

This template is to guide you through various aspects of transport to, and parking at your event.

Please refer to the *City of Stirling Event Guidelines and Requirements* document for more information.

Ensure this plan is submitted with the Event Application Package (minimum 8 weeks prior to the event).

Recommendations for event parking (excluding the Scarborough Beach area):

Less than 200 attendees.	<ul style="list-style-type: none"> • Identify appropriate event parking. • Put in place signage to identify event parking locations. • Arrange for parking marshals (if required). • Promote/advertise parking options direct to event attendees.
200 – 800 attendees.	<ul style="list-style-type: none"> • Identify dedicated event parking (minimum of 30% of expected attendees). • Identify other parking that may be used. • Put in place signage to identify event parking locations. • Arrange for parking marshals (minimum 2 marshals). • Promote/advertise parking options direct to event attendees. • Compile and submit a parking plan.
800 or more attendees.	<ul style="list-style-type: none"> • Identify dedicated event parking (minimum of 30% of expected attendees). • Identify other parking that may be used. • Put in place signage to identify event parking locations. • Arrange for parking marshals (minimum 4 marshals). • Promote/advertise parking options direct to event attendees. • Compile and submit a parking plan. • Submission of a Traffic Management Plan (where applicable)

<Event Name>

<Event Date and Time>

<Location>

Insert a map showing:

- Event location including street names
- Patron entry/exit points (to event location)
- Attendee parking areas
- ACROD bays
- Event vehicle parking
- Carpark closures/VIP parking
- Bus parking, Uber/Taxi pick up locations
- Location of parking marshals and parking signage
- Parking regulatory signage (eg. no standing, no verge parking, timed parking area etc)

Parking Considerations

What parking is available for the event?

Are there any parking restrictions in the area? (Check any signage on verges, timed parking restrictions, who owns any available car parks etc).

Are there any bike racks, or drop off locations for UberTaxi etc?

What are the public transport schedules and locations, at the times of your event?

How do you intend on managing the parking areas during the event (marshals, signage etc)?

Do you have a Traffic Management Plan associated with your event?

Yes ☐ No ☐

(If Yes please attached).

Estimated vehicle numbers

How many people are expected at the event (attendees)?

Adults _____ Children _____

As an estimate, how many attendees will:

Take public transport _____

Walk or ride a push bike _____

Other means of transport eg. organised shuttle bus, Uber/Taxi etc _____

Drive a vehicle _____

What is the estimated carpool ratio: _____

Total number of vehicles expected? _____

Total number of available bays? _____

If there is a parking shortfall, an overflow parking area must be arranged.

Overflow Parking

Are there any overflow parking areas? If so, where and how many cars will this accommodate?

How is the overflow parking area being managed (bunting, signage, marshals etc).

Carpark Closures

Do you require any car parks closed for VIP or event service vehicles?

Yes ☐ No ☐

(NB there is no guarantee of carpark closures; fees apply).

Location (note on map also) _____

Date and time of closure and reopening _____

Reason for closure _____

Parking Promotion

How is the event parking areas being promoted to attendees? (This may include social media, website, direct messaging, ticket purchasing information, onsite signage etc?)

Are you erecting any signage prior to or during the event, to advertise the event or event parking?

(If yes, provide details (number of signs, location, messaging and size of signs) and note the location of signage on the map to be submitted with this plan).
