

## ORGANISERS ROAD RALLY PAPERWORK CHECK SHEET GUIDE

TIME LINE	PRE-EVENT	✓
12 Months	Contact RLO/Regional Association to check & submit dates	
6-4 Months	Send Route and details to RLO	
	Apply for Route Authorisation	
	Send Route details to Police (See RLO)	
	Obtain landowner's permission	
	Contact Highway Authority for Section 33 for footpaths/bridleways etc.	
5-2 Months	Apply for Permit	
4-2 Months	Permit received	
	Publish Supplementary Regulations (Once Permit received)	
	Apply for Road Traffic Act (RTA) Insurance cover for competitors	
	RTA Insurance cover note received	
	Confirm to RLO PR work complete	
2 Weeks	Send out finals	
	RTA Insurance cover note received	
5-2 Days	Route Authorisation received	

### AFTER EVENT

Within 14 Days post-event	Contact Police/RLO	
	Pay for Permit	
	Return post-event paperwork as per General Regulation D26.4	
	Send list of driver details to Competitions Authorisation Office at MSA	
	Resolve complaints/Check with RLO	
	Complete and return RTA Insurance fees/paperwork	