This template is to guide to preparing a parking plan to support an event application. Please refer to the *City of Stirling Event Guidelines and Requirements* document for more information.

Ensure this plan is submitted with the online event application a minimum 8 weeks prior to the event.

Recommendations for event parking:

| Less than 200 attendees. | Identify appropriate event parking  
|                         | Put in place signage to identify event parking locations.  
|                         | Arrange for parking marshals (if required).  
<table>
<thead>
<tr>
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<th>Promote/advertise parking options direct to event attendees.</th>
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| 200 – 800 attendees.    | 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.  | 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 parking plan template

Event name: ___________________________________________________________
Event date/s: ___________________________________________________________
Location: ____________________________________________________________

Insert/attach a map showing:

- Event location (including street names)
- Patron entry/exit points (to event location)
- Attendee parking areas
- Supplier/event staff/event vehicle parking areas (or show parking within the event site)
- ACROD bays
- Carpark closures/VIP parking
- Bus parking, Uber/Taxi pick up locations
- Location of parking signage
- Location of marshals
- Parking regulatory signage (eg. no standing, no verge parking, timed parking area etc)
Estimated vehicle numbers
How many people are expected at the event (attendees)? Adults ________________ Children ________________

As an estimate, how many (or what percentage) of attendees will:

- Drive a vehicle _____________________________________________
  - What is the carpool ratio (e.g. Children’s event may be 1 adult:2 children): __________________________
- Take public transport _____________________________________________
- Walk or ride a push bike _____________________________________________
- Other means of transport (e.g. shuttle bus, Uber/Taxi etc) __________________________

How many supplier vehicles are attending the event? __________________________
Do suppliers have a separate carpark or will they be parked within the event site? __________________________

Total number of vehicles expected? __________________________
(Include supplier vehicles if these are being accommodated in the available parking for the event; do not include supplier vehicles that will be parked inside the event site)

Parking available for the event
(Where there is shared use of parking at a facility/reserve, provisions must be in place to retain parking for non-event patrons).

What parking is available for the event (include number of available bays)? __________________________

Are there any overflow parking areas? __________________________

Total number of available bays? __________________________

If there is a parking shortfall between the number of vehicles expected and number of bays, additional parking area must be arranged.
Parking considerations

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 Uber/Taxi/Bus?

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

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)?

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

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

(If yes, provide details including the number of signs, location, messaging and size of signs, and note the location of signage on the map to be submitted with this plan. Any signage on verges must obtain a permit via the Event Application).

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

For use of shared parking facilities (eg. events on a public reserve) how do you intent on retaining public parking?

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

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

Yes ☐  No ☐

(Please ensure this plan is provided with your Event Application)
Carpark Closures
Do you require any car parks (or portion of) closed for VIP or event service vehicles? Yes ☐ No ☐
(NB there is no guarantee of carpark closure approvals; fees apply).
Location (show this on the parking map)__________________________________________
Date and time of closure and reopening___________________________________________
Reason for closure________________________________________________________________

Parking Promotion
How is the event parking areas and alternative transport options being promoted to attendees? *(This may include social media, website, direct messaging, ticket purchasing information, onsite signage etc?)*
______________________________________________________________________________
______________________________________________________________________________