Street party templates

These are sample templates you may find useful for writing a letter or email to your neighbours, logging objections and assessing risk. You do not have to use this exact template.

Letter for neighbours

[Your contact address]

[Your contact email address]

[Your phone number]

Dear neighbour,

I am writing on behalf of the residents of [your street name] to see whether you are interested in having a street party in [your street name] in the summer. This would be a good opportunity for the residents of the street to get to know each other, and enjoy the area where we live. It would also provide the kids with a fun, simple and cheap day out without the use of a car!

We have lots of good ideas for the party such as:

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If you are interested in helping to organise the party, or just join in, please complete the tick box slip attached to this sheet and return it to the address above. We have also provided a space on the slip below for you to add your ideas for the party, and any comments you may wish to make.

Looking forward to our street party.

Yours faithfully,

[Signed name]

Questionnaire

Please complete this questionnaire and return it to my address.

* Would you like a street party to take place in our road this summer? Yes/No/Not sure
* Would you like to attend the street party? Yes/No/Not sure
* Would you like to help organise the street party? Yes/No/Not sure
* Please share your ideas, comments or observations:

Your details

* Name:
* Address:
* Telephone number:
* Email address:

Objection log

| Objector’s name and contact details | Nature of objection |
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Risk assessment

| Hazard | Persons at risk | Magnitude of risk  (Low, medium or high) | Probability of risk occurring  (Low, medium or high) | Actions |
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