



HYNDBURN

The place to be
an excellent council

street
party
pack

Your guide to organising
a street party.

Your Guide to Organising a Street Party

What sort of events does this apply to?

This is about the sort of street parties that groups of residents get together to arrange for their neighbours. The main differences between a small street party and other public events are listed below:

Street parties and fetes:

For residents/neighbours only

Publicity only to residents

In a quiet residential road or street

Self-organised

Normally no insurance

No formal risk assessment needed

No licences normally necessary if music incidental and no selling is involved

Other public events:

Anyone can attend

External publicity (such as in newspapers)

In buildings, parks etc

Professional/skilled organisers

Insurance needed

Risk assessment common

Licence usually needed

Organising small, private street parties is very simple and generally does not include activities that need a licence, such as selling alcohol or providing certain types of entertainment. If you want to have a pay bar or sell alcohol in another way or intend to provide entertainment to the wider public, or charge to raise money for your event, you will need a Temporary Event Notice. This is a type of temporary licence which currently costs £21 and covers events of less than 500 people. Under current rules, a Temporary Event Notice must be given to the licensing authority no later than ten working days before the day of the event and the police may object if there are crime and disorder concerns. It is possible that changes to the law relaxing the timescales but including public nuisance as grounds for objection may come into force in April 2012. However, you can, in any event, apply for a Temporary Event Notice well in advance of the event. Larger public events attracting more people will require a different process. If you need a Temporary Events Notice or would like to hold a larger public event, please contact Hyndburn Council on 01254 388 111 or visit www.hyndburnbc.gov.uk for further information and advice.

If you would like to hold a street party you can use the form included in this guide to let Hyndburn Council know about your plans. This form is also available electronically from the Council's website www.hyndburnbc.gov.uk.

The number one tip for holding a street party is to plan early. You should think about what you want to achieve, share jobs out amongst residents and get in touch with Hyndburn Council and return your completed form at least 6 weeks in advance.

Other helpful tips, advice and support for organising a successful event can be found on the Streets Alive website www.streetparty.org.uk and The Big Lunch website www.thebiglunch.com.

Street Parties – Myths and Facts

Myth 1 : It's too difficult and confusing

Streets Alive and The Big Lunch have great websites to help you plan a Street Party (www.streetparty.org.uk and www.thebiglunch.com).

You should not need a risk assessment – just the common sense precautions you take in your own daily life.

Myth 2: You need an entertainment licence

It is sometimes claimed that playing live or recorded music and even dancing at a street party requires a licence – but that's usually not the case. [The Licensing Act 2003](#) does not require a licence for entertainment at a private event, provided that no charge is being made, other than to cover the costs of performers etc. You only need a licence if you plan to sell alcohol, charge for music and dancing in order to make money, or hold an event open to the public.

Myth 3: The law requires complex forms for a road closure and councils need to sign off every detail

For most small parties in quiet streets, all Hyndburn Council needs to know is information on where and when the closure will take place so we can plan around it (for example, so emergency services know). We will need at least 6 weeks advance notice as we need to put in place a traffic regulation order. If we need more information, we will contact the organisers, but we are taking a 'light touch' approach to encourage residents to get together and organise their street parties.

And you can organise a gathering or 'Street Meet' in another space such as a local park or driveway without any requirement to fill in a 'Street Party Application' form. Residents should speak to Hyndburn Council about their plans.

Myth 4: The law requires a fee to be charged for a road closure

The Department for Transport has scrapped guidance that led some councils to over-complicate the process and to charge people wanting to close their road. Hyndburn Council will not be charging for road closures for Street Parties.

Myth 5: It's too late to ask for a road closure

Hyndburn Council has set a deadline of 6 weeks prior to the date of your Street Party to receive your application. We have done this to enable us to process the application and speak to other organisations like the Police and Lancashire County Council about your proposed Street Party. If you can't or don't want to close your road you could plan a simpler 'Street Meet' (<http://www.streetparty.org.uk/residents/street-meet.aspx>)

Myth 6: You need to buy expensive road signs

Whilst Hyndburn Council isn't able to lend you signs and cones, Streets Alive gives advice about how you can create suitable road closure signs (<http://www.streetparty.org.uk/road-closed-signs.aspx>).

Myth 7: You need expensive insurance

There is no requirement from central government to have public liability insurance. Hyndburn Council does not insist on it but in some instances we may advise you that insurance is a good idea. Where insurance would be a good idea you might find it helpful to go on the Streets Alive and Big Lunch sites for tips. Quotes for insurance start from as little as £50 – and the costs can always be split between residents, or you could hold a raffle or ask for donations to cover the costs.

Myth 8: You need a food licence

Again, there is no legal requirement for this for an ordinary street party where food or drink is not being sold.

And Finally

Hyndburn Council wants you to have a great Street Party but please remember to clean up afterwards. Let residents know in advance what time the party will finish and agree that everyone takes home a proportion of the waste to recycle. If you can't fit all the recycling and waste in to your household containers, you can always take it to the Household Waste Recycling Centre on Whinney Hill Road in Altham. Alternatively ring the Council on 01254 388 111 to discuss further options.

More helpful tips, advice and support for organising a successful event can be found on the Streets Alive website www.streetparty.org.uk and The Big Lunch website www.thebiglunch.com.

Contact Details and Further Information

If you wish to speak to the Council about information contained in this Street Party Pack contact them on:

01254 388 111

Or via email at:

enquiries@hyndburnbc.gov.uk

Further information about arranging other types of public events and related licences and notices can be found on Hyndburn Council's website at:

www.hyndburnbc.gov.uk

Application form for a street party

Road closure for residential or neighbourhood street parties

Name of person:

Organisation (if applicable):

Contact address (incl. postcode):

Telephone number (daytime):

Telephone number (evening):

Email address:

Name of road(s) to be closed:

Date, time and duration of road closure

If you plan to close only a section of the road(s), where will the closure begin and end?

From:
To:

Give a brief list of properties affected. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close – e.g. Cedar Close numbers 1-20 and numbers 21-98

Are any of the roads to be closed used by through traffic?

YES/NO?

If yes, you will need to send a traffic plan showing the exact extent of the closure and an alternative route for traffic.

Are you planning on closing a road that is part of a bus route?

YES/NO?

If yes, you will need to consult the bus company and attach a copy of their response.

Will access for emergency vehicles (if required) be readily available at all times?

YES/NO?

If no, you will need to discuss this with the council and emergency services. In the interest of safety we highly recommend that roads are accessible for all emergency vehicles.

How will people know the road has been closed off - have you thought about barriers/diversion signs needed?

If yes, can you say what you will be doing?

If no, you can speak to your council or Streets Alive (www.streetparty.org.uk) who will be able to help you with street signs.

Have most residents agreed to this neighbourhood/community event?

YES/NO?

The council will want to ensure most people are happy with this event, so if there are any objections you should let them know. They may be able to help you resolve any objections. It is worth remembering that not everyone will be able to participate so let everyone know what time the party will start and end (you may want to finish by 9pm to minimise noise).

If you are planning a road closure you will also need to consult businesses in the wider area that may be affected. Have you already consulted about the road closure?

YES/NO?

If yes, please attach a copy of your consultation invitation/notice and confirm the date it was sent:

What happens next?

Send your form to: Central Administration Team
Hyndburn Borough Council
Scaitcliffe House
Ormerod Street
Accrington
Lancashire
BB5 0PF

Hyndburn Council will look at what you are proposing, will process your application for road closure and will let you know if there is anything else you need to consider.

We hope this guide has made things easier for you. Good luck with your event.