

Road Closure Application Checklist



Action Required (Send this completed form with “Agreement for Use of Public Road” form)	Applicant’s Check Box (Tick)	MPDC Check Box (Tick)
Letter of Application - Letter has been written. Contents include but are not limited to, request for road closure, the location, date(s), time(s), the nature of the activity and applicant’s contact details.		
“Agreement for Use of Public Road” Form - These forms with the original signatures must be completed and returned to Matamata-Piako District Council for counter signing.		
Public Liability Insurance – Have arranged a copy of the Public Liability Insurance Policy Certificate for your activity, to the minimum value of \$2,000,000 (2 million) or copy of Motorsport New Zealand Permit to confirm cover.		
Notification Form has been sent to Police - Must be posted.		
Notification Form has been sent to Fire Service - May be faxed or posted.		
Notification Form has been sent to Ambulance Services - May be faxed or posted.		
Notification Form has been sent to Fonterra Dairy Company - May be faxed or posted. (Put N/A in check box if Not Applicable)		
Notification Form has been sent to Tatua Dairy Company - May be faxed or posted. (Put N/A in check box if Not Applicable)		
Notification Form has been sent to NZ Post - May be faxed or posted.		
Contact with Local Schools – Schools have been contacted and school buses are accommodated as required. A copy of the Notification Form has been provided to the schools affected. (Put N/A in check box if Not Applicable)		
Traffic Management Plan – Plans prepared and completed in accordance with Transit New Zealand’s “Code of Practice for Temporary Traffic Management”.		
Letter Drop – Letter drop has been completed to all residents residing on the section of road(s) to be closed. Letter drops have been made no later than the date the advertisement for proposed road closure is posted for submissions.		

I confirm that the above information is true and correct.

Applicant’s Signature: _____ Date: _____