

Traffic Management Plans

Submitting Applications



rockingham.wa.gov.au

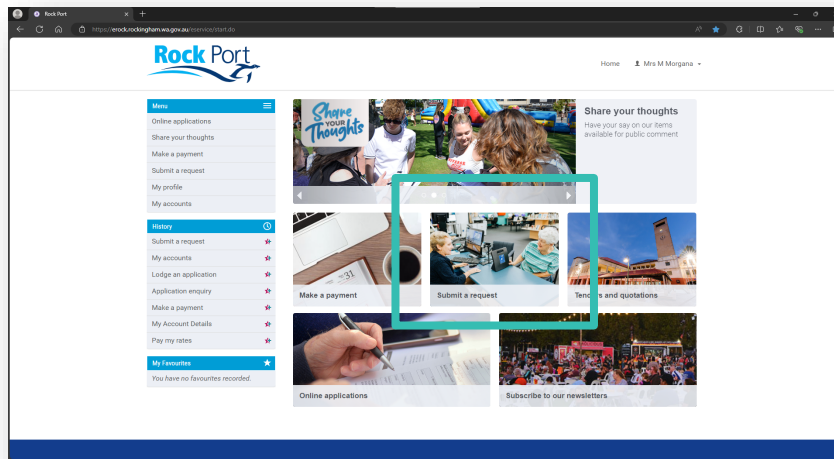


Traffic Management Plans

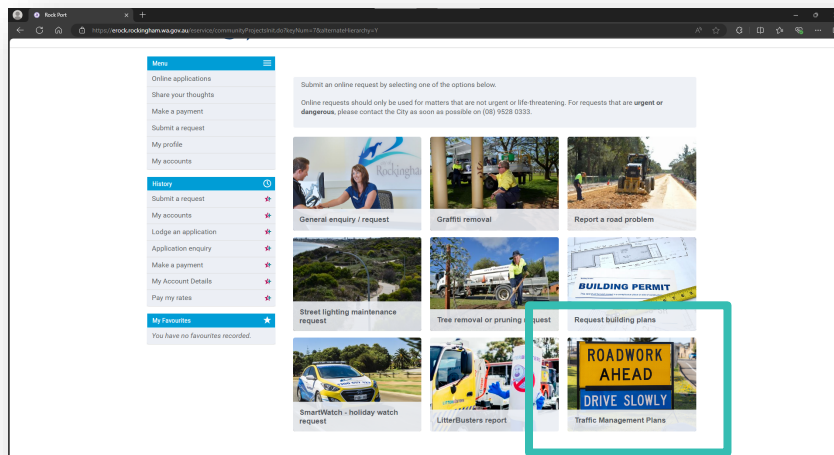
Submitting a New Traffic Management Plan

Below are the instructions on how to submit your Traffic Management Plan electronically via Rock Port:

- Register or login to Rock Port (www.cityrockport.com.au).
- Press the *Submit a Request* tile.

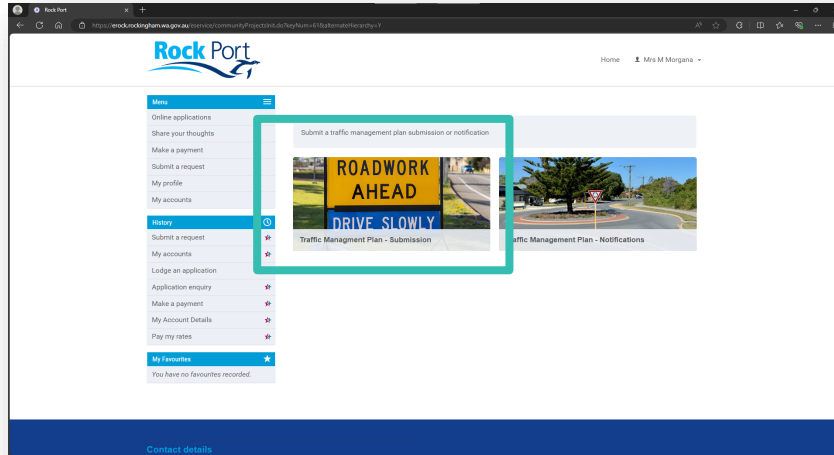


- Press the *Traffic Management Plans* tile.

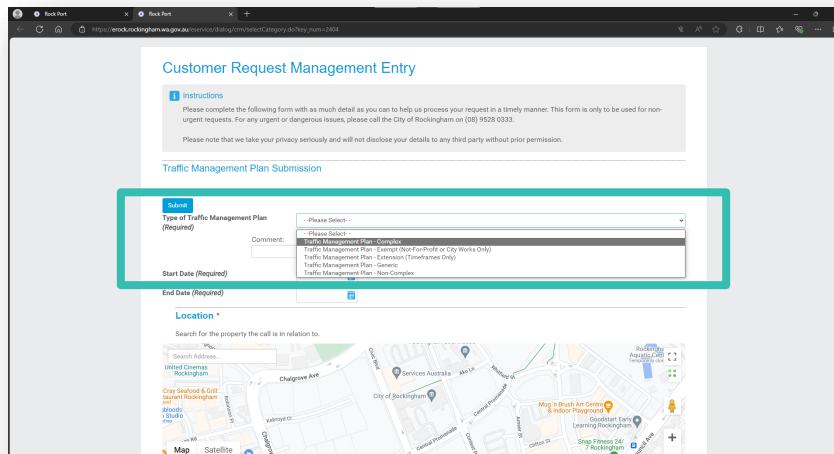


Traffic Management Plans

- Press the *Traffic Management Plan – Submission* tile.



- A *Customer Request Management Entry* window will appear in a new tab.
- Select the relevant traffic management type from the drop-down.



- Select the date of when your Traffic Management Plan starts. You can do so by either using the date picker or entering your date in a DD/MM/YYYY format.
- Select the date of when your Traffic Management Plan ends. You can do so by either using the date picker or entering your date in a DD/MM/YYYY format.

Traffic Management Plans

Customer Request Management Entry

Instructions
Please complete the following form with as much detail as you can to help us process your request in a timely manner. This form is only to be used for non-urgent requests. For any urgent or dangerous issues, please call the City of Rockingham on (08) 9528 0333.
Please note that we take your privacy seriously and will not disclose your details to any third party without prior permission.

Traffic Management Plan Submission

Submit

Type of Traffic Management Plan (Required) - Please Select -

Comment:

Start Date (Required) 18/07/2024

End Date (Required) 27/07/2024

Location *

Search for the property the call is in relation to.

United Cinemas Rockingham

Chalgrove Ave

City of Rockingham

Map Satellite

- Enter the location of your Traffic Management Plan. You can search for the property using the Google Map panel.
 - **Entire Street(s)** - If your Traffic Management Plan is relating to entire streets, simply type the street name and select it from the drop-down list. You can continue to add more streets if required. The street(s) you have selected will appear below the map.

Submit

Type of Traffic Management Plan (Required) - Please Select -

Comment:

Start Date (Required) 18/07/2024

End Date (Required) 27/07/2024

Location *

Search for the property the call is in relation to.

Chalgrove Ave

City of Rockingham

Map Satellite

Advanced search

Other Details

Enter a description of your request.

Supporting Documents for Traffic Management Plan *

- **Specific Property / Multiple Properties** - If the Traffic Management Plan is relating to a specific property or multiple properties, search for the property and select it from the drop-down list. You can continue to add more address(es) if required. The address(es) you have selected will appear below the map.

Traffic Management Plans

The screenshot shows the 'Traffic Management Plan' form. The 'Location' field is highlighted with a red box. Below the map, the 'Other Details' field is visible, and the 'Supporting Documents for Traffic Management Plan' section is partially shown.

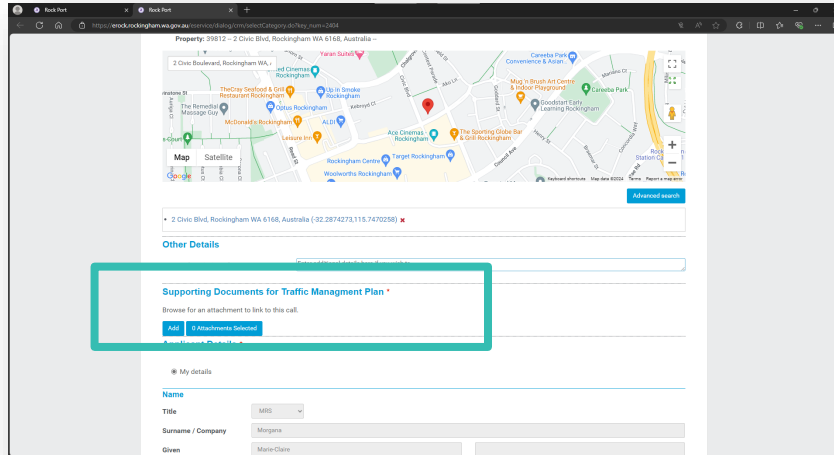
This screenshot focuses on the map area of the form. A red box highlights the address field at the bottom of the map, which contains the text: '2 Civic Blvd, Rockingham WA 6168, Australia (32.2874273,115.7470258)'. The 'Advanced search' button is also visible.

- The *Other Details* field will allow you to enter any further details if required.

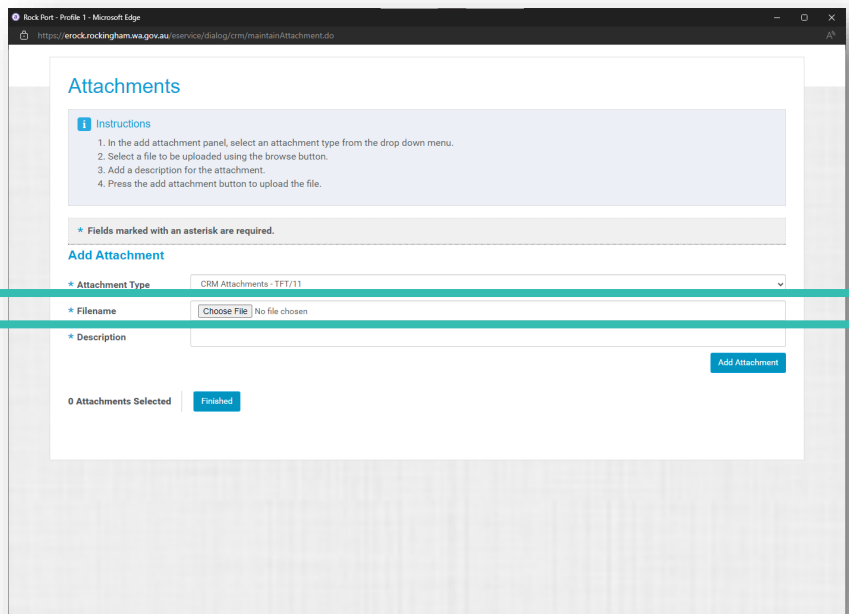
This screenshot shows the 'Other Details' field highlighted with a red box. Below it, the 'Supporting Documents for Traffic Management Plan' section is visible, including an 'Add Attachments Selected' button. The 'Applicant Details' section is also partially visible, showing fields for Name, Title, Surname / Company, and Given.

Traffic Management Plans

- Press the *Add* button within the *Supporting Documents for Traffic Management Plan* section..

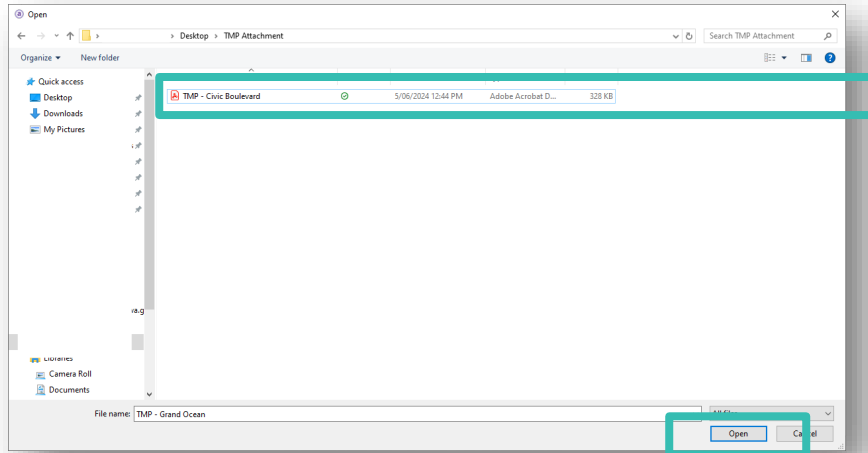


- An *Attachments* screen will appear in a new window.
- Press the *Choose File* button in the *Filename* field.

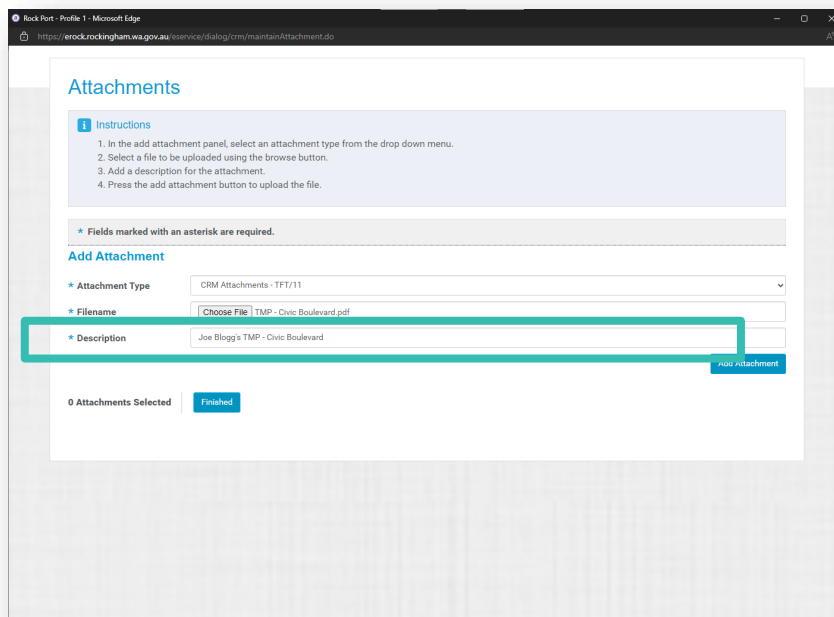


- Select your attachment you wish to upload from your device and press the *Open* button.

Traffic Management Plans



- You must enter a description for your attachment within the *Description* field.



- Press the *Add Attachment* button.
- Your attachment will now appear at the bottom of the page.

Traffic Management Plans

Attachments

Instructions

1. In the add attachment panel, select an attachment type from the drop down menu.
2. Select a file to be uploaded using the browse button.
3. Add a description for the attachment.
4. Press the add attachment button to upload the file.

* Fields marked with an asterisk are required.

Add Attachment

* Attachment Type: CRM Attachments - TFT/11

* Filename: No file chosen

* Description:

Attachment List

Attachment Type	Filename	Delete?
<input type="checkbox"/>	CRM Attachments - TFT/112867447_0_TMP - Civic Boulevard.pdf	<input type="checkbox"/>
<input type="checkbox"/>	Joe Blogg's TMP - Civic Boulevard	<input type="checkbox"/>

- Repeat the above steps if there is more than one attachment to upload.
- To delete an attachment, check the box alongside the relevant attachment and press the *Delete Selected Attachments* button.
- Press the *Finished* button. The *Attachments* window will now close.
- As you are logged into Rock Port, your details will already be populated as the *Applicant*. Press the *Submit* button to proceed.

Applicant Details

My details

Name

Title: MRS

Surname / Company: Morgana

Given: Marie-Clara

Contact Details

Residential address | Postal address if different from residential

5 Hazeltine Circus
ROCKINGHAM WA 6168

Work:

Home phone:

Mobile: 046679254

Email: jessica.morgana@rockingham.wa.gov.au

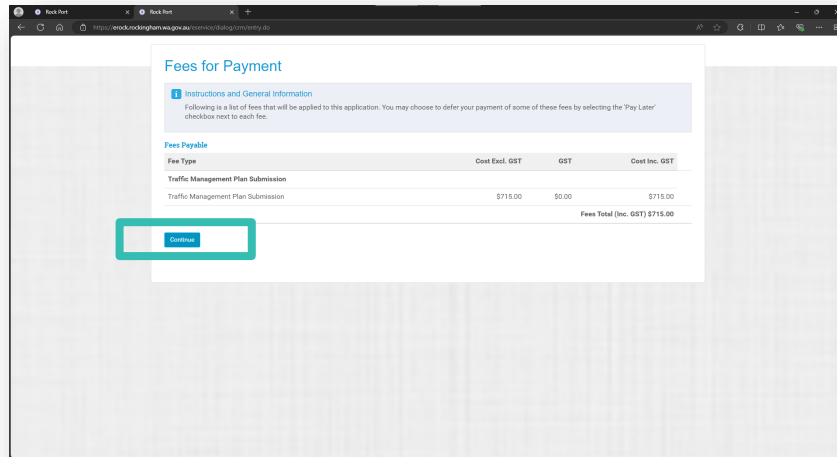
Fax:

WHAT IS THE PREFERRED METHOD OF RECEIVING CORRESPONDENCE?

* Email Not Required SMS Telephone

Traffic Management Plans

- You will now be presented with the fees that are applicable to your submission. Press the *Continue* button.



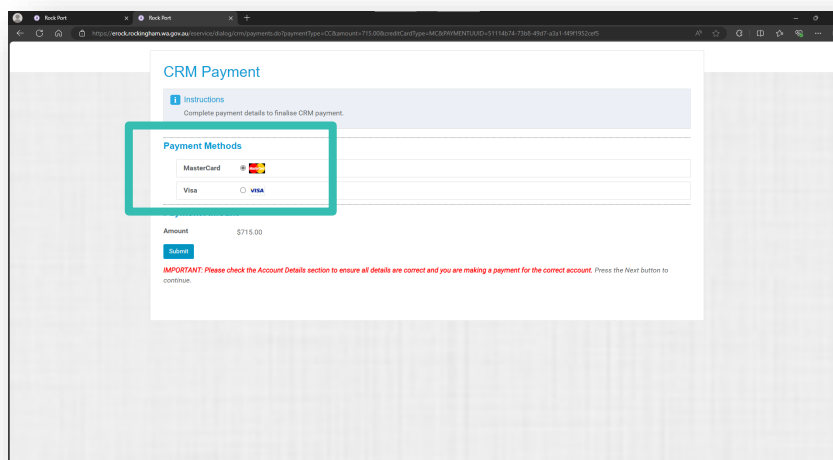
Fees for Payment

Instructions and General Information
Following is a list of fees that will be applied to this application. You may choose to defer your payment of some of these fees by selecting the 'Pay Later' checkbox next to each fee.

Fee Type	Cost Excl. GST	GST	Cost Inc. GST
Traffic Management Plan Submission	\$715.00	\$0.00	\$715.00
			Fees Total (Inc. GST) \$715.00

Continue


- You will now be prompted to select from either MasterCard or Visa. Select which option is relevant. Press the *Submit* button.




CRM Payment

Instructions
Complete payment details to finalise CRM payment.

Payment Methods

MasterCard 

Visa 

Amount: \$715.00

Submit

IMPORTANT: Please check the Account Details section to ensure all details are correct and you are making a payment for the correct account. Press the Next button to continue.

- You will now be required to enter your card details. Enter the relevant information and press the *Submit* button.

Traffic Management Plans

Make a payment

Information
Click the Submit button if you agree to pay the amount listed. By clicking cancel, you will be taken back to the payment screen.

Payment Confirmation
You are required to pay the following amount:

Receipt Description	Account	Amount
Traffic Management P		\$715.00
Total		\$715.00

Credit Card Payment

Card Type

Card Number 84483332221111

Card Holder's Name Joe Bloggs

Expiry Month January

Expiry Year 2025

Card CVV 123

IMPORTANT: Do not press the Submit button more than once or press the refresh or back options on your browser while payment is processing. If you experience any issues with your payment, please confirm with your financial institution that an amount has not been deducted. If unsure, please contact the City on (08) 9528 0333.

By clicking the continue button, you are confirming that you accept the payment amount of \$715.00.

IMPORTANT: While your payment is being processed, do not press the *Submit* button more than once or press the *refresh* or *back* options on your browser. If you experience any issues with your payment, please confirm with your financial institution that an amount has not been deducted. If unsure, please contact the City on (08) 9528 0333.

- If payment has been successful, your Traffic Management Plan has now been received by the City. You will be presented with a receipt screen that includes your Traffic Management Plan reference number.

CRM Entry Successful

City of Rockingham
ABN 62101842180
 Civic Boulevard
 ROCKINGHAM WA 6168

Telephone 08 9528 0333
 Fax 08 9592 1705
 Email address customer@rockingham.wa.gov.au
 Web www.rockingham.wa.gov.au

Reference Id 2867847

Property 2 Civic Boulevard ROCKINGHAM WA 6168 LOT: 401 DP: 43452

Received 30/06/2024 at 07:54

Category Traffic Management Plan - Submission

Customer Joe Bloggs Traffic Services

Mobile phone 0412345678

Address 123 Fake Street ROCKINGHAM WA 6168

Implicit

explicit