

GD-CS-013 – Road Event Permit in NT Government Road Reserve

Guideline and Application

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Contact details	Department of Logistics and Infrastructure
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Version	Date	Author	Changes made
1	1/9/25	Sean Stieber	Transferred from Road Safety, updated to new NTG brand
1.1	1/7/26	Purdey Eades	Added reference to Traffic Management Plan Templates

Acronyms	Full form
AGTTM	Austroads Guide to Temporary Traffic Management
DLI	Department of Logistics and Infrastructure
NTG	Northern Territory Government

1. Introduction

The Department of Logistics and Infrastructure (DLI) is the Northern Territory Government Road Infrastructure Manager (Competent Authority) and is responsible for the management of roads and road reserves in the Territory under the care and control of the Northern Territory Government (NTG).

The RIM has a statutory duty to ensure so far as reasonably practicable the safe and efficient operation of the road network under their authority.

2. Purpose

The purpose of this document is to provide the guidelines and application process for events held within the NT Government controlled roads and road related areas, including speed trials, parades and processions.

3. Legislation

The Northern Territory (NT) *Traffic Regulations* (Regulation 38) prohibits a person from taking part in a parade, procession (other than a funeral procession) or other event that may disrupt traffic on a public road unless a permit has been granted by the **Competent Authority**.

The Northern Territory (NT) *Traffic Regulations* (Regulation 37) prohibits a person from organising, taking part in, or attending a speed trial, race or event which is to be conducted on a public road unless a permit has been granted by the Director of Transport (Director).

Events exempt from this requirement include:

- 1) Events that are authorised under Section 43A of the *Traffic Act*; or
- 2) (a) the World Solar Challenge;
(b) the Finke Desert Race;
(c) the Australian Safari; and
(d) the London to Sydney Marathon.

4. Permit Requirements

A person or organisation wishing to conduct a road event must apply to the relevant Competent Authority for a permit.

More than one permit may be required where more than one Competent Authority is involved.

4.1. Public Liability

The organiser may be required to have adequate liability insurance.

4.2. Traffic Management Plan

Where the Competent Authority deems an event is likely to cause significant disruption to normal traffic flow, the organiser shall be required to provide evidence of a Traffic Management Plan.

For events conducted on NTG controlled roads, an 'approved' Traffic Management Plan is a plan designed by a qualified Northern Territory Traffic Management Plan Designer in accordance with the Austroads Guide to Temporary Traffic Management (AGTTM)

Template Traffic Management Plans are available for parade or procession events at the following locations:

- Katherine Terrace, Katherine
- Paterson Street, Tennant Creek

Contact the DLI Road Operations team on roadsdarwin.ntg@nt.gov.au to discuss if the templates are suitable for your event.

4.3. Medical Facility

The organiser may be required to provide appropriate aid, comfort or medical facility to anyone involved in an event.

4.4. Litter and Refuse

The organiser may be required to remove litter and refuse as a result of an event.

4.5. Application Time Frames

Generally, applications will not be accepted more than three (3) months or less than seven (7) days prior to an event date.

4.6. Public Notice Requirement

Public notice of the application must be made not less than seven (7) days prior to an event taking place. This is not a notice of approval for the event.

4.7. Permit

The Competent Authority may grant a permit if satisfied that:

1. approval has been granted from the Competent Authority
2. written consent has been granted from the NT Police
3. public notice of the application has been made not less than 7 days prior to the event taking place, and
4. the event will not endanger or unduly inconvenience persons in the vicinity of the event.

Note: Various conditions may be imposed on a permit.

5. Submit an Application

Complete the application form below and submit to roadsdarwin.ntg@nt.gov.au

6. Futher Information

For further information contact:

DLI Road Operations
Level 2 Highway House, Palmerston NT, 0830
Telephone: 8999 4449
Email: roadsdarwin.ntg@nt.gov.au

GD-CS-013A – Permit Application for Road Events

APPLICANT DETAILS																	
Organisation																	
Contact Person						Phone Number											
Email																	
Postal address																	
ORGANISATION TYPE																	
☐	Not for profit			☐	Commercial			☐	NT Government / Council								
EVENT DETAILS																	
Event Name																	
☐	Parade		☐	Trial		☐	Race		☐	Procession		☐	Speed trial		☐	Convoy	
☐	Other		(Please Specify)														
Event dates		Start				Finish				Assembly area							
Event Time		Start				Finish				Finish area							
Include route of travel (details of all roads) and attach a map																	
Anticipated number of attendees per event day																	
Will any person involved in this event be riding in any open load space on a vehicle trailer or float.										☐ Yes		☐ No					
PREVIOUS EVENT DETAILS																	
Have you held this same event before in the NT?										☐ Yes		☐ No					
Note: If yes, please specify details including previous permit application number, years/dates and copy of post-event debrief below:																	

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Specify any changes to previous details:			
PUBLIC NOTICE (to be given at least 7 days before the event)			
Please provide a plan or evidence of how you will inform the public of this event. Must include dates and location of notices.			
Detailed public notice plan attached	☐ Yes	Date of notice:	☐ No
Sample of public notice attached	☐ Yes	Date of notice:	☐ No
PRIVACY STATEMENT			
The Department of Logistics and Infrastructure collects and retains your personal information for the primary purpose of assessing your road event permit application. The information you provide on this form is being collected and used in accordance with the Northern Territory Information Act 2002 and associated privacy principles. If you need to change, update, or request a copy of your information, you should contact the Department of Logistics and Infrastructure on Privacy.DLI@nt.gov.au.			
DECLARATION: I declare that the information provided in this application is true and correct.			
Signature		Date	
ATTACHMENTS			
The Primary Application Assessor will provide a list of required documentation for this submission. It is your responsibility to ensure all appropriate attachments are provided as part of the application submission.			
☐ Public liability insurance ☐ Not for Profit certificate ☐ Event management plan ☐ Communications plan ☐ Public notice ☐ Stakeholder management plan ☐ Site plan ☐ Risk assessment ☐ Traffic management plan		☐ Detailed event route map ☐ Pedestrian management plan ☐ Traffic Guidance Scheme (TGS) ☐ Event parking details and management ☐ Public transport plan ☐ Over-dimensional and heavy vehicle plan ☐ Traffic signal and ITS management ☐ Contingency plan	

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Date Received: / /

OFFICIAL USE ONLY – STAKEHOLDER APPROVAL																	
Event Name																	
☐	Parade		☐	Trial		☐	Race		☐	Procession		☐	Speed trial		☐	Convoy	
☐	Other		(Please Specify)														
Event dates		Start			Finish			Assembly area									
Event Time		Start			Finish			Finish area									

COMPETENT AUTHORITY (office use only)			
Conditions (if any)			
Authorising Officer			Signature
Position			Date

COMPETENT AUTHORITY (office use only)			
Conditions (if any)			
Authorising Officer			Signature
Position			Date

NT POLICE (office use only)			
Conditions (if any)			
Authorising Officer			Signature
Position			Date

DLI AUTHORISATION (office use only)			
Conditions (if any)			
Authorising Officer			Signature
Position			Date

DLI DELEGATE APPROVAL (office use only)			
Conditions (if any)			
Authorising Officer			Signature
Position			Date