

To: Resident / Business / Emergency Service
[address]

From: [your details]

Date:

Dear Sir/Madam

Re: Proposed Temporary Road Closure at, Chesterfield

I am writing to inform you that I am in the process of applying to close
..... [detail the affected road(s)] for a street party/community/.....
..... event.

The closure is planned for the.....[date].....between the times of and
.....

[for residents/businesses]

The road will be fully closed so I would be grateful if you could arrange for any
vehicles to be removed during this time. Access will be maintained for
emergency services at all times in all parts of the street(s).

[for emergency services]

I confirm that access will be maintained for emergency vehicles at all times
along the road(s) affected during the event.

If you have any comments, queries or objections about this proposal, please
contact me on

Many thanks in advance for your co-operation.

Yours sincerely

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