

EXAMPLE OF A TEMPORARY ROAD CLOSURE NOTIFICATION LETTER

The notification letter is to be distributed at least seven (7) days before the closure.

ON COMPANY'S LETTERHEAD

Temporary Road Closure of Bond Street, Sydney on Sunday, 9 November 2014 from 7am to 7pm

Bond Street will be temporarily closed to traffic from Pitt to George Streets on Sunday, 9 November 2014 from 7am to 7pm. The road is closed to enable a mobile crane to lift air-conditioning unit on to [Building address].

During the closure, traffic controllers will be in attendance at Pitt and George Streets corners to provide local access. Through traffic will be diverted via Pitt, Hunter and George Streets.

If these works do not proceed on the above date, the back-up date for these works is Sunday, 16 November 2014.

For any concerns on the day of the works please contact the Site Supervisor on [Contact Mobile Number].

If you would like any further details please contact [Contact Name], [Position Title] on [Contact Phone Number].

[Contact Name]
[Position Title]