

Application for Temporary Road Closure

Pursuant to Schedule 10 of the Local Government Act 1974

Email completed application to: roading@mackenzie.govt.nz

Name and Contact Details

Applicant's Name:	
Club/Organisation:	
Mailing Address:	
Telephone No:	
Email:	

Event Details

Event:			
Date of closure:			
Start time of closure:		End time of closure:	
Road(s) to be closed: (supply full location details and attach a map)			

Checklist

- Submit** this form within **55 calendar days** of the date of the event to allow for first advertisement to be published **42 calendar days** prior to event.
- Pay** temporary road closure application fee listed at mackenzie.govt.nz/council/fees-and-charges – a copy of the payment receipt is to be supplied with this form (this fee is non-refundable whether the application is approved or declined).
- Agree** to pay all advertising costs relating to Public Notification of Road Closure.
(The Council will arrange the advertising with the invoice being sent directly to the applicant.)
- Attach** written approval from affected parties. You will need to negotiate with any objectors to secure their consent (without consent of all affected parties, Council may have to decline the request for closure).
- Attach** map(s) showing location of road closure(s).
- Attach** a Traffic Management Plan (TMP) for the event for Council approval.
- Attach** evidence of public liability insurance to Council (if applicable).

Applicant's Signature: _____ **Date:** _____

(Applicant must be authorised to sign on behalf of club or organisation)

Office use only

Received by:		Advertising arranged:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date received:		1st date of advertising:	
Fees received:		2nd date of advertising:	
Submissions received:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Application Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Notes / Comments:

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