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| To whom it may concern: | **Contact:** |  |
| **Tel:** |  |
| **E-Mail:** |  |
| **Event Name:** |  |
| **Date:** |  |

Re: ?????????????????

We are seeking authority from Doncaster Council to close **????????????** for the purposes of holding a street party to celebrate **?????????** which will be held on the **??/??/????**

The time of this closure has been requested between **??: ?? and ??: ??** which will be signified by legal road sign(s) and cones that will need to be placed to physically prevent vehicular access, thereby creating a safe environment.

Although we will be provided with specific advice regarding several issues, to include the need for public liability insurance, to take care with the siting of any temporary structures that would restrict a route for emergency vehicles, it is also important that there is sufficient support from residents for this course of action.

Therefore, whilst you may already be aware, the purpose of this letter is to ensure all businesses and residents that would be directly affected by this closure are contacted to establish if there is general support for this event, as clearly access to and from some properties will be restricted during the closure period.

Whilst it is not necessary to reply if you support the event or have no objections to the closure, I would appreciate that if you do have any objections, you give your reasons which we would be obliged to consider. We will pass on all replies and objections to the Network Management Team at Doncaster Council prior to any further progression of this closure.

Yours sincerely