



## **Planning a Street Party**

Street parties are a great way to celebrate the Coronation of His Majesty The King. They are also a great way to get to know your neighbours.

Street parties don't have to be complicated. If you are thinking about organising a small street party we want to make it as simple as possible for you.

### **Top Tips for a successful street party**

#### **Where will you hold the event?**

For a small event you could hold it in your garden or on your driveway. You could hold it in a local park. Parks and green spaces are ideal venues for parties. Alternatively, a car park or church yard maybe a suitable option. You may prefer to hold a street parties on a roadway, in which case you may need to apply for a road closure. Further information can be found [here](#).

You may need a 'Plan B' in case it rains or is really windy – will you cancel the event if the weather is really bad or hire a village/ church community hall?

You don't need to formally apply to the Council just because you are having a small street party but you will need to apply for a [road closure](#) or [licence](#) (Temporary Event Notice) if needed.

Don't forget to get the landowner's permission to use the land too.

#### **Road Closures**

Check out our website information to see if you need to apply for a road closure and what you are required to submit as part of your application. [Road Closures](#). Make sure you apply by **Friday 3rd February 2023** as it can take some time to process.

## **Risk assessment**

Whilst you don't need a written risk assessment, it is a good idea to ensure that you have fully considered the safety of the event and that you minimise risks to the people attending.

## **Marquees/gazebos/ bunting**

Ensure that marquees/ gazebos are fit for purpose and properly tethered. Consider if you will need to dismantle them in high winds.

No royal street part if complete without some bunting, but ensure that you erect it safely, from siting it appropriately (away from electrical poles) and making sure your ladder is in good condition, suitable for the purpose and the rungs free from grease and dirt.

## **Bouncy Castles**

There have been some serious accidents involving bouncy castles in recent years. You will need landowner permission to use them and assuming this is given, you will need to ensure that any provider of a bouncy castle is competent, that the bouncy castle complies with British standards, that the operator has a suitable and sufficient risk assessment in place and adequate Public Liability Insurance. Further information can be found [here](#).

## **Do you need a licence?**

As long as you're not selling food or alcohol and your party is a private, free event, you don't need a licence. Otherwise you may need to apply for a [Temporary Event Notice](#). Maybe give some consideration to underage drinking and what you might do to prevent it.

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. More advice can be found [here](#) and [here](#).

## **Consideration to neighbours**

You'll probably have invited all of your neighbours but there may be some that don't want to come/ can't make it. Have some consideration for them by making sure music isn't too loud or goes on too late. (We'd recommend 9pm outside) Set a cut off time for when the party will end and have a variety of activities/games to disperse between the music. Make sure they can still access their properties.

## **Insurance**

Public Liability Insurance covers against accidental injuries to third parties (other people) and damage to property. There is no legal requirement to have Public Liability Insurance in place, but the landowner may require this and/ or you may simply consider it a good idea to do so. Policies for small events can start at as little as £50. Perhaps you could fund it through a raffle. For more advice check out the [Streets Alive](#) and [Big Lunch](#) websites.

## **Preserve your environment**

Yes, you will need to clean up – it's your party and your street and you'll want to keep it looking tidy. Try to minimise the amount of waste and ensure it is recycled wherever possible.

For safety reasons it is a good idea to avoid glasses, but single use plastics should be discouraged too. Why not get people to bring their own reusable glasses and crockery.

## **Have a plan for emergencies**

Whilst it's very unlikely that you are going to have an emergency, it's always good to be prepared so give some forethought about how you might deal with an emergency e.g fire/ injury etc.