

Before completing this form, read our [guidance on street parties on medway.gov.uk](https://www.medway.gov.uk/info/200160/roads_and_pavements/586/street_parties)

## Application form for a street party or small community event needing a road closure

Use this form to apply for road closures and inform us of your street party plans.

## Applicant’s details

Name of organiser:

Organisation (If applicable):

Contact address including post code

Phone numbers

Preferred phone number

Email address

## The road closure

Date and time of proposed closure

Name of road to be closed

If you plan to close only a section of road, where will the closure start and end?

From

To

Please provide a list of properties likely to be affected by the closure. This means any property, residential or commercial which is located on or accesssed only by the road(s) you wish to close. For example Cedar Close numbers 1 to 20 and numbers 21 to 98): A list of persons consulted must be supplied with the application to ensure agreement to the proposal

Please include a plan with your application showing exactly where the closure is planned.

Emergency vehicles must be able to use your road at all times. You must consider how you are going to enable this in your planning.

## The signage

Will you employ an external party to do the signage, or ask Medway Council to facilitate this process?

## Payment

Should your street party be approved, there will be a £100 cost involved. By sending us this completed form, you agree to pay this fee.

**Guidance for street party applications**

The road proposed to be closed should be a low traffic residential road. Medway Council as Highway Authority will determine suitability.

For the King’s Coronation, Medway Council will supply and deliver traffic signage and guidance for placement of same. The signage must be placed in line with the plan supplied. The applicant is responsible for overseeing the materials/equipment supplied and following the guidance.

Road closure must be under supervision of adults only.

Before reopening the event, the applicant must ensure that is safe to do so , ensuring the road condition is as pre-closure.

The road closure must be removed before 9 pm.

Further information in relation to holding a street party can be found here:

[Guidance on street parties](https://www.medway.gov.uk/info/200160/roads_and_pavements/586/street_parties)