Your address here

 Your email

 Your phone number

Date

Dear neighbour,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I live at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am writing to inform you that I am in the process of applying to the council for permission to close ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to hold a play street event. Play streets are a great opportunity for children to reclaim their street and enjoy some time playing outside together.

I am proposing that the play street would take place on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ between \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_.

The road would be fully closed to through traffic and the closure points will be marshalled. Residents would be allowed full access but would be requested to drive at walking speed of less than 5mph when within the closure area. It would not be necessary to move parked vehicles from the street. The event would be under adult supervision and access would be maintained for emergency services at all times in all parts of the street.

I really hope I can count on your support for this proposal. I need to show that other residents are supportive as part of the application.

Please direct any comments, queries or objections regarding this proposal to me in the first instance. If I cannot resolve your concern I will refer it to the council’s highways team who are responsible for the application process.

The council has provided more information about play streets at [www.towerhamlets.gov.uk/PlayStreets](http://www.towerhamlets.gov.uk/PlayStreets)

Kind regards,

Your name