

# Guidelines for applications to conduct on-road cycling events



On-road cycling events are regarded as high risk events. In order to obtain Council approval and conduct a successful on-road cycling event, there are a number of risk related issues which event organisers are required to consider and address. These include:

- The safety of the cyclists who are taking part in the event
- The safety of any spectators who may be watching the event
- The safety of any other road users
- The safety of the general public

On-road cycling events are regarded as:

- Competitive cycling events which are wholly or partly conducted on public roads involving more than 30 competitors
- Recreational cycling events such as commercial tours, community rides or fund raising rides which are wholly or partly conducted on public roads involving more than 30 participants

The following documentation is required to be submitted as part of your application to seek approval to conduct a cycling event on local roads within the Shire of Strathbogie:

- Public Liability Insurance Certificate - minimum value of \$20 million
- Event Management Plan
- Traffic Management Plan
- Risk Assessment
- Emergency Management Plan
- Evidence of Victoria Police support for the event - permit timeframe of 6 months
- Evidence of VicRoads approval for the event (if the event also is to take place on VicRoads arterial roads)- permit timeframe of 8 weeks

Note: For on-road cycling events with less than 30 participants (competitive / non-competitive / recreational) the above documentation may still be required. Event organisers must seek clarification from Council.

A Strathbogie Shire Council event approval cannot be issued without a completed Event Application - Part A and the above documentation. If your application is not complete, then your application will not be processed until the full documentation has been received - Permit timeframe of 6 weeks.

The best way to contact VicRoads North Eastern Region regarding proposed cycling events that will impact upon VicRoads arterial roads is to email: [ner.enquiries@roads.vic.gov.au](mailto:ner.enquiries@roads.vic.gov.au)

The following documents (available online) provide detailed information regarding the above documentation required for cycling event applications:

On-Road Cycling Events – A guide to obtaining approval:

<http://vic.cycling.org.au/Portals/17/Policies/Guide%20to%20obtaining%20permits.pdf>

Cycling Victoria Road Race Organisers Guide:

<http://vic.cycling.org.au/Portals/17/Road/Race%20organisers%20guide%20Final%20v2.pdf>

Risk Register - Cycling Australia Road Cycling Events:

<http://vic.cycling.org.au/Portals/17/Events/Risk%20Register%20%20V2.0.pdf>

All of these documents are also available on the following page on Council's website:

[www.strathbogie.vic.gov.au/tourism/about-events/hold-an-event](http://www.strathbogie.vic.gov.au/tourism/about-events/hold-an-event)