



EAST RIDING
OF YORKSHIRE COUNCIL

Guidance Notes

For Holding a Small Street Party



Lead directorate
Effective Date
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Contact Officer
Contact Number
Approved by

Director of Communities and Environment
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Streetscene Services

Introduction

Street parties are a traditional part of community life; they are a simple way for us to get to know our neighbours and meet members of the community whilst celebrating an event. We want to ensure you have a safe and enjoyable day, and we hope that this information will enable you to do so.

There are necessary measures that need to be put in place to ensure a safe and successful party. Here at East Riding, we are trying to keep the 'administration', that organisers have to carry out, proportionate to the size of the event. This guide relates to 'small' events and sets out measures that organisers need to carry out. We will also discuss at what point a 'small' event migrates to a 'large' event, requiring additional measures to be put in place.

What sort of event does this apply to?

This guide applies to 'small' gatherings whereby groups of residents get together for an event. The main differences between 'small' street parties and 'large' street parties/ public events are listed below:

'Small' street parties

- 1 For residents and their family, friends and neighbours only.
- 2 Publicity only to residents.
- 3 No requirement for a licence if:
 - music is incidental to the event,
 - AND - the event does not include the selling of goods or services,
 - AND - alcohol is not for sale.
- 4 No formal risk assessment needed (but is advisable)
- 5 Self organised.
- 6 Public liability insurance advised.

'Large' street parties or public events:

- 1 Anyone can attend.
- 2 External publicity (such as newspaper).
- 3 Licences needed.
- 4 Formal risk assessment required.
- 5 Public liability insurance essential.
- 6 Professional /skilled organisers / stewards and marshals are needed.

If your event is a large street party or public event you will require a licence agreement.

Please Note:

If the event involves the sale / supply of alcohol, late night refreshment after 2300 hours, the performance of plays, the showing of a film, the performance of live or recorded music, the performance of dance, provides boxing or

wrestling entertainment, the performance of puppet shows, or provides entertainment of a similar description, then you may need approval under the Licensing Act 2003.

Also, if the street closure you are applying for is within a no drinking zone (to which you will be advised), and alcohol is likely to be consumed, you will need to seek a Temporary Events Notice to ensure an offence is not committed.

Please Contact the East Riding Yorkshire Council Licensing Officers for advice on: Tel 01482 396182 / 01482 396218 or: Email: licensing@eastriding.gov.uk

So what is needed?

- 1 Approval to close the highway to vehicular traffic.**
- 2 Public liability insurance.**
- 3 Legal responsibilities.**
- 4 Organisers' responsibilities**

1 Approval to close the highway to vehicular traffic

In order to afford proper protection under the law, the road must be formally closed using a legal order, so that in the rare event that a motorist were to drive within the closed area, causing damage or injury, there would be full legal redress by the damaged parties. Without a formal road closure, you as the organiser could be held responsible for any loss or damage and liable to be prosecuted by the police for obstruction of the highway.

To organise a road closure, you will first need to contact The Streetscene Events Officer in order to discuss the feasibility of your request. This will take into account the likely disruption that the closure will have on traffic flows and diversion routes, public transport, and to the access of those living or working within the closure area, for example.

If agreed, you will be sent a form to complete which you must return giving details of the closure. You will also have to obtain supporting signatures from all the residents / businesses that would be affected by the closure. (they do not necessarily all need to sign or to agree, but we would expect at least 70% of those who do sign to be in favour of the event)

You, as the organiser, are responsible for the provision and the placing of all necessary traffic barriers, road closed signs, warning signs and cones which we may be able to assist you with to ensure the area is properly secured.

Once agreed, your application will be processed; you will receive a number of laminated legal notices to erect on suitable street furniture around the closed area. You will have to remove and destroy these after the event.

The council does not charge for road closures in this circumstance.

Please note 56 days is the absolute minimum notice required by this council in order to process a legal road closure order.

2 Public liability insurance

The council strongly advises organisers of events to have in place public liability insurance to a level of at least two million pounds to cover the event or activity. Should you choose not to take out public liability insurance, you or your organisation could be held personally responsible for all actions, claims, costs and liabilities. This would be in respect of any loss, damage, injury or death suffered, or alleged to have been suffered, by any person in consequence of or arising out of any negligence on the part of the organiser or any member of the organisation.

The definition of event includes the setting up and clearing away.

The council will not be insisting that public liability insurance is sought before granting consent to organisers of 'small' street parties. This is your choice, but you do need to consider the above advice.

You may find it helpful to go on the Streets Alive website (www.streetparty.org.uk) and The Big Lunch website (www.thebiglunch.com) for further advice regarding insurance costs.

3 Legal Responsibilities

Under common law, voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities. This applies to street parties. When something goes wrong, individuals may in some cases, sue for damages using the civil law if they are injured as a result of another person's negligence.

4 Organisers' Responsibilities

You will be required to:

- Inform the fire, police and ambulance services of your intention to close the road (contact details are included on the Road Closure Application Form.)
- Keep the carriageway, footways and verges, within the agreed closure, in a clean and tidy condition and clear of litter at all times.
- To reinstate the carriageway, footways and verges, within the agreed closure, to the satisfaction of the Highways Authority.
- To consider any essential access, for example refuse collections, and implement contingent plans if necessary.

The use of any type of cooking appliance including a BBQ set is prohibited on any carriageway, footway or verge.

Additional information can be found at website

<https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party>

For further information or to discuss your proposed street party with the council, please contact

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We hope you have a successful and enjoyable street party.