

# NOTIFICATION OF TEMPORARY ROAD CLOSURE

## Letter drop for Residents / Business Owners

**ATTENTION:** The Resident / Business Owner

**THE NOTIFIER:** \_\_\_\_\_

**THE ACTIVITY:** \_\_\_\_\_  
(Description of Activity) \_\_\_\_\_

**LOCATION:** \_\_\_\_\_  
Road(s) Name(s) \_\_\_\_\_

Additional Details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TIMING:**  
Period of Closure: From: \_\_\_\_\_ (date) \_\_\_\_\_ ( am / pm)  
To : \_\_\_\_\_ (date) \_\_\_\_\_ ( am / pm)

**Contact details for more information:**

**COORDINATOR:** (Person arranging the activity)  
Name: (Print): \_\_\_\_\_

Contact Numbers: (1): \_\_\_\_\_ (2): \_\_\_\_\_

**SITE REPRESENTATIVE:** (Person on site managing the activity on the day)  
Name: (Print) \_\_\_\_\_

Contact Numbers: (1): \_\_\_\_\_ (2): \_\_\_\_\_

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I \_\_\_\_\_ consent to the closure of the road \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

