

Street parties - some guidance

With the upcoming royal wedding you may be thinking about holding a street party to celebrate. We've put this guide together to help you plan your party and answer any questions you may have.

Warrington Borough Council supports the holding of street parties and welcomes enquires from members of the public. If you have any further questions please do not hesitate to contact the council on 443322.

Q. How do I start to coordinate a street party?

A. If you are organising a street party you should get in touch with your area co-ordinator by calling:

- 572072
- 815468

It's also a good idea to appoint a coordinator from your group. This person can liaise with the council for permissions or advice. It will also provide the council with a single point of contact and help speed the process up if permissions are needed. Make sure all residents affected by your event are made aware of the arrangements. For example, closing your street off will impact on access to properties. By making people aware of the details they can make alternative arrangements where necessary and are less likely to complain.

Q. Do we need insurance cover?

A. You are not required to hold public liability insurance cover for a small residential street party. But you may think insurance would be a good idea you might find it helpful to go on Streets Alive (www.streetparty.org.uk) and The Big Lunch website (www.thebiglunch.com) for further advice. Quotes for insurance start from as little as £50. The cost can always be split between residents, or you could hold a raffle or ask for donations to cover the cost.

Q. Do I need to do a risk assessment?

A. you do not have to do risk assessments for your street party but you may wish to think about how you can minimise things going wrong. For example, what would you do if there was bad weather? Can you use plastic plates and cups rather than glass? Have you made sure an adult is in charge of the barbeque? Thinking about these things in advance could save a lot of trouble on the day.

Q. We're serving alcoholic drinks, do we need an alcohol licence?

A. No, licences are only required if alcohol is sold. At a private party, sharing drinks with your neighbours does not require a licence. If you do want to sell alcohol you will need to contact the council for a Temporary Events Notice form. This costs £21.



Q. We're playing music, do we need an entertainment licence?

A. No - if your street party is a private party for residents and the music is not advertised in advance to attract people, and you're not making money then there is no need for a licence for your music, whether it's live or recorded.

Q. Do we need a permit to serve food?

A. No - as a private party, you do not need a licence unless you want to sell hot food and drink after 11pm. Think about asking all your neighbours to bring a dish to share. This is also a good way to bring different groups of people together.

Q. Do I need a food hygiene certificate to serve food?

A. No, just remember to follow these basic rules;

- Keep food covered and where necessary refrigerated as close to service as possible
- Wash your hands before handling food
- Keep food surfaces clean
- Cover any cuts or scratches with a plaster
- Make sure food is cooked thoroughly

Q. We're having a tombola/raffle, do we need permission?

A. Probably not. If the tombola/raffle tickets are sold on the day and the prizes are not worth more than £500 in total then it will be exempt from gambling regulations. However, if tickets are sold in advance of the event, you will need a lottery registration, but do speak to your council first. Any proceeds from the tombola/raffle must go to a good cause such as charity or even to cover the cost of your party. Alternatively, if you did want to raise some money for a specific charity, you can always ask people for donations.

Q. What if I need to close my road?

A. Road closures for street parties are for the council to agree. Some streets are easier to close than others, think about other residents, emergency services access and how your closure will impact on other streets around you. Please complete the form below and send to the council within 6 weeks of any street party

A cul-de-sac is the easiest of areas to close off:

- Advise all residents in the cul-de-sac of the event
- Advise the council of the closure
- Close the entrance to the road with a clear sign across the whole width of the road.

Road cones are ideal for this purpose.

Closing other streets off is more complex. All roads can be closed, however traffic has to go somewhere and complex diversions are occasionally used which can be costly. Make sure you contact the council for advice.

Before you apply for a road closure, consider if your road is:

- a through road
- a bus route
- an A road
- a feeder road to an estate
- close to a hospital, police station, ambulance service or fire station where access is required at all times

Also consider if there is there a piece of land off the highway that would be more appropriate for your party.



Whilst the council will try to approve all road closures for street parties, this may, on a small number of occasions be impractical. To ensure the safety of all road users the council may require a formal traffic management system to be put in place and this may incur a cost to you.

Q. Are we legally obliged to keep the noise down?

A. The council doesn't want to spoil anyone's fun, but we have to make sure people are not stopped from having a good nights sleep!

To be on the safe side:

- Let all your neighbours, including those on surrounding streets, know about your event, what time it will finish and what you have planned
- Be specific about when any music will end, and ensure it ends on time. The latest time for amplified music outdoors is 11pm and normally would not be any later than 10pm
- Include a name and telephone number of an individual that residents can contact if they are being disturbed by the party
- Take immediate action if noise levels are causing a disturbance
- Peoples' tolerance of all forms of noise tends to lessen the later an event runs, so make sure the music and other entertainment is reduced in the evening as children and other residents may be trying to sleep
- Invite everyone on your street - if they are at the party, they won't be complaining about being disturbed
- If you do get a complaint, be understanding and helpful, and try to resolve the problem informally.

If the council receives complaints about excessive noise or safety concerns about your street party this could impact on any future requests for street parties you may want to have.

Q. Do we need to clean up afterwards?

A. Yes, you will need to clean up after your street party. It's your street, your party, so keep your local area clean and tidy. Let people know in advance what time the party will finish and have a section set aside for bin bags and recycling. The council reserves the right to charge the event organiser for cleaning the area if this is not done properly.

Some other things to consider:

- How would an emergency vehicle access your street in a real emergency?
- How/where will cars be parked during the party to provide space for the event?
- Chairs, tables and gazebos - consider their location and how these impact on emergency access within your street.
- Bunting - take care when putting this up, use a ladder and get someone to hold the ladder steady.
- Do not have bonfires or fireworks, these are not permitted on the street.
- Barbeques are fine, but consider fire safety if you put a gazebo over your BBQ.
- It's good to have a first aid kit handy.
- How/where will cars be parked during the party to provide space for the event?

Royal wedding day - Bins will be collected as usual on Friday 29th April. If your collection is on this day you will need to consider this when closing your street. If we are unable to collect on the Friday due to street closures we will collect on the next collection day.

Q. Where can I get further information?

A. You can find a detailed guidance document for organisers of events at www.warrington.gov.uk



Street Parties 2011

Event Name :

Date & Time of Event:

Name of event coordinator:

Address of Organiser:.....

.....

Tel:

Email Address:

No. of People Attending

Details of the event including a list of activities and a plan of any proposed road closures:

Do you hold Public Liability Insurance?

Yes No

State the amount of cover

£

Will food, drink (incl. alcohol) available at the event?

Yes No

Signed:

Dated:

Please return this form ASAP (at least 4 week prior to the event) to:

Highways Assets, New Town House, Buttermarket Street,
Warrington WA1 2NH
highwaymaintenance@warrington.gov.uk

