INSERT EVENT LOGO INSERT EVENT LOCATION INSERT EVENT DATE

# TRAFFIC MANAGEMENT PLAN

## (Plan A - Dry Conditions)

**Traffic Management Coordinator:** <Insert Name> **- Phone:** <Insert mobile number>

### PARKING

The following areas have been designated for parking at the event:

1. **<Insert location>** – all general participants.
2. **Overflow parking** – Staff, VIP, Volunteers and stall holder marshalling area.

### DROP OFF ZONE

This area is located <insert details>… This area will be used by:

* Vehicles dropping off passengers then exiting (vehicles not remaining on site).
* Vehicles unloading equipment for the stage area, stallholders etc – then proceeding to overflow parking.
* Shuttle buses

### TRAFFIC MANAGEMENT TEAM

Traffic Management Team will consist of <insert details>.

### DRY WEATHER SCHEDULE:

|  |  |  |  |
| --- | --- | --- | --- |
| LOCATION | TIME | STAFF MEMBER | DUTIES |
| <Insert location>i.e Entry point carpark | Insert start time and end time | <Insert name> i.e Traffic Controller (A) | <insert duties> |
| <Insert location> i.e Exit point carpark | Insert start time and end time | <Insert name> i.e Traffic Controller (B) | <insert duties> |
| <Insert location> i.e Drop Off Zone | Insert start time and end time | <Insert name> i.e Traffic Controller (C) | <insert duties> |
| <Insert location> i.e VIP carpark | Insert start time and end time | <Insert name> i.e Traffic Controller (D) | <insert duties> |
| <Insert location> | Insert start time and end time | <Insert name> i.e Traffic Controller (e) | FOR EMERGENCY VEHICLES |

**VARIABLE MESSAGE SIGNS - VMS**

There will be <insert number> VMS boards used for event traffic information. Their locations will be:

1. <insert location> and purpose

#### Prior to event from <date> to <date>:

|  |  |
| --- | --- |
| **Page 1** | **Page 2** |
|  |  |

1. <insert location and details>

#### Event day from <time> to <time>:

|  |  |
| --- | --- |
| **Page 1** | **Page 2** |
|  |  |

1. <insert location and details>

#### Event day <time> to <time>:

|  |  |  |  |
| --- | --- | --- | --- |
| **Page 1** | **Page 2** | **Page 3** | **Page 4** |
|  |  |  |  |

1. <insert location and details>

**Event day <time> to <time>:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Page 1** | **Page 2** | **Page 3** | **Page 4** |
|  |  |  |  |

**Event day from <time> to <time>**

|  |  |  |
| --- | --- | --- |
| **Page 1** | **Page 2** | **Page 3** |
|  |  |  |

# TRAFFIC MANAGEMENT PLAN

## (Plan B - If parking unavailable)

**Traffic Management Coordinator:** <Insert Name> **- Phone:** <Insert mobile number>

This plan has been developed for the unavailability of the overflow car parking area and the need to use alternative parking areas.

### ADVANCED WARNING TO ATTENDEES/PARTICIPANTS

< Insert details on how attendees will be notified>

### TRAFFIC MANAGEMENT TEAM

Traffic Management Team will consist of <insert details>.

|  |  |  |  |
| --- | --- | --- | --- |
| LOCATION | TIME | STAFF MEMBER | DUTIES |
| <Insert location>i.e Entry point carpark | Insert start time and end time | <Insert name> i.e Traffic Controller (A) | <insert duties> |
| <Insert location> i.e Exit point carpark | Insert start time and end time | <Insert name> i.e Traffic Controller (B) | <insert duties> |
| <Insert location> i.e Drop Off Zone | Insert start time and end time | <Insert name> i.e Traffic Controller (C) | <insert duties> |
| <Insert location> i.e VIP carpark | Insert start time and end time | <Insert name> i.e Traffic Controller (D) | <insert duties> |
| <Insert location> | Insert start time and end time | <Insert name> i.e Traffic Controller (e) | FOR EMERGENCY VEHICLES |

**WET WEATHER PARKING SCHEDULE (if different from above) – IN ORDER OF USE:**

|  |  |  |  |
| --- | --- | --- | --- |
| LOCATION | CAPACITY | STAFF MEMBER | NOTES |
| Staff/VIP Car Park | 40 spaces | Not manned | This area is for Event Staff, VIP’s and Volunteers ONLY for people arriving between 5:30am and 6am. |
| Carpark A | 150 spaces | Traffic Controllers (B) and (C) | 75 spaces for , Disabled, Elderly |
| Carpark B | 120 spaces | Traffic Controllers (D) and (E) | 120 spaces for general public |

### PUBLIC TRANSPORT/SHUTTLE BUSSES

<Insert details of bus bay locations and frequency of this service for attendees>

### DROP OFF ZONE

This area is located < insert location>. This area will be used by:

* Vehicles dropping off passengers (vehicles not remaining on site).
* Vehicles unloading equipment for the stage area – then proceeding to carpark for parking.
* Shuttle buses

### EGRESS POST EVENT

< insert location>.

### VARIABLE MESSAGE SIGNS – VMS

There will be <insert number> VMS boards used for event traffic information. Their locations will be:

1. <insert location and details>

i.e On event day it will display information on parking arrangements for either Plan A (Dry) or Plan B (Wet).

#### Prior to event:

|  |  |
| --- | --- |
| **Page 1** | **Page 2** |
|  |  |

1. <insert location and details>

#### Event day from <time> to <time>:

|  |  |  |
| --- | --- | --- |
| **Page 1** | **Page 2** | **Page 3** |
|  |  |  |

1. <insert location and details>

#### Event day from <time> to <time>:

|  |  |  |  |
| --- | --- | --- | --- |
| **Page 1** | **Page 2** | **Page 3** | **Page 4** |
|  |  |  |  |

1. <insert location and details>

#### Event day from <time> to <time>:

|  |  |  |  |
| --- | --- | --- | --- |
| **Page 1** | **Page 2** | **Page 3** | **Page 4** |
|  |  |  |  |

1. <insert location and details>

**Event day from <time> to <time>:**

|  |  |  |
| --- | --- | --- |
| **Page 1** | **Page 2** | **Page 3** |
|  |  |  |