To: **The Occupier / Resident / Neighbour**

From: …………………………......................………………….

Address: ……………………………………………………………...…….………….…….

…………………………………………………………………………….…………………..

My tel. no: …………………………………………

My email: ………………………………………….

Dear Sir/Madam,

**Street Party to celebrate the Coronation of His Majesty The King**

I am writing to inform you that I have applied for a Temporary Street Closure Order to close the following street(s) to celebrate the King’s Coronation:

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Date: ……………………………… From……….……….…… To…….….………………

Subject to approval by the Council:

The road will be fully closed to through traffic and points of closure will be marshalled. Residents will be allowed full access but are requested to drive at walking speed under supervision of marshals when within the closure area. It is not necessary to move parked vehicles from the street, although you may wish to do so.

Parents will be fully responsible for their own children, and access will be maintained for the emergency services at all times in all parts of the street.

Please direct any comments, queries, or objections about this proposal to me (the applicant) in the first instance.

Many thanks in advance for your co-operation.

Yours faithfully,

………………………………… Date: ……………….…….