



STREET PARTY APPLICATION FORM

Name of the Organiser: (required)

Organisation (if applicable):

Contact address (incl. postcode):

Telephone number (daytime):

Telephone number (evening):

Email address: (if available)

Name of road(s) to be closed:

Date and time of road closure

If you plan to close only a section of the road(s), where will the closure begin and end?

From:

To:

Give a brief list of properties affected. This means any property, residential or commercial, which is located on or accessed only by the road(s) to be closed

Are any of the roads to be closed used by through traffic?

YES/NO?

If yes, you will need to send a traffic plan showing the exact extent of the closure and an alternative route for traffic.

Are you planning on closing a road that is part of a bus route?

YES/NO?

How will people know the road has been closed off - have you thought about barriers/diversion signs needed?

If yes, can you say what you will be doing?

If you are organising a closure on a main road in your area or bus route you will need to consider the alternative/diversion route for the closure. The guidance provides additional advice on this and other related issues.

Have most residents agreed to this neighbourhood/community event?

YES/NO?

If you are planning a road closure you will also need to consult residents and businesses with properties within the closure.

We have enclosed a typical consultation letter for neighbouring residents or commercial properties affected by your street party.

Please return this completed form to:

**Street Works
Swindon Borough Council
3rd floor Wat Tyler House West
Beckhampton Street
Swindon
SN1 2JG**

You will be sent confirmation of your application within approximately 10 working days.

If you have any queries please contact us on 01793 466380 or email us at streetworks@swindon.gov.uk.