

**STREET PARTY ROAD CLOSURE APPLICATION**

This form is for street closures organised by and for residents within the New Forest District.

Please submit this form at least 6 weeks before the closure.

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| 1. **Organiser details**
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| Name |
| Address | Postcode |
| Contact phone number | Contact email address |
| 1. **Date and time of proposed closure**

Please be specific, e.g., Dovedale Avenue, Hythe from White Road to Black Road (Hours should be between 08:00 and 23:00 only) |
| **Date** | **Road name and town** | **Closure** **start time** | **Closure** **finish time** |
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| **3. Brief list of properties affected (include residential, commercial, names and numbering)**  |
| **4. Reason for closure**  |
| **5. Number of participants expected (this must not exceed 500)** |
| **6. Plan of road to be closed (road closure plan)**Please submit a plan for your road closure with your application showing the following:6.1 The road(s) or part of the road(s) to be closed6.2 Signage for the road closure Signage must be put in place one week in advance of the road closure to notify road users of the planned closure. Appropriate road closure signs must be used at the point of the road closure and ahead of the road closure at the last point where vehicles can turn around if required. You may be able to make your own signs, or they can be from hired from local shops. More information available at: [www.streetparty.org.uk/road-closures.aspx](http://www.streetparty.org.uk/road-closures.aspx)6.3 Proposed location of volunteers (if necessary)Indicate on your plan where you propose that volunteers will be located, and how many you intend to use. |
| **General Information** |
| 7. Have you sent letters to all properties/occupiers with either pedestrian and/orvehicular accesses that will be affected by the closure?***Please enclose a copy of the letter***  | **YES** | **NO** |
| 8. Have there been any objections to the closure that you have been unable to resolve to the objectors’ satisfaction? | **YES** | **NO** |
| 9. Are any roads affected by the closure in a shopping or trading area? | **YES** | **NO** |
| 10. Are any taxi ranks situated in or immediately adjacent to the roads to be closed? | **YES** | **NO** |
| 11. Will access to any public car parks be affected by the closure? | **YES** | **NO** |
| 12. Is the road to be closed part of a bus route, where the bus runs on the day of the road closure? | **YES** | **NO** |
| 13 Is the road to be closed a through road? | **YES** | **NO** |
| 14.To be completed by the applicant/organiser:**I/we agree to hold the event safely and with minimum disruption to other highway users and in line with the guidance contained on the NFDC** [**Street parties**](https://newforest.gov.uk/article/2955/Coronation-street-parties-and-small-community-events)**’ website.** |
| Name of Applicant |  |
| Signature |  |

**15. Checklist**

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| **To be submitted to NFDC** | **Actions for organiser** |
| Application form | Send letter to residents |
| Road closure plan | Complete and submit application form |
| Letter sent to residents | Produce road closure plan |
|  | Organise signage |

Please email this form together with the other required documents to Licensing@nfdc.gov.uk

Or post to: Licensing Services, Appletree Court, Beaulieu Road, Lyndhurst, Hampshire, SO43 7PA

We will then 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.

Good luck with your event.