# Plans for a street party!

*This letter is a template provided by Southwark Council. If you want to use the text in a leaflet instead, or want to add more information about your party then please do. Whatever you choose, you must make sure that the information below is included in the letters/leaflets you send to your neighbours*

*PLEASE NOTE: A street party is a chance for neighbours to celebrate together but it is not a public event. Your party should not be advertised, apart from directly to the residents of your street.*

Hello neighbour,

We are planning to hold a street party in STREETNAME on DATE and are writing to let you know that we are applying to Southwark Council to close our road for the party.

The road will be closed from STARTTIME to ENDTIME and during this time only emergency vehicle access will be possible.

Everyone on the street is invited and we hope you will want to join in. If you have any questions or objections about the street party, or if you want to get involved in the plans, please contact us:

ORGANISER NAME

ORGANISER HOUSE NUMBER

ORGANISER PHONE NUMBER

ORGANISER EMAIL

If you would prefer, you can contact Southwark Council:

Network Operations team: 020 7525 2170

Events team: 020 7525 3422 or [events@southwark.gov.uk](mailto:events@southwark.gov.uk)

We would be grateful if, before the party starts, you could arrange to move any vehicles to a nearby street so we all have more room to party.

With best wishes