

Passenger transport arrangements for events – Event organisers

As an event organiser, it is important to consider how people will get to and from your event. Existing arrangements may be sufficient, or you may need to provide additional services, such as chartered bus services.

The purpose of this information sheet is to help you to understand the types of considerations required for discussing your event further with the Department of Transport and Main Roads (the department).

You should contact your local TransLink office early in your planning process so that we can work with you to plan appropriate passenger transport arrangements for your event. This will help minimise impacts to existing services, local residents and businesses, and ensure the safety of people travelling to and from your event.

The following checklist outlines things you should consider when planning passenger transport arrangements for your event.

SELF ASSESSMENT CHECKLIST

Event details

Name of event: _____ Date: _____
 Venue(s): _____ Start time: _____
 Number of people expected to attend: _____ Finish time: _____

Assessment

I have investigated and assessed:

- whether passenger transport services run in the vicinity and at the time of my event
- any increased demand on existing passenger transport services operating in the vicinity
- whether existing arrangements are sufficient for the expected number of people attending my event
- whether any alterations to existing service routes will be required
- whether temporary infrastructure such as bus stops, taxi or limousine standing areas or signage are required
- whether any bus stop closures will be required
- whether any footpath closures will prevent pedestrian access to bus stops
- what permits are required (e.g. road/lane closure permits, temporary parking restrictions or a liquor licence)
Note: Contact will need to be made with the local council, the Department of Transport and Main Roads or the Queensland Police Service to obtain relevant permits
- whether my event will cause traffic congestion around the event venue
- whether additional parking is required
- possible safety issues for people travelling to or from my event
- which charter operator/s will be engaged to provide any required passenger transport services, including entering into a contract or deed of agreement where required
- the impact transport arrangements for the event will have on local residents and businesses
- appropriate mitigation measures where local residents and businesses will be impacted by my event
- an appropriate communication strategy to notify people attending my event of their travel options.

Once you have undertaken this assessment, it is recommended that you contact your local TransLink office to further discuss the passenger transport arrangements for your event.

Special Events

Under certain circumstances, the department may declare an event a 'Special Event' under the *Transport Operations (Passenger Transport) Act 1994*.

Where a Special Event is declared, you must comply with any passenger transport requirements as directed by the department. For example, covering the cost of any additional passenger transport services required due to expected impacts on existing services.

More information

To find out more, or if you have questions about the passenger transport arrangements for your event, email majorevents.team@translink.com.au or contact your local TransLink office:

SEQ

Brisbane ph. 3338 4296

SEQ North Region

Mooloolaba ph. 5452 1800

Carseldine ph. 3863 9848

SEQ South Region

Ipswich ph. 3813 8666

Southport ph. 5585 1856

Central Region

Mackay ph. 4951 8673

Rockhampton ph. 4931 1539

Northern Region

Cairns ph. 4045 7099

Townsville ph. 4758 7534

Southern Region

Wide Bay ph. 4121 8315

Roma ph. 4622 9509

Toowoomba ph. 4639 0727