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**Road closure application form for street parties and
non-commercial events on the highway**

Name of applicant:

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Organisation (if applicable):

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Contact address (incl. postcode):

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Telephone number:

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Email address:

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Name of road(s) to be closed:

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|  |

Date and time of road closure

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

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| 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) you wish to close *–* e.g., Cedar Close numbers 1-20 and numbers 21-98

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Applications for road closures on bus routes, or busy through routes are unlikely to be granted for safety reasons and consideration should be given to holding the party at an alternative location.

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 [ ]

If yes, you will need to consult the bus company and attach a copy of their response.

Will access for emergency vehicles (if required) be readily available at all times?

YES [ ]  NO [ ]

If no, you will need to discuss this with your council and emergency services. In the interest of safety we highly recommend that roads are accessible for all emergency vehicles.

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?

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If no, you can speak to your council or Streets Alive ([www.streetparty.org.uk](http://www.streetparty.org.uk/)) who will be able to help you with street signs.

Have most residents agreed to this neighbourhood/community event?

YES [ ]  NO [ ]

Please use the form at the end of this document to record responses. Please note that an objection will not automatically mean that a request will be refused, we will look to see what mitigations have been put in place to resolve any concerns.

The council will want to ensure most people are happy with this event, so if there are any objections you should let them know. They may be able to help you resolve any objections. It is worth remembering that not everyone will be able to participate so let everyone know what time the party will start and end (you may want to finish by 9pm to minimise noise).

If you are planning a road closure you will also need to consult businesses in the wider area that may be affected. Have you already consulted about the road closure?

YES [ ]  NO [ ]

### Has a street party previously been held at this location?

YES [ ]  NO [ ]

### What happens next?

Please email this completed form to streetparty@bridgend.gov.uk, along with the consultation document, a scanned copy or a photograph is acceptable as long the document can be read.

We will look at what you are proposing, process your application for road closure and let you know if there is anything else you need to consider.

You are reminded that no structures may be placed in the highway, this includes the use of bouncy castles.

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| Address | Happy/object | Concerns | Mitigation | Name | Signed | Date |
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