



Celebrating your community

Application form for a street party or a small community event

Road closure for residential or neighbourhood street parties

Name of person:

Organisation (if applicable):

Contact address (incl. postcode):

Telephone number (daytime):

Telephone number (evening):

Email address:

Name of road(s) to be closed:

Date and time of road closure

If you plan to close only a section of the road(s), where will the closure begin and end?

From:

To:

Give a brief list of properties affected. 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

Are any of the roads to be closed used by through traffic?

YES/NO?

If yes, you will need to send a traffic plan showing the exact extent of the closure and an alternative route for traffic.

Are you planning on closing a road that is part of a bus route?

YES/NO?

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?

YES/NO?

If no, you will need to discuss this with your council and emergency services. In the interest of safety we highly recommend that roads are accessible for all emergency vehicles.

How will people know the road has been closed off - have you thought about barriers/diversion signs needed?

If yes, can you say what you will be doing?

If no, you can speak to your council or Streets Alive (www.streetparty.org.uk) who will be able to help you with street signs.

Have most residents agreed to this neighbourhood/community event?

YES/NO?

The council will want to ensure most people are happy with this event, so if there are any objections you should let them know. They 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 (you may want to finish by 9pm to minimise noise).

If you are planning a road closure you will also need to consult businesses in the wider area that may be affected. Have you already consulted about the road closure?

YES/NO?

If yes, please attach a copy of your consultation invitation/notice and confirm the date it was sent:

What happens next?

Send your form to your local council (in a two-tier authority this will be the borough or district council).

The council will look at what you are proposing, will process your application for road closure and will let you know if there is anything else you need to consider.

We hope this guidance has made things easier for you. Good luck with your event.

