

# Street Events Guide



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# Acknowledgement of Country

## **“Niirun Yalawa Awabakal dha Worimi burrai”.**

We all sit on Awabakal and Worimi land. The City of Newcastle (CN) acknowledges its Local Government Area (LGA) sits within the Country of the Awabakal and the Worimi peoples. We acknowledge that Country for Aboriginal peoples is an interconnected set of ancient relationships. The City of Newcastle acknowledges the custodianship of the Awabakal and Worimi peoples and the care and stewardship they have performed in this place since time immemorial.

## **“Wunyibu wunyibu warra wunyibu wunyibu gkuuba Aboriginal burrai”.**

Always was, always will be Aboriginal land. In recognition of Aboriginal cultural heritage, eight Newcastle landmarks are officially dual-named with their traditional Aboriginal names. These are based on Aboriginal references to the landmarks documented in maps, sketches and geological descriptions dating back as early as 1798:

- Nobbys Head – Whibayganba
- Flagstaff Hill – Tahlbihn
- Pirate Point – Burrabihngarn
- Port Hunter – Yohaaba
- Hunter River (South Channel) – Coquun
- Shepherds Hill – Khanterin
- Ironbark Creek – Toohrnbing
- Hexham Swamp – Burraghihnbihng

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## Enquiries

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# Contents

<b>Introduction</b>	<b>4</b>
Newcastle: An Event City	4
<b>Background</b>	<b>6</b>
Permit Plug Play Program	6
<b>Road Closure Options</b>	<b>7</b>
Civic / Cooks Hill Precinct	7
Hamilton	8
Newcastle / Newcastle East Precinct	9
Wallsend	11
<b>Planning a Street Event</b>	<b>12</b>
Start Planning Early	12
Complete and Submit Event Documentation	12
Road Closures	13
Traffic Management Plan (TMP)	14
Traffic Guidance Scheme (TGS)	14
Variable Message Sign (VMS) Strategy	14
Road Occupancy Licence (ROL)	14
Road Barriers	14
<b>Stakeholder Management</b>	<b>16</b>
Business Engagement	16
Community Engagement	17
Government Consultation	17
<b>Definitions and Abbreviations</b>	<b>18</b>
Definitions	18
Abbreviations	19
<b>Other Resources</b>	<b>19</b>
<b>APPENDIX A – Detailed Maps</b>	<b>20</b>
Civic / Cooks Hill Precinct	20
Hamilton	23
Newcastle / Newcastle East Precinct	24
Wallsend	30
<b>APPENDIX B – H-Stop Barrier Certificate</b>	<b>31</b>

## Table of Diagrams

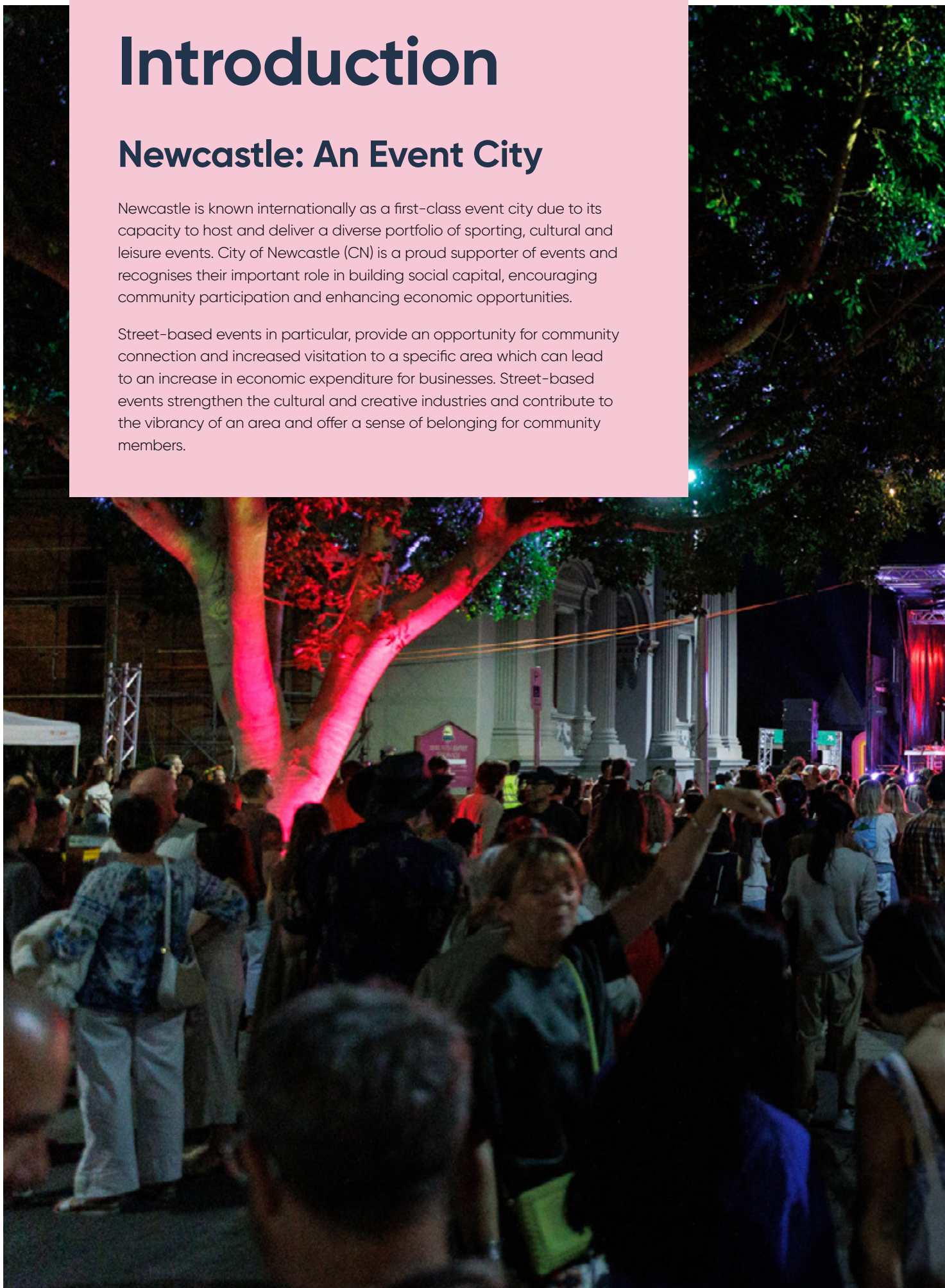
Diagram 1: Road closure options for Civic / Cooks Hill Precinct	7
Diagram 2: Road closure options for Hamilton	8
Diagram 3: Road closure options for Newcastle / Newcastle East Precinct (full extent)	9
Diagram 4: Road closure options for Newcastle / Newcastle East Precinct (Newcastle section)	9
Diagram 5: Road closure options for Newcastle / Newcastle East Precinct (Newcastle East section)	10
Diagram 6: Road closure options for Wallsend	11
Diagram 7: King Street – Services and Utilities	20
Diagram 8: Laman Street – Services and Utilities	21
Diagram 9: Darby Street – Services and Utilities	22
Diagram 10: Hamilton – Services and Utilities	23
Diagram 11: Crown Street – Services and Utilities	24
Diagram 12: Telford Street – Services and Utilities	25
Diagram 13: Wharf Road (Argyle St to Watt St) – Services and Utilities	26
Diagram 14: Wharf Road (Watt St to Nobbys Rd) – Services and Utilities	28
Diagram 15: Wallsend – Services and Utilities	30

# Introduction

## Newcastle: An Event City

Newcastle is known internationally as a first-class event city due to its capacity to host and deliver a diverse portfolio of sporting, cultural and leisure events. City of Newcastle (CN) is a proud supporter of events and recognises their important role in building social capital, encouraging community participation and enhancing economic opportunities.

Street-based events in particular, provide an opportunity for community connection and increased visitation to a specific area which can lead to an increase in economic expenditure for businesses. Street-based events strengthen the cultural and creative industries and contribute to the vibrancy of an area and offer a sense of belonging for community members.





Laman Street, Cooks Hill

# Background

The NSW Government has been leading multiple reforms in recent years to support their vibrancy agenda. The NSW Government, through Transport for NSW, has provided funding opportunities to NSW councils to assist local government to empower community members and event organisers to deliver more street events.

## Permit Plug Play Program

In 2025–2026 CN participated in the Permit Plug Play Program aimed at streamlining process approvals and communication for temporary road closures and street-based events.

As part of the Program, Transport for NSW provided funding to CN to:

- a) Develop 'off-the-shelf' Transport Management Plans for key locations across the City for event organisers to utilise;
- b) Install a range of enabling infrastructure in these locations (such as additional water and electrical access points) to minimise the need to bring in additional street interventions such as generators and water trucks; and
- c) Invest in portable road barriers which will reduce the cost to implement road closures.



# Road Closure Options

The locations included in the Permit Plug Play Program are shown below. More detailed maps of each area, including locations of key infrastructure such as power and water, are included in Appendix A.

## Civic / Cooks Hill Precinct

1. King Street (between Auckland and Burwood Streets) shaded purple
2. Laman Street (between Darby and Dawson Streets) shaded blue
3. Darby Street (between Council and Queen Streets) shaded yellow
4. Darby Street (between Bull and Council Streets) and Council Street (from Darby Street to approximately 55m west of Darby Street) shaded red
5. Darby Street (described in previous 2 dot points above) yellow and red areas combined.



Diagram 1: Road closure options for Civic / Cooks Hill Precinct

# Hamilton

1. Beaumont Street (between Donald and Tudor Streets) shaded yellow
2. Beaumont Street (between Donald and James Streets) shaded red
3. Beaumont Street (between Cleary and James Streets) shaded blue
4. James Street (between Beaumont and Murray Streets) and Murray St (between James and Tudor Streets) shaded orange.



Diagram 2: Road closure options for Hamilton

# Newcastle / Newcastle East Precinct

1. Crown Street (between Hunter and King Streets) shaded purple
2. Wharf Road (between Argyle and Watt Streets) shaded blue
3. Wharf Road (between Argyle Street and Nobbys Road) blue and yellow areas combined
4. Telford Street (from Scott Street south to Pacific Park) shaded orange



Diagram 3: Road closure options for Newcastle / Newcastle East Precinct (full extent)



Diagram 4: Road closure options for Newcastle / Newcastle East Precinct (Newcastle section)



Diagram 5: Road closure options for Newcastle / Newcastle East Precinct (Newcastle East section)

# Wallsend

1. Nelson Street (between Cowper and Clarke Streets):
2. Tyrrell Street (from Nelson Street to approximately 25m east of Harris Street), and Harris Street (from Tyrrell Street to approximately 35m north of Tyrrell Street):



Diagram 6: Road closure options for Wallsend

Note: These two road closures cannot be implemented simultaneously using the generic TMPs provided by CN. A new TMP and TGS would need to be developed by the event organiser.

# Planning a Street Event

This guide outlines the process and provides helpful hints to event organisers looking to hold events on **Road Reserves**.

## Start Planning Early

Contact the CN Events team as soon as you can, to check availability of the site for your event and what they require from you to process the approval. As a general guide, they will require a minimum of 8 weeks for any approvals requiring road closures.

Information they will require initially includes:

- Event Name
- Organiser Name
- Date and time of event including how long it will take to set up for the event and pack down afterwards
- Location for the event including the sections of streets (from intersection to intersection) that you are proposing to use as part of the event footprint.
- Expected number of attendees
- Proposed activities for the event including whether alcohol will be served
- Proposed infrastructure to be brought onsite (such as food vendors, stages or amusement rides)
- Alternative dates and locations for the event if your preferred date and /or location are not available.

The CN Events team will work with you to identify the most suitable date and time for your event, explain what documentation you need to provide and send you an Event Application Form.

## Complete and Submit Event Documentation

The amount of information and supporting documentation you may need to submit with your application form will vary depending on the size and complexity of your event.

Documentation required for the Event Licence Application may include:

- Applicant and event details
- Public liability insurance
- Electrical or water access requirements
- Noise/Sound Management Plan
- Food or Alcohol Management Plan
- Waste Management Plan
- Proposed event infrastructure/ structures
- Traffic impacts or road closures
- Vehicle access requirements
- Risk Assessment and Emergency Management Plan

NOTE: This Guide does not cover all the above requirements, it only discusses the specific documentation and processes related to road closures.

## Road Closures

Various factors influence the type of documentation required to apply for a road closure such as proximity to traffic lights or impact on public transport.

The table below provides a guide to how events are classified:

IMPACT	PROPOSED USE OF:	DOCUMENTATION
Low	Parking lanes Minor roads easily detoured with no intersections or commercial activity	Traffic Guidance Scheme
Medium	Roads with bus routes Multiple (non-signalised) intersections and/ or commercial properties Road with over 5,000 vehicles per day	Traffic Guidance Scheme Traffic Management Plan
High	State Roads Multiple intersections or any intersections with traffic lights Multi-day events Races (cycle and vehicle)	Traffic Guidance Scheme Traffic Management Plan Road Occupancy Permit

The Permit Plug Play Program has developed Traffic Guidance Scheme and Traffic Management Plan templates for the designated areas in the Program. These will be provided by the CN Events Team during the licensing process and you will be required to engage the services of a licensed traffic management professional to update the documentation with your specific event details and to implement the plans for your event.

## Traffic Management Plan (TMP)

A TMP is a comprehensive document outlining the strategies required to manage safety, hazards and traffic flow around the event site. It details alternate traffic routes, signage, and control measures to minimise risks and prevent accidents.

A TMP is supported by one or more detailed Traffic Guidance Schemes and a Variable Message Sign (VMS) Strategy.

## Traffic Guidance Scheme (TGS)

A TGS is a map specifying the placement of proposed traffic control measures to help maintain safe movement of pedestrian and vehicular traffic within and around your event. Traffic control measures can include signs, cones, barriers and traffic control personnel.

## Variable Message Sign (VMS) Strategy

Portable VMS devices are electronic signs on trailers that can be easily moved and positioned in strategic locations in the proximity of the event site to alert the public of changed traffic conditions prior to and during your event. Your nominated traffic management company will arrange these on your behalf.

## Road Occupancy Licence (ROL)

A ROL is required for any activity likely to impact traffic flow, even if that activity takes place off-road.

Whereas CN can provide generic TMP and TGS documentation for your event in the areas specified in this Guide, every event organiser is required to apply for an ROL as this is specific to each event.

To apply for an ROL you will need the following information / documentation:

- The TMP and TGS documents (provided by CN) updated by a qualified traffic management professional with your event details.
- A public notification letter or leaflet to inform nearby residents / businesses who may be impacted by the TMP and TGS.
- A distribution map to show where your notification will be delivered.

Refer to CN's website for more information on the application process and requirements for a [Road Occupancy Licence](#).

Once you have applied online and paid the required application fee, the CN Traffic team will review and assess your application. You may be required to pay a further inspection fee if the proposed ROL is complex. In addition, you may be required to liaise with NSW Police, Transport for NSW and Keolis Downer Hunter (for Buses & Light Rail).

Please note, this can be a lengthy process so please allow a full 8 weeks for the application to be approved.

In addition to the CN ROL, a Transport for NSW ROL may be required if using or potentially impacting a Classified Road, or if the road closure is within 50m of a traffic light. For more information refer to the [TfNSW website](#). The CN Traffic team can also provide advice on whether this additional ROL will be required.

## Road Barriers

As part of the Permit Plug Play Program CN purchased a variety of road barrier solutions for event organisers to utilise for road closures in the designated areas. The barriers are stored at CN's Works Depot at Waratah. Due to our WHS and security regulations, only CN staff can access the barriers from the depot.

When the ROL is approved you will be able to plan, if required, delivery and pick up of the road barriers for your event as part of the Event Licensing process.

The CN Events team will provide a quote for this service when they provide the Fees and Charges for your Event Licence. Please note, an invoice for the actual staffing costs will be sent to you following the event as the time required to deliver and collect the equipment may vary depending on access to the site, traffic conditions and other factors.



Mayfield Arts Trail

# Stakeholder Management

## Business Engagement

One of the primary reasons to hold an event on a road is to activate the local business precinct. Street closures can transform ordinary roads into vibrant public spaces that bring people together. By prioritising people over vehicles, precincts become safer, more welcoming and more engaging places to visit, stay and connect. These activations help increase foot traffic, support local businesses, encourage outdoor dining and create opportunities for live music, markets, performances and community events. For these reasons, it is important to engage with businesses early.

However, events involving road closures can also impact some businesses negatively by limiting convenient access to their businesses either for customers, staff or delivery drivers. For this reason, it is important to liaise with businesses as early as possible to inform them of the proposed timings for the road closure so they can make alternative arrangements or so you can facilitate access for as long as possible without impacting the event.



# Community Engagement

As soon as the date, time and location of the event is confirmed it is a good idea to start engaging with the community you expect to attend the event either through marketing, advertising or simply word of mouth. The earlier you engage with the community the more likely your event will be a success.

# Government Consultation

Successful planning and execution of large events often necessitates the involvement of various stakeholders in meetings held well in advance of the proposed event. The key stakeholders involved in events requiring road closures typically include CN, NSW Police, Transport for NSW, Keolis Downer Hunter and the traffic management company engaged by the event organiser. Participation in these meetings is essential for ensuring effective communication and coordination among all parties involved in the event. No fees are charged by government authorities to participate in these meetings, but event organisers should use the opportunity to confirm any potential costs or charges that may apply for the event.



# Definitions and Abbreviations

## Definitions

TERM	DEFINITION
Classified Road	<p>The Roads Act 1993 lists classified roads as:</p> <ul style="list-style-type: none"><li>• a main road,</li><li>• a highway,</li><li>• a freeway,</li><li>• a controlled access road,</li><li>• a secondary road,</li><li>• a tourist road,</li><li>• a tollway,</li><li>• a transitway,</li><li>• a State work.</li></ul> <p>Classified Roads are managed by Transport for NSW.</p>
H-Stop HVM Barrier	<p>The H Stop® is a surface-mounted Heavy Vehicle Mitigation (HVM) system that requires no fixtures or fittings to install. Refer to Appendix B for the Safety Certificate or <a href="http://ezisecurity.com.au">ezisecurity.com.au</a> for more information.</p>
Heavy Vehicle Mitigation	<p>Plan for preventing vehicular access to crowded places to help mitigate any risks to public safety.</p>
Hazard	<p>A situation, condition or source that has the potential to lead to negative consequences, harm or loss, but not the negative outcome itself.</p>
Local Road	<p>Local roads are primarily designed and managed by Council and is a road or street primarily used for access to properties.</p>
Regional Road	<p>Performs an intermediate function between the main arterial network of State Roads and CN controlled Local Roads. Due to their network significance TfNSW provides financial assistance to Councils for the management of Regional Roads.</p>
Road	<p>An area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles. <a href="#">Road Transport Act (2013)</a></p> <p>Roads can be <b>Classified</b> or <b>Unclassified (see separate definitions)</b>.</p>
Road Reserve	<p>The designated strip of land—from property boundary to property boundary—set aside for public travel, encompassing the roadway, footpaths, nature strips, and verges. It acts as a legal corridor controlled by authorities (council/Crown) for transportation, infrastructure, and utilities.</p>
State Road	<p>State roads are the primary network of principal traffic carrying and linking routes for the movement of people and goods throughout NSW and within the urban centres of Sydney, Newcastle, Wollongong, and Central Coast. These are the responsibility of TfNSW and are distinct from Local Roads.</p>
Unclassified Road	<p>A public road that is not a classified road as listed under the Roads Act 1993.</p>

## Abbreviations

ABBREVIATION	MEANING
CN	City of Newcastle
HVM	Hostile Vehicle Mitigation
ROL	Road Occupancy Licence – Refer page 9
TfNSW	Transport for NSW
TGS	Traffic Guidance Scheme – Refer page 9
TMP	Traffic Management Plan – Refer page 8
VMS	Variable Message Sign – Refer page 9

# Other Resources

[Event Starter Guide](#) (NSW Government)

[Guide to Traffic and Transport Management for Special Events](#) (Transport for NSW)

[NSW Handbook for Activating Local Streets](#) (Transport for NSW)

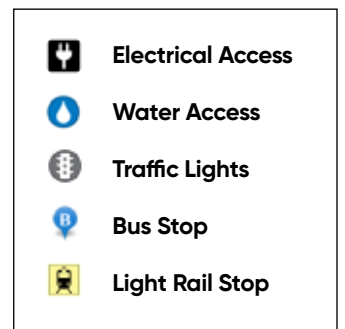
[Toolkit for accessible and inclusive events](#) (NSW Government)

# APPENDIX A – Detailed Maps

## Civic / Cooks Hill Precinct



Diagram 7: King Street – Services and Utilities



# Laman Street - Services and Utilities

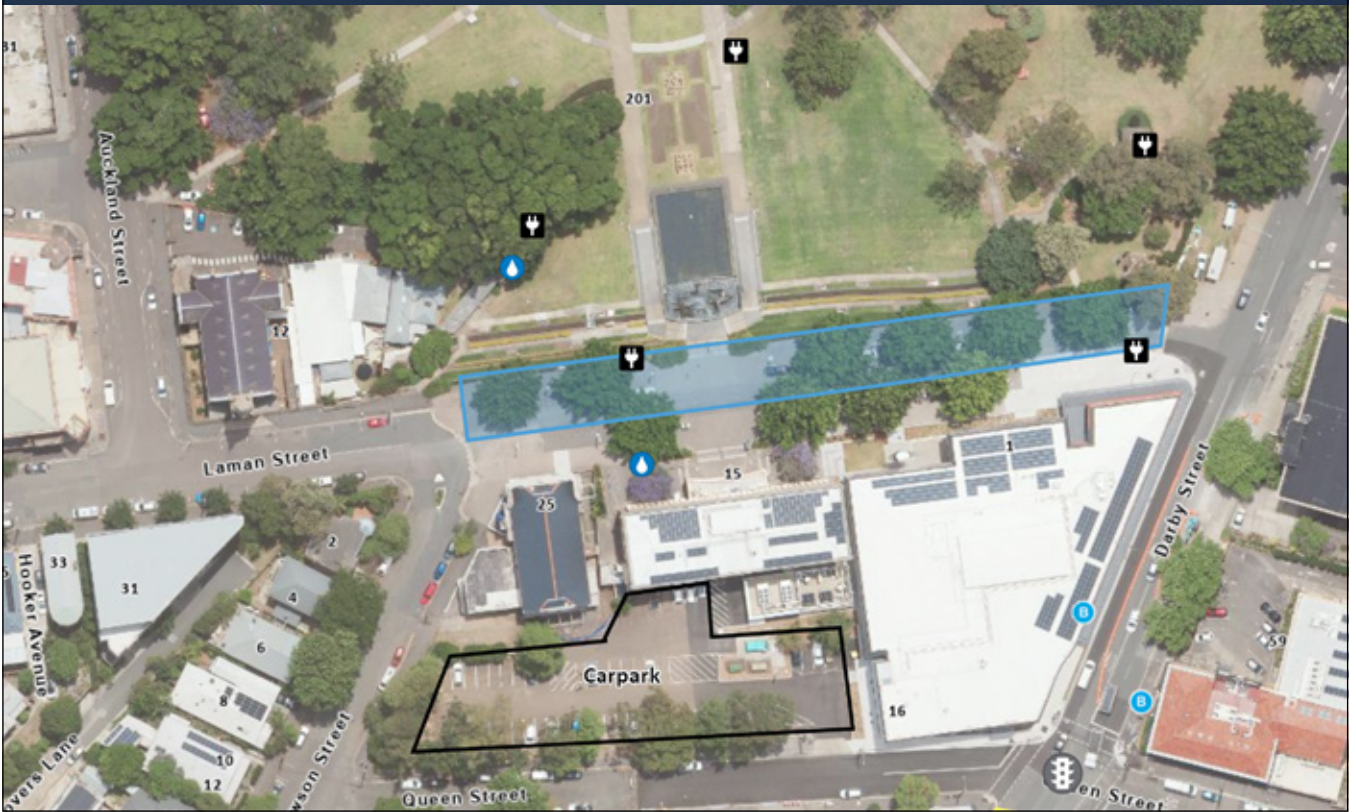



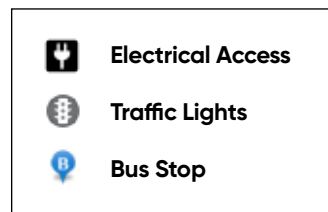
Diagram 8: Laman Street - Services and Utilities

	Electrical Access
	Water Access
	Traffic Lights
	Bus Stop

# Darby Street - Services and Utilities



Diagram 9: Darby Street - Services and Utilities





# Newcastle / Newcastle East Precinct

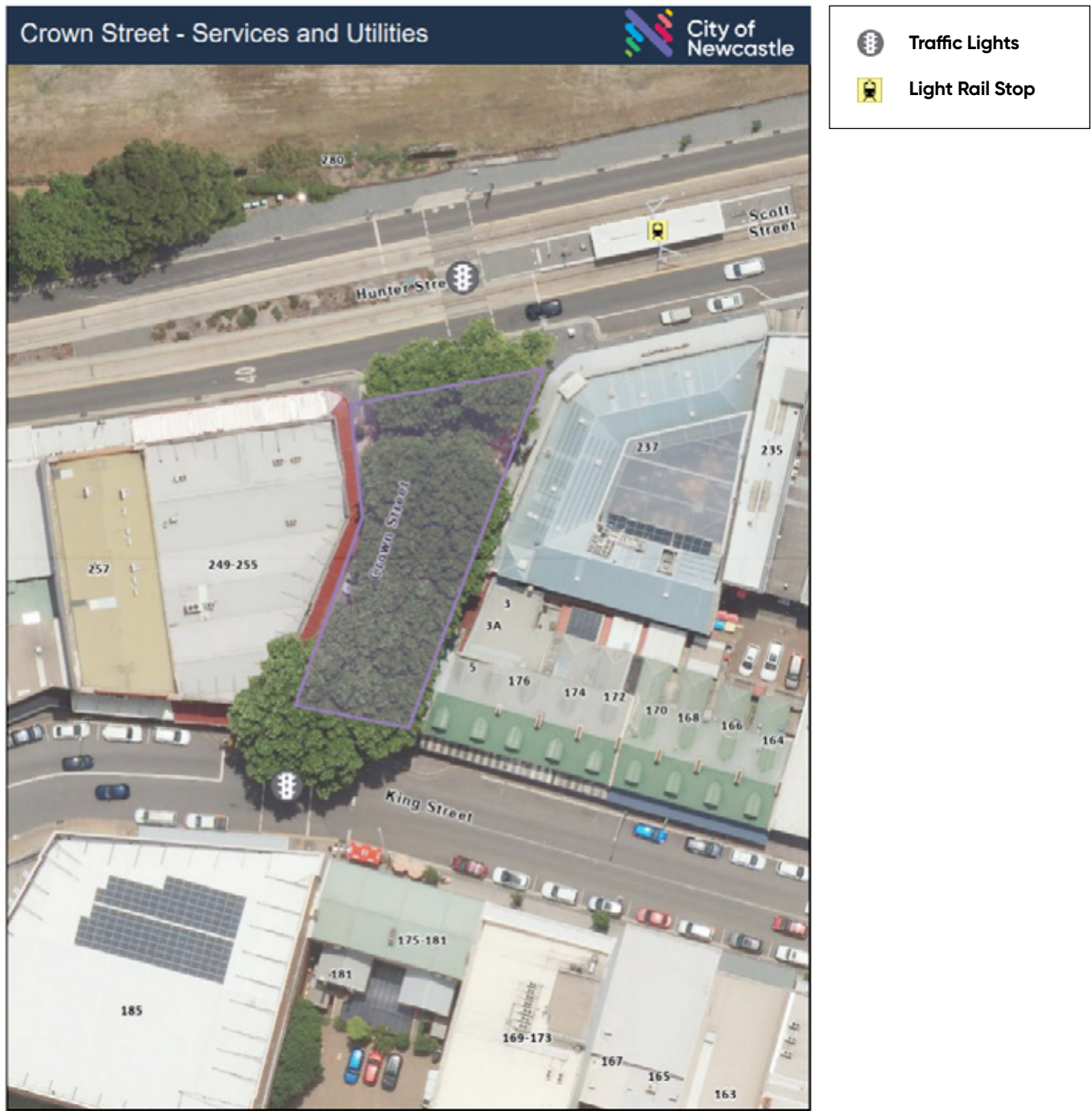


Diagram 11: Crown Street - Services and Utilities



-  Electrical Access
-  Water Access
-  Traffic Lights
-  Light Rail Stop

Diagram 12: Telford Street - Services and Utilities



Diagram 13: Wharf Road (Argyle St to Watt St) - Services and Utilities












-  Electrical Access
-  Water Access
-  Traffic Lights
-  Bus Stop
-  Light Rail Stop



Diagram 14: Wharf Road (Watt St to Nobbys Rd) - Services and Utilities



-  Electrical Access
-  Water Access
-  Traffic Lights
-  Bus Stop

# Wallsend

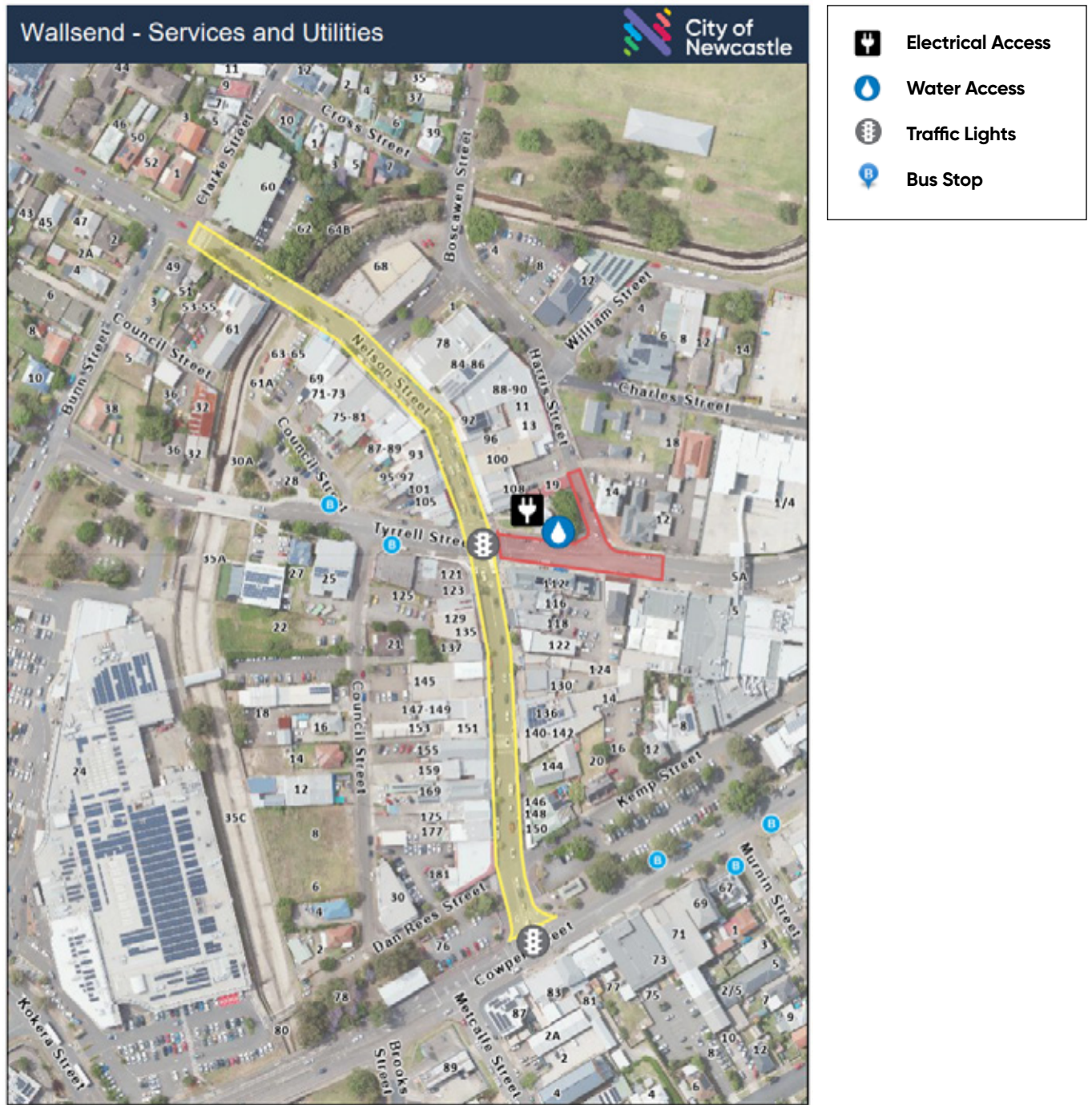


Diagram 15: Wallsend - Services and Utilities

# APPENDIX B – H-Stop Barrier Certificate



## CERTIFICATE

of passed testing program according to ISO 22343-1:2023

TRANSPOLIS SAS test house located 620 Route des Fromentaux 01500 Saint-Maurice-de-Rémens (France) has performed on behalf of the hereunder mentioned company:

**HUSSON INTERNATIONAL**  
Route de l'Europe  
68650 LAPOUTROIE - France

The test which the reference is:

> HUSDEF24431



on January 12<sup>th</sup>, 2024, under the following conditions according to ISO 22343-1:2023:

- Vehicle used: Day Cab flat bed IVECO DAILY (N1 type)
- Vehicle Weight at test: 3474 kg (3500 kg ± 100 kg)
- Actual Speed: 48.6 km/h (48 km/h -1/+3 km/h)
- Angle of impact: 90.7° (90° ± 2°)

VS (Vehicle Security Barrier):

- Model HStop
- Anti-ram surface-placed barrier
- height above ground 1.27m – width 1.21m – depth 1.34m.

Test Results :

- The vehicle has been immobilized.
- Vehicle static penetration distance from the front face of VS: 12.8 m.
- Vehicle dynamic penetration distance from the front face of VS: 12.9 m.
- Dispersion, maximum distance of major debris (>25kg): 19.0 m.
- Impact Kinetic Energy : 316 kJ

Performance rating: ISO 22343-1: Surface-placed Barrier V/3500[N1]/48/90:12.9/19.0

Saint-Maurice-de-Rémens, 2021-01-15

  
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