<Date of Letter-drop>

Insert company logo/letterhead here

(e.g 5th July 20xx)

Dear Residents,

# <Description of Work> <Full Site Address> <Location of Road Closure >

**(e.g: Road Closure - 333 Bridge Rd Richmond 3121 – Rear Laneway)**

**Purpose:** <Provide the reason for a Road Closure>

(e.g: Due to erection of hoarding/scaffold/temp fence we require access from the rear laneway of the building which will result in a full laneway closure)

## Works Approved

|  |  |  |
| --- | --- | --- |
| * **Type of works:** | e.g | Erection of hoarding/gantry/scaffold/temp fence |
| * **Location of Works:** | e.g | 333 Bridge Rd Richmond 3121 – Rear Laneway |
| * **Potential Amenity Impact:** | e.g | Restricted access/laneway closure/footpath closure |

(Please provide clear details of expected dates and times of closures, the impact and if the area will be re-opened at night)

**Date & Time:** eg The hoarding will be erected on Monday 4th Nov 20xx until Friday 15th March 20xx.

**Access** - Vehicle & Pedestrian Access <provide details about local access which should be provided if safe>

Eg. During this time the laneway will remain closed to all vehicle and pedestrian access. There will be no access during work hours. The temp fencing will be moved back to the property boundary each day after work hours to allow the laneway to be re-opened..

We regret any inconvenience this may cause and thank you in advance for your patience. If you have any concerns or enquiries please contact

<Site Contact><Position ><Contact Number>

(e.g John Smith (Project Manager) on 9205 5555) Or

## City of Yarra on 9205 5555

Kind regards,

<Site Contact><Position >

John Smith (Site Manager)

<Please insert a locality plan of the closure area>

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