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**Application for a Street Party Road Closure**

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| **Contact Details** | |
| **Name(s) of event organiser(s)\*** | Click here to enter text. |
| **Event organisers must be aged 18 or over please check the box to confirm. ☐** | |
| **Telephone (Daytime)** | Click here to enter text. |
| **Telephone (Evening)** | Click here to enter text. |
| **Telephone (Mobile)** | Click here to enter text. |
| **Email address** | Click here to enter text. |
| **Contact address (including postcode)** | Click here to enter text. |

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| **About the road closure** | | | |
| **Day and Date of Road Closure** | Click here to enter a date. | | |
| **Start time**  *don’t forget to think about the time you need to set up before the event and clear up after the event* | Click hjjere to enter text. | | |
| **End time** | Click here to entmer text. | | |
| **If your road is not a cul-de-sac to help us understand the extent of the closure we need you to send us a plan of your road showing where the closure will start and finish.** | Please check the relevant box.  Our road is a cul-de-sac  We attach a site plan showing where our closure will start and finish and any other roads that might be affected. | | |
| **Name and postcode(s) of Road(s) to be closed** | Click here to enter text. | | |
| Please **list all properties which would be affected by your road closure.** This means any property, **residential or commercial**, which is located on or accessed only by the road(s) you wish to close *–* e.g. Cedar Close numbers 1-20 and numbers 21-98 | Click here to enter text. | | |
| If you plan to close only a section of the road(s), where will the closure begin and end? | Click here to enter text. | | |
| **Are any of the roads to be closed used by through traffic?**  *If yes you will need to send a traffic plan showing the exact extent of the closure and an alternative route for traffic.* | | Yes  ☐ | No  ☐ |
| **Are you planning on closing a road that is part of a bus route?**  *If yes you will need to consult the bus company and attach a copy of their response*. | | ☐ | ☐ |
| **Will access for emergency vehicles (if required) be readily available at all times?**  *If no, you will need to discuss this with the Council and emergency services. In the interest of safety we highly recommend that roads are accessible for all emergency vehicles.* | | ☐ | ☐ |
| **Is the Highway suitable for your intended use?**  If No, due to potholes or defective street lighting please report the issue to the council on 0800 **0232334**. Please note that council cannot guarantee it will be able to remediate any reported issues prior to your event and you should not proceed with your street party if there remains an issue. | | ☐ | ☐ |

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| **Consultation** | | |
| The Council want to ensure most people are happy with this event so you must consult all the residents and businesses on your street identified in the road closure information above.  We have attached an example of a consultation letter at the end of this form. Please send us a copy of your consultation letter and the date it was sent.  If there are any objections you should let us know. We may be able to help you resolve any objections. It is worth remembering that not everyone will be able to participate so let everyone know what time the party will start and end, we recommend you finish by 9pm to mimimize noise. | | |
| Have most residents agreed to this neighbourhood/community event? | **Yes** | **No** |
| Have you received any objections to your event  If yes please provide details. | **Yes** | **No** |