

CONTRACTOR APPLICATION GUIDE TO REQUESTING AN AIRSIDE ROAD CLOSURE PERMIT

SCOPE

This application guide will assist you in the temporary closure of an airside road.

DO I NEED TO APPLY...

You will need to apply if you are seeking to temporarily impede an airside road by including but not limited to the following:

- Lane closure
- Road closure
- Contra flow traffic management
- Temporary speed limits or
- Vehicle mounted attenuation devices

ADDITIONAL PERMITS, CONDITIONS AND APPROVALS

Additional permits, conditions and approvals related to a Temporary Airside Road Closure are:

- Building Activity Consent
- Airport Building Controllers Permit or Exemption
- Melbourne Airport Permit to Commence Work
- Works Safety Office request
- Method of Works Plan

OVERVIEW

All applications to temporarily impede airside road traffic must be submitted to the Airfield Operations and Works Coordinator. The Airfield Operations and Works Coordinator will upon receipt of an application:

- Assessment of proposed works closure
- Review the supplied Traffic Management Plan
- Advise of the decision on the application and any conditions applied
- Prepare and issue an Airside Operations Advice

PREPARING FOR YOUR SUBMISSION

Prior to submitting your application to impede an airside road, it is advised that you contact the Airfield Operations and Works Coordinator to discuss your proposed works. The Airfield Operations and Works Coordinator will organise an onsite meeting to discuss the proposed works activity and alert you to any conditions which may affect your application.

WHAT TO INCLUDE IN YOUR SUBMISSION

Following the meeting, you must prepare a draft Traffic Management Plan in accordance with the advice contained within the VicRoads Manual of Uniform Traffic Control Devices. Include in your application:

- The name of the road to be affected
- If the road closure order applies to only part of a road, identify the section of the road to be affected
- specify the date on which the road is to be affected
- specify the period of time during which the road is to be affected
- identify all roads that will be inaccessible by vehicle as a result of the closure
- include contact details for a representative of the works from whom further details can be obtained
- A draft TMP in accordance with the VicRoads Manual of Traffic Control Devices

DECISION ON THE SUBMISSION

Melbourne Airport will, within 10 business days of receiving your application, make a decision on the application based on the impact to Airport Operations only. The decision will not be made on the suitability or safety of the prepared Traffic Management Plan for the works.

If works are approved to proceed, the Airfield Operations and Works Coordinator will issue an On-Air notification to the affected stakeholders. This On-Air must be issued not less than 48 hours prior to undertaking works.

CONTACT US

For any queries, please call the Airfield Operations and Works Coordinator on +61 3 9297 1839.