

## Public Consultation

It is a requirement that all properties directly affected by your event be consulted by dated letter. This letter should be sent out prior to submission of this application and **MUST** be sent out or delivered on its marked date. A copy of this letter must be included with this application and should include:

1. Your name, address and organisation details
2. A daytime contact telephone number for any public enquiries prior to the event
3. A minimum of one contact telephone number for any public enquiries during the event
4. Your full road closure schedule as in Appendix A
5. Full details of any parking restrictions that you wish to apply prior to and/or during the event.
6. You are required to hold a valid Public Liability Insurance certificate covering the date(s) of your road closure(s)/event. **Please provide a copy of this certificate with this application.**

Your consultation letter **MUST** include the following clauses:

**“Pedestrian and emergency access will be maintained to all properties throughout the event.”**

**“Please make us aware of any concern regarding the proposed road closures no later than 3 weeks after the date of this letter.”**

Please provide a list of properties to whom you have sent your consultation letter.

You must forward us details of any concern or objection as soon as you receive or become aware of it.