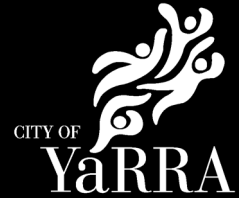


# How to prepare a courtesy letter for a Road Closure application



This user guide will help you prepare a courtesy letter when applying for a road closure permit or consent.

## Checklist

- The courtesy letter must be reviewed and stamped approved by Yarra City Council prior to distribution.
- It must be distributed to affected residents and neighbours within a 100m radius **at least seven days** prior to any works commencing. Note: area can be extended at our discretion.
- It must contain all details as specified in the template courtesy letter.

You can download the courtesy letter template from the [Road Closure page on the Yarra City Council website](#).

## Example of a courtesy letter

<Date of Letter-drop>

(e.g 5th July 20xx)

<insert company logo/letterhead>

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 concrete works 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 Formwork & Concrete Pours <detailed description>
- Location of Works: e.g 333 Bridge Rd Richmond 3121 – Rear Laneway
- Potential Amenity Impact: e.g Restricted access

Date & Time:

e.g Saturday 13/07/2013 8:00am - 6:00pm  
Sunday 14/07/2013 9:00am – 6:00pm

Contingency dates

**Option 1 - For the monthly notification letter only (delete if not required)**

As the dates mentioned above may require unforeseen changes, we will distribute a courtesy letter 2 days prior to each out of hours work date to ensure you are kept informed.

**Option 2**

Should works be unable to proceed on any of the above specified dates, the works will be required to be completed during the following contingency dates:

**Date & Time:** e.g Saturday 13/07/2013 8:00am - 6:00pm  
Sunday 14/07/2013 9:00am – 6:00pm

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

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>

## Key definitions

### Date of letter drop

The exact date the letter was distributed. This must be at least seven days prior to the works date.

### Company Logo/ Letterhead

You must provide your company logo or letterhead on the letter.

### Purpose

Why are you requiring to close the road? What works are occurring that require you to close the road.

### Location of works

Provide the site address and which road will be closed

### Date & Time

If you're applying for a plant and equipment permit or any other permit with a duration less than one week:

- You must list every single date (and work times) that the road will be closed.

If you're applying for a public protection permit or any other permit with a consecutive duration over one week:

- you can add a date range e.g. Wednesday 07/10/20 – Saturday 12/12/20.

You will still need to specify the work times, for example:

- Road closed for entire duration of works: e.g: Please note the road will remain closed for the duration of works however works will only occur within the allowed work times of Monday – Friday 7:00am – 6:00pm, Saturday 9:00am – 3:00pm
- Where the road will be reopened each night: e.g: Please note the works and associated road closure will only occur from <specify times>. After this time the road will be reopened each night and full access provided to vehicles and pedestrians.

## Contingency Dates

It is important to provide contingency dates. If the work is not be able to occur on the proposed date then you can use the contingency dates for the works without needing to distribute another 7 day notification letter.

Please note:

- Option 1 is only available for large construction sites that require a Construction Management Plan.
- You can provide a maximum of two contingency dates.
- Should you have a permit where the road will be closed for a date range and cannot be reopened overnight (e.g. public protection measures) you will need to advise that you will provide another courtesy letter 7 days prior to the end date should the permit require an extension.

## Access

- You must provide information regarding the access that is restricted (e.g. for vehicles and pedestrians).
- Please state, if possible, how local access can be maintained.
- We recommend that you provide your Traffic Management Plan or a site plan with the letter so that surrounding properties are aware of the extent of the road closure area.

## Need more help?

If you have any further questions about how to prepare a courtesy letter for your Road Closure permit application, please contact us:

- submit an [online request](#) or call us on 03 9205 5555.