**Template Consultation Letter to residents**

**Date** ………………………

|  |  |
| --- | --- |
| **From** |  |
| **My Address** |  |
| **My Telephone Number** |  |
| **My Email** |  |

Dear Neighbour

**Re: Proposed Temporary Play Street Order**

I am hoping to organise a Play Street event which means applying for a Temporary Play Street Order on the following road/s:

…………………………………………………………………………………………………

This Order would be valid until ................................. (subject to Council approval). The closure/s would only take place on a ………….day between the following times:

…………………………………………………………………………………………………

A Temporary Play Street is a resident-led, outdoor free street play activity for the purpose of children’s play. The road will be fully closed to through traffic and points of closure will have stewards. Residents will **be allowed full access** but are requested to drive at walking speed when within the closure area. **It is not necessary** to move parked vehicles from the street. Events will be under adult supervision and access will be maintained for emergency services at all times in all parts of the street/s. Parents will be fully responsible for their own children’s safety and behaviour.

I understand that you may have some initial concerns so please do contact me in the first instance with any comment, queries or objections regarding this proposal. If I cannot resolve your concern I will refer it to Chichester District Council whose contact details are [democraticservices@chichester.gov.uk](mailto:democraticservices@chichester.gov.uk) or Democratic Services, Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY.

Please do not hesitate to contact me if you wish to offer support with organising or arrangements on the day.

Many thanks in advance for your co-operation.

Yours faithfully