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**Application for Temporary Street Closure**

**and Parking Suspensions for Coronation Street Parties 2023**

**Please complete and return this form to** [**specialevents@rbkc.gov.uk**](mailto:specialevents@rbkc.gov.uk)

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| --- | --- | --- | --- | --- |
| **Event Organiser Name** | |  | | |
| **Company (if applicable)** | |  | | |
| **Address** | |  | | |
| **Contact Telephone Number** | |  | | |
| **Email Address** | |  | | |
| **Event Name** | |  | | |
| **Event Date** | |  | | |
| **EventApp Reference Number**  Your online application reference | |  | | |
| **Road closure details**  Please list all streets affected, including house number or junction to help identify the start and end of the closure area if the whole street is not affected.  *\*A sketch plan is required to be submitted to accompany this form.* | |  | | |
| **Road closure timings**  Eg from 0800 to 1600  The street must be completely clear by the time the road is to be reopened to traffic, so please include clear-up time. | |  | | |
| **Parking Suspensions required** | | ***(yes/no)*** | | |
| Please detail below. | | |
| **Date & Time parking suspension required**  Refer to parking suspension times explained below | **Number & Type of parking bays required**  *Specify the type of bay eg pay & display (P&D) resident, car club, single yellow line* | **Road name**  Please include the full address of parking bay(s) including house number and machine number if P&D | **Description**  Please describe the location of the parking bay(s) | **KES Ref**  For parking office use only | |
| **Example:**  (DATE)  0830 - 1830 | **Example:**  2x P&D bays | **Example:**  24-26 Portobello Road  P&D Number: 324 | **Example:** North side of road, outside of number 24 next to post box |  | |

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|  |  | | | **Total** |

**Parking Requirements Notes**

* Provide road name(s), precise locations, number of bays required and P&D machine number if you are suspending P&D bays.
* Indicate whether the type of bay requested is a Pay and Display (P&D), Resident Parking bay, Disabled bay or Car Club bay. Use P&D bays where possible as Resident Parking bays, Disabled and Car Club bays will only be suspended in exceptional circumstances.
* Resident bay suspensions require 14 working days’ notice and Pay and Display bays require 7 working days’ notice.
* We are unable to provide suspensions for electric vehicle charging bays.
* Please **don’t** remove our parking signs from the lamp posts, our parking department will take these down once the suspension time ceases. If you finish using the bays before the suspension time, please contact the Borough’s Event Officer.
* Please **don’t** put cones in the bay before the suspension time, as your cones will be removed by our Street Enforcement Team.

**IF THERE IS A PROBLEM WITH ANY VEHICLES PARKED ON YOUR SUSPENDED BAYS, PLEASE CALL NSL FOR ASSISTANCE WITH RELOCATING THE VEHICLE ON 01285 238 956 OR FAX 020 7352 0528**