Draft roadworks decree — 14 July street fair

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Built on the revised municipal template · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The recitals in the draft are the municipal template's**, used by the municipality for twelve years and revised with the town hall secretary. **The agent adds, marked as an addition, the recital citing the resolution authorising the fair — the one last year's decree had lost. The decree number and the date of signature are left blank: they are the only two entries that bind the municipality.**

What the draft carries, and where it comes from

Element of the decree	Content	Source
Recitals	**Taken unchanged from the municipal template**	**Temporary roadworks decree template, revised and approved**
Reasoning	Public event on municipal land	**Council resolution authorising the fair, with its date**
Area	**Rue de l'Église, nos. 1 to 23**	Last year's 14 July decree

Element of the decree	Content	Source
Times	**6 a.m. to 8 p.m.**	Last year's 14 July decree
Diversion	Via rue des Écoles	**Identical to the three previous editions**
Signage	At the organiser's expense	The last three decrees of the same kind
Decree number	**Left blank**	**The mayor**
Date of signature	**Left blank**	**The mayor**

What is flagged without being asked

Finding	Year	What is prepared
Decree not sent to the gendarmerie	**Last year**	**Covering letter ready, decree attached**
Decrees duly sent	The two previous years	**— a step that had lapsed, and it is now taken as a matter of course**

The time it shifts, across the year's 214 decrees

Step	Before	After	Who does it
Finding the template and the previous decree	8 min	**0**	The agent
Drafting	**27 min — 45 % of the time the act takes**	**9 min — 15 %**	**The agent prepares, the secretary reviews**

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Step	Before	After	Who does it
Checking and corrections	10 min	10 min	**The town hall secretary — unchanged, and deliberately so**
Signature	—	—	**The mayor**
Annual gain	—	—	**64 hours**

> **Review time has not been cut, and it must not be.** What disappears is finding the template and typing; **what remains is the only work where the municipality puts its responsibility on the line.**

For the municipality to settle

Standing recipients for the transmission of a roadworks decree: _____

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