



HYNDBURN
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STREET PARTY PACK

Your guide to organising a street party.

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Street parties are a great British tradition and an important part of community life. They are a simple way to take time out from our busy lives and get to know our neighbours. Thousands of people across the country celebrated the Royal Wedding and the Diamond Jubilee with a street party and we want you to carry on with this without getting bogged down in paperwork and red tape.

The government has produced this straightforward guidance on how to hold a street party, which includes a simple form for you to use to let Hyndburn Council know about your plans. There are plenty of reasons to hold a street party, including annual events like The Big Lunch in early June, celebrating national holidays or just because you want to get together with your neighbours. So why not get planning!

Good luck and enjoy your 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

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 unless the sale of alcohol 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

It's that simple

Organising a street party just for residents and neighbours is very simple and does not need a licence. Use the form at the end of this guide to apply to Hyndburn Council which should provide all the information needed.

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.

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. Do check them out, they're great.

Street parties - the myths and the facts

Myth 1: It's too difficult and confusing

Streets Alive and The Big Lunch have great websites to help you plan (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 a licence

The Licensing Act 2003 does not require a music licence at a street party unless amplified music is one of the main purposes of the event.

However, if you plan to sell alcohol you will need to check whether you need a Temporary Events Notice. This is a temporary permission for licensable activities which currently costs £21 and covers events of less than 500 people. For more information or to make an application, please contact your local licensing authority by entering your postcode at [Temporary Events Notice](#).

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 where and when the closure will take place in order to 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 make it as easy as possible for you to organise and enjoy your street party.

Or you can organise a gathering or 'Street Meet' on private land, such as a driveway or front garden, without any requirement to fill in council forms. Residents should speak to Hyndburn Council about their plans - Streets Alive has some [excellent guidance](#) on how to go about it.

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' (see Myth 3 above).

Myth 6: You need to buy expensive road signs

Whilst Hyndburn Council isn't able to lend you signs and cones, you can hire or buy signs, or even print your own from downloadable templates if they are for use in daylight. [Streets Alive gives advice](#) about this.

Myth 7: You need expensive insurance

There is no requirement from central government to have public liability insurance. Hyndburn Council do not insist on it but if you think insurance would be a good idea, have a look at the advice on the Streets Alive and Big Lunch websites and shop around. Quotes for insurance start from as little as £50, which can be split between people attending, or you could hold a raffle or ask for donations to cover the costs.

Myth 8: You need a food licence

The Food Standards Agency (FSA) has confirmed that one-off events such as street parties aren't usually considered food businesses, so there are no forms to fill in.

However you must ensure that any food provided is safe to eat.

The FSA provides more [detail about street parties](#) on its website.

The NHS Choices website has practical tips on [how to prepare and cook food safely](#).

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

Celebrating your community

Application form for a street party

Road closure for residential street parties

Name of person:

Organisation (if applicable):

Contact address (including postcode):

Telephone number (daytime):

Telephone number (evening):

Email address:

Name of road(s) to be closed:

Date and time 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 may need to send a traffic plan showing the 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, the bus company will need to be consulted.

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

YES/NO

If not you will need to change your plans to accommodate them.

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 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. 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 all premises 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 completed 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.