

CONSULTATION LETTER TEMPLATE

To: Resident

From:

Address

Date

Dear Sir/Madam,

Re: Proposed Temporary Road 'Closure'

I/We am/are writing to inform you that I/We am/are in the process of applying to 'close' the following road(s) for the Queen's Platinum Jubilee event:

.....  
.....  
.....

The 'closure' is planned for (date) ..... between the times of .....  
and .....

The road(s) will be fully/partially 'closed' so I would be grateful if you would 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.

If you have any comments, queries or objections on public safety grounds about this proposal, please contact

me on ..... or .....

by: [insert date at least 14 days prior to the proposed road 'closure']

Many thanks in advance for your co-operation.

Yours sincerely

(Signature)  
(Name)  
(Organisation if appropriate)