**Street Party Information and Application Form**

**What sort of events does this apply to?**This is about the sort of street parties and fetes that groups of residents get together to arrange for their neighbours. The main differences between a small street party and fetes and larger public events are listed below:

**Street parties and fetes: Larger public events:**  
For residents/neighbours only Anyone can attend  
Publicity only to residents External publicity (such as in newspapers)  
No licences normally necessary if Licence usually needed  
music incidental and no selling is involved Insurance needed  
No formal risk assessment needed Risk assessment common  
Self-organised Professional/skilled organisers

**Street parties**

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 DirectGov to access local information and contact details for more advice (enter your postcode at the DirectGov website).

**Risk Assessment** -You don’t need an elaborate risk assessment – just the common sense precautions you take in your own daily life.

**Entertainment licence** - The Licensing Act 2003 explicitly exempts garden fetes "and functions or events of a similar character" from being regarded as “regulated entertainment”. You only need a licence if you plan to sell alcohol or charge for a performance.

**Street Meet** - you can organise a gathering or 'Street Meet' in another space such as a local park, driveway or cul-de-sac without any requirement to fill in council forms. Road Closure Orders are only required where the street party takes place on the roads. Residents should speak to the council about plans - Streets Alive has some excellent guidance on how to go about it.

**Costs** - the Council does not charge a fee for the application for a street party

**Time Scale** – Please submit your application 8 weeks in advance

**Insurance** - There is no requirement to have public liability insurance however the Council strongly recommend it. You might find it helpful to go on the Streets Alive and Big Lunch sites for tips. Quotes for insurance start from as little as £53 – and the costs can always be split between residents, or you could hold a raffle or ask for donations to cover the costs.

**Licence** - If you want to have a pay bar or intend to provide entertainment to the wider public, or charge to raise money for your event, you will need a Temporary Event. There is usually no legal requirement for a food licence however please make further enquires with the Council if sale of food is proposed.

If you would like to hold a street party or fete, you can use the form below to let the Council know about your plans. The number one tip for holding a party is to plan early, think about what you want to achieve and get in touch with the council at least 8 weeks in advance.

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**Application form for a street party or a small community event**

Road closure for residential or neighbourhood street parties

Name of person:

Organisation (if applicable):

Contact address (incl. 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 – e.g. Cedar Close numbers 1-20 and numbers 21-98

Are any of the roads to be closed used by through traffic?

YES/NO?

If yes, you will need to send a traffic plan showing the exact 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, you will need to consult the bus company and attach a copy of their response.

Will access for emergency vehicles (if required) be readily available at all times?

YES/NO?

If no, you will need to discuss this with your council and emergency services. In the interest of safety we highly recommend that roads are accessible for all emergency vehicles.

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?

Have most residents agreed to this neighbourhood/community 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. It is worth remembering that 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 about the road closure?

YES/NO?

If yes, please attach a copy of your consultation invitation/notice and confirm the date it was sent:

If no please advise why not:

By signing this application form you are confirming that you agree **to the following terms and conditions:**

1. you will be responsible for obtaining any other licences that may be required for the event
2. you will liable to the council the full costs of any damage to the highway or street furniture or other loss or damage suffered by it and of any claims made against it as a result of the making of the Order and which arise from your negligence or, if you represent an organisation, the negligence of your organisation’s members or officers. We strongly recommend that you take out Public Liability Insurance for the duration of your road closure
3. any Traffic Regulation Order or other statutory provision which is currently in force in the roads to be closed will remain in force during the closure unless specified to the contrary on the Legal Order
4. you will be responsible for cleaning the street, if appropriate, in order to return it to its condition prior to the closure
5. you acknowledge the event is subject to any law, regulation and guidance issued by the Government in light of the **Coronavirus (COVID-19).**
6. you consent to the Council distributing the information in this form to third parties including but not limited to Lancashire County Council and Lancashire Constabulary and agree that the information may be used publicly. The Council confirm it will keep this information 6 years. For more information about how the Council may use your information please see the Privacy Notice on the Councils website.

Signed………………………………………………………………………………………………………………………….

Print Name………………………………………………………………………………………………………………….

Organisation (if relevant)……………………………………………………………………………………………..

What happens next?

Send your form to [legal@chorley.gov.uk](mailto:legal@chorley.gov.uk) or [tamina.iqbal@southribble.gov.uk](mailto:tamina.iqbal@southribble.gov.uk)

The council will look at what you are proposing in conjunction with Lancashire County Council and Lancashire Constabulary, they will process your application for a road closure, provide information to consultees and they will let you know if there is anything else you need to consider before they can grant the road closure order.