



Neighbourhood Street Parties

EXAMPLE RESIDENTS LETTER REGARDING NEIGHBOURHOOD STREET PARTY ROAD CLOSURES

Friday, 21 October 2013

DEAR RESIDENT

Dear Sir or Madam,

DATE

(Name of resident/s) would like to inform you that we are planning on having a neighbourhood party on (date & time) for the (Name of Street) Neighbourhood Party. To assist with traffic management for this neighbourhood party and to ensure the safety of local residents we are also proposing temporary street closures between (Time-Time). Please see details below:

To ensure we gain permission from Banyule City Council for this neighbourhood party and proposed street closure, we need to ensure all residents affected by the proposed street closure approve of the street closure. It would be greatly appreciated if you could sign the approval form at the bottom of this letter and place in my letter box at (place number of street and street name here) by (date).

PROPOSED ROAD CLOSURES:

DATE:

TIMES:

EG: Poulter Avenue to be closed from Pope Place (East side) to Bicton Street

No traffic will be able to enter these road closures during this period

From number 9 Pope Place to number 27 Pope Place.

If you have any objections to these proposed street closures please contact (*Organising person's name and telephone number*). If you require any further information about the proposed street closures please contact (*name and telephone number*).

If you do not return the form below, I will contact you to ask you to sign a form showing that you have no objections to these road closures in the coming weeks.

Kind Regards

(Name & Position)

I, _____ (name of resident) of _____ (No and Street name)

Do not Object

Object

To the proposed street closure on _____ (date & Time)

Reason: _____

Signed: _____ Date: _____