1st January 2014

**<Council Address>**

**<Council Address>**

**<Council Address>**

Dear **<name>,**

The following details are of the event we are planning to run in the **<council name>**.

The event, the **<round number>** round of the **<year>** South Australian Rally Championship, is scheduled to be run on the **<date**>. The headquartered will be located at the **<location>**. It will be starting at **<start time>** and should be finished by about **<finish time>.**

We would like to apply for the following roads to be closed by the Event. We would like confirmation of the council’s decision by the **<date>** as we have to notify the Police and other interested parties.

 The roads are:

**<road name> <location description>**

**<road name> <location description>**

**<road name> <location description>**

The time we would like to close them would be from **<closure times>** on the **<date>,** if this meets with the approval of the council.

To ensure the safety of the competitors and the general public we request a short-term closure under Section 33 of the Road Traffic Act, of the roads, which we would like to add to the competitive part of the route.

If Council approves our request, we will make every effort to run the rally with minimum inconvenience to residents.

Additionally, we will undertake to:

* Notify adjoining landowners in writing one month beforehand
* Personally visit residents adjacent to the route
* Leave all control areas in a clean and tidy state
* Notify the police of the running of the event and obtain permission to close the roads under Section 33 of the Road Traffic Act
* Notify the emergency services in the area
* Affect a public risk insurance policy through the Confederation of Australian Motor Sport (CAMS) which includes $100 million public liability insurance. (A copy of the permit and insurance cover can be supplied if required).
* Place advice signs along all roads before the event to forewarn road users of impending road closure
* Advertise the road closures in the local papers the week before the event
* During the event, man the access points to these roads to advise users of the temporary restrictions

In case of wet weather we will re-route or cancel parts of the course likely to be affected by the passage of the cars.

Enclosed is a map of the suggested road closures, as well as the route that the cars will be running along for the competitive and transport sections of the event.

We are looking forward to coming to the region, and we are endeavouring to make our visit of benefit to the local community. Certainly we appreciate the consideration extended to us in our efforts to organise this event.

If you would like to discuss this further, or need any more information, please contact me on **<contact details**>.

Yours sincerely,**<Applicants name>**

Clerk of Course