[Name]

 [Address]

 [Telephone]

 [Email]

 [Date]

### To: Residents / Businesses of (Street Name)

Dear Neighbour,

**Re: Play Street Application**

I am writing to inform you that I am in the process of applying to the Council for a Play Street to be held in (road name) to allow all the children in the street to safely play outside

………………………………………………………………..

I am proposing that the Play Street is held on

…………………………………………………………...……………………………………

If this is agreed, the road will be fully closed to through traffic and points of closure will be marshalled by volunteers. Residents/businesses will be allowed full access but are requested not to use their cars during this period wherever possible. It is not necessary to move parked vehicles from the street and the usual parking and loading restrictions will apply. Events will be under adult supervision and access will be maintained for emergency services at all times in all parts of the street.

You can find further details of how Play Streets work on the [Council’s website](http://www.brent.gov.uk/playstreets).

If you have any concerns or objections regarding this proposal, you should e-mail network.management@brent.gov.uk for the attention of the Traffic Manager within 21 days from the date of this letter.

If you support this application so our kids can all play outside on these dates, please let me knowso that I can add your name to the list of supporters that the Council requires before giving us permission.

Many thanks in advance for your co-operation.

Yours faithfully,