
- demand responsive transport
- active transport, (e.g. cycling)
- taxis.

Road Closure details

Fields marked with * are required

* Site address

* Suburb

* Postcode

* State

Cross Street

Cross Street refers to nearest intersection.

Where Cross Street is not applicable, refer to nearest property address.

If multiple locations, please advise in email application and detail in TGS/TMP.

First Cross Street

Second Cross Street

Date and times

Translink's Temporary Closures team do not provide time-based permits for example monthly permits. Please include exact dates and times for planned activities so impacts can be accurately assessed and correct communication provided to customers. Contingency dates can be discussed after approval, if granted.

* Start date

* End date

* Start time

* End time

* Will the proposed closure remain in place outside of work hours? Yes No

Additional start date

Additional end date

* Affected Bus Services

Please indicate the routes that will be affected by the planned activity. Route information can be obtained via <https://jp.translink.com.au/plan-your-journey/timetables>

*** Affected Bus Stops**

Please indicate the bus stops that will be affected by the planned activity. Bus stop information can be obtained via <https://jp.translink.com.au/plan-your-journey/stops>

*** Closure reason**

Project/Event name or other

*** Closure type**

- Lane(s) (closure of a single traffic lane on a multi-lane road)
- Half road/hold and release (closure of a one direction of traffic flow on a two-way road)
- Full road (closure of a road to all vehicular traffic - detour required)
- Footpath (closure of a footpath to pedestrians/cyclists to access a bus stop)
- Parking (closure of off-street car parking/on street marked parking bay or parking lane)

Direction of traffic flow impacted (for example, southbound)

Detailed location summary (for example, proximity to any schools/activity centres)

Is your planned event a regular activity (for example, annual event)? Yes No

Relevant details

* Are you filling this form out on behalf of a third party? Yes No

* First name

* Family name

* Contact number

* Email address

* Postal address

* Suburb

* Postcode

* State

Traffic Control Company details

Please complete this section of the form if traffic control is required for your planned activity.

Are you a registered traffic management company under the TMR Traffic Management Registration Scheme? Yes No

Australian Business Number

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The entity name refers to the name that appears on all official documents or legal papers. The entity name may be different from the business name.

Entity name

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Your business may have registered one or more business names. If you operate under a business or trading name, you can enter alternate name(s) here.

Business/Trading name

Contact details

* First name

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* Family name

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* Contact number

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* Email address

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Attachments

In addition to submitting this form to temporary.closures@translink.com.au, please attach any documents relevant to the proposed closure:

- TGS and/or TMP
- Street map - a street directory map or equivalent indicating the location of the works (required if not included in TGS - please provide in a Google map format or similar)
- Additional documentation - provide any additional information, such as construction drawings, Local Government approvals or permits.

Declaration

- I declare the information provided in this application is true and accurate.

* Name of individual or signatory

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* Position

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Signature

By clicking this box, I acknowledge this is in effect my signature within the meaning of the *Electronics Transaction (Queensland) Act 2001*.

Date signed

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Current time

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Privacy Collection Notice: TMR collects the information on this form for the purpose of managing temporary road closures. Some or all of this information is usually shared with relevant councils and law enforcement agencies. Personal information is managed in accordance with the *Information Privacy Act 2009* and will not be disclosed to any other third party without your consent unless required or authorised to do so by law.

*** Checklist**

Have you:

- completed all mandatory information in this form?
- allowed 21 days' notice prior to the start of your planned activity?
- used the Translink website to determine impact to bus stops and bus routes?
- designed a suitable solution for the impact of your planned activity?
- attached all necessary additional documentation to this email application?

Translink

Website: www.translink.com.au

Phone: General enquiries: 13 12 30
Temporary closures: 0476 821 080

Email: temporary.closures@translink.com.au

Address: Translink Division
Department of Transport and Main Roads
GPO Box 50
BRISBANE QLD 4001