



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 road closure 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.

Good luck and enjoy your party!





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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 private street party and other public events are listed below or can be found at:

Your guide to organising a street party - GOV.UK

Street Parties

- For residents/neighbours only
- Only publicised 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



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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 for a road closure.

The Council will contact the Street Party organiser to let them know if the application has been approved.

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 Street Party website: **streetparty.org.uk** and The Big Lunch website: **thebiglunch.com**

The Myths and the Facts

◆ (Up-to-date list found at Your guide to organising a street party - GOV.UK)

◆ 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.

If you are using social media to advertise your event, make sure you are not advertising to the general public or outside of your community, as this could mean you need different permits or insurance.

◆ 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 six weeks' advance notice as we need to put in place a temporary road closure 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.

The Myths and the Facts

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

The law allows councils to charge for the cost of arranging a traffic regulation order for a road closure and some of them may charge a small fee. 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 six 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.

Both Street Party and The Big Lunch websites have advice on road closures.

The Myths and the Facts

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 Street Party website and The Big Lunch website and shop around. Costs vary depending on level of cover required and number of people attending but could be split between households or you could ask for donations to cover the costs.

Myth 8: You need a food licence

The Food Standards Agency (FSA) have 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 all food is prepared and stored safely, and that volunteers handling food are following hygiene practices.

The **FSA website** provides more advice about providing safe food at street parties and other community events.

The NHS Choices website has practical tips on how to prepare and cook food safely.

Myth 9: You need a licence to run a raffle or lottery

You do not have to register a lottery (which includes raffles, sweepstakes and tombolas) if you are running an 'incidental lottery', but tickets must be sold at the event and prizes cannot be rolled over from one event to another.

Anyone at the event (including children) can take part in this sort of lottery. No more than £100 can be deducted from the proceeds of the lottery to cover the expenses incurred in organising the lottery (e.g. ticket printing), and no more than £500 can be spent on prizes (not including donated prizes).

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 into 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.

Contact Details and Further Information

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

01254 388 111

Or via email at:

enquiries@hyndburnbc.gov.uk

Further information about arranging other types of public events can be found at

Events in Hyndburn – Hyndburn Borough Council
or email **enquiries@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)*

(evening)

Email address:

CELEBRATING YOUR COMMUNITY

Application form for a Street Party

Road closure for residential street parties

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.*

CELEBRATING YOUR COMMUNITY

Application form for a Street Party

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 Streets Alive (www.streetparty.org.uk) who will be able to help you with street signs.

CELEBRATING YOUR COMMUNITY

Application form for a Street Party

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:

Planning & Transportation

Engineering Services

Scaitcliffe House

Ormerod Street

Accrington

BB5 0PF

Email: enquiries@hyndburnbc.gov.uk

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.

