

Your guide to organising a street party

Foreword by Greg Clark

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Street parties are a great part of British life and an opportunity for communities to come together to celebrate national occasions. Thousands of street parties took place for the Queen's Diamond Jubilee in 2012, and over 7 million people got together for The Big Lunch in June 2015.

Street parties are simple to organise. This guidance sets out what you need to think about, busts the myths about what's needed, and includes a simple form to let your council know about your plans.



What sort of events does this apply to?

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 your council, which in most cases will be the district or borough. This should provide all the information they need. You can find your council by entering your postcode at [Find your local council](#).

The number one tip for holding a party is to plan early, share jobs out amongst residents and get in touch with your council at least 4-6 weeks in advance. A good first point of contact will be your council's highways, events or communities team. If you encounter any difficulties speak to your local councillor who will be happy to help.

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, so do check them out.

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 can also use Gov.UK to access local information and contact details for more advice (enter your postcode at: [Apply to hold a street party](#)).

You should not need a risk assessment – as long as consideration is given to the needs of all those attending, common sense precautions should be enough.

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 your council needs to know is where and when the closure will take place so they can plan around it (for example, so emergency services know). They will need a few weeks' advance notice as they will need to put in place a traffic regulation order. If councils really need more information they will contact organisers, but they are expected to take a 'light touch' approach. If your council asks for excessive information, you should challenge them.

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 their council about plans - Streets Alive has some excellent guidance on how to go about it (<http://www.streetparty.org.uk/residents/street-meet.aspx>)

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

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 –

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

If no, you can speak to your council or Streets Alive who will be able to help you with street signs (<http://www.streetparty.org.uk/road-closed-signs.aspx>).

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 your local council. To find your council enter your postcode at Find your local council [Find your local council](#). In areas where there is a district or borough council **and** a county council, it will normally be the district or borough council which deals with road closures for street parties.

Once you've completed a form and sent it to your local council, they will look at what you are proposing, process your application for a road closure and let you know if there is anything else you need to consider.