

To: Resident/Business

From:

Address:

Date

Dear Sir/Madam

RE: PROPOSED TEMPORARY ROAD CLOSURE – STREET PARTY

I am writing to inform you that I am in the process of applying to close the following road(s) for a street party/community event:

(Specify roads)-----

The closure is planned for the day(s) of (specify)-----

between the times of (specify)----- and -----

The road will be fully closed. I would be grateful if you would arrange for any vehicles to be removed during this time. This will allow us to set up any activities and ensure maximum attendance.

Vehicular access will be maintained for the emergency services only for the duration of the event. If you have any specific requirements that necessitate access during the event, please contact me.

If you have any comments or queries, please contact me at the address/telephone number below.

If however you wish to lodge a formal objection to the proposed road closure. Then this should be addressed to **Customer First**, Eastbourne Borough Council, Town Hall, Grove Road, Eastbourne, BN21 4UG, by phone: 01323 410000 or via email to customerfirst@lewes-eastbourne.gov.uk

Any objections must be lodged with the Borough Council within 21 days from the date of this letter.

Many thanks in advance for your co-operation.

Yours faithfully

(Specify your name/organisation and contact details.)