

Please quote:
Your reference:
Date: 2016
Please ask for: Lucy Pledge
Telephone direct: 01424 451077
E-mail: tto@hastings.gov.uk
Web: www.hastings.gov.uk



Waste and Streetscene Services
Aquila House, Breeds Place
Hastings, East Sussex TN34 3UY

To the Event Organiser

Dear Sir/Madam

Further to your enquiry regarding the temporary road closure order please find attached a standard application form. All details must be completed, and it is important that we have contact details and an out of hours contact number in the event of any problems arising related to the event.

The form will not be accepted unless it is signed and submitted with full details of the event and a copy of your public liability must be included as it is a condition of the road closure being granted. Note road closed signs, barriers and marshals will be required.

You will need to liaise with the Police as the closure requires their support - (contact details) Planning & Logistics Officer Telephone 101 Ext. 65325. If parking bays will be affected by the closure you will also need to contact East Sussex County Council's Parking section to discuss the possibility of suspending any pay and display/ residents parking bays that are affected – tel 0345 680 1129 or email parking@eastsussex.gov.uk.

I have contacted Aaron Woods who will be sending you an events pack which will provide you with further information on holding an event. It would also be beneficial to consult with the local residents/ businesses to seek their support for the event, particularly as their parking will be temporarily unavailable.

Please allow myself and our legal team adequate time to process your request and prepare the necessary legal documents. As a minimum I would recommend that the form is returned a minimum of 6 weeks prior to the event to secure the date requested.

Costs will be invoiced once the order has been made.

If you have any queries or require assistance in completing the form please do not hesitate to contact the Community Contact Centre on 01424 451077 or email me direct at tto@hastings.gov.uk.

Yours faithfully

Lucy Pledge
Administration Officer