

Application for a Street Party Road Closure

This relates to the sort of street parties that groups of residents get together to arrange for their neighbours. The main differences between a small street party and larger public events are as follows:

Street parties:

For residents/neighbours only

Publicity only to residents

No licences normally necessary if music is incidental and no selling is involved

Self-organised

On private streets or cul-de-sacs

Larger public events:

Anyone can attend

External publicity (such as in newspapers)

Licences needed

Professional/skilled organisers

On through roads which affect not only street party attendees

Organising small, private street parties is simple and providing alcohol is not **sold** and entertainment is not provided, licences will not be needed. If you want to sell alcohol, intend to provide entertainment to the wider public, or charge to raise money for your event, you will need a Temporary Event Notice which is a type of temporary licence.

A larger event or a street party proposed on a through road (road which may access other streets) will require a more detailed process (see the North Yorkshire Council Event Planning Protocol) requiring you to provide a traffic plan, detailed risk assessments, public liability insurance and arranging for a contractor to temporarily sign diversion routes. We can still process this, however we charge a more expensive fee as the legislation requires us to advertise the closure in the press, which we must pay for and the requirement for wider consultation results in us needing much more time and staff resources.

It's that simple

If you would like to hold a street party, you can use the form overleaf.

Remember to plan early, think about what you want to achieve and get in touch with the council at least 10 weeks in advance.



Application form for a street party road closure in North Yorkshire

Road closure for street parties

Name of person (Event Organiser):

Organisation (if applicable):

Contact address (including postcode):

Telephone numbers (daytime, evening and mobile):

Email address:

Name of street to be closed:

Date and time of closure (road to be re-opened at least one hour before sunset):

Give a brief list of properties affected. This means any property, residential and **commercial**, which is located on or accessed only by the street you wish to close – for example Cedar Close numbers 1-20 and numbers 21-98

Checklist

Road to be closed is not used to access another road	<input type="checkbox"/>
Disabled access and access for emergency vehicles will be available at all times	<input type="checkbox"/>
Closure signed using appropriate signing.	<input type="checkbox"/>
All residents and businesses affected by your proposals agreed to this closure	<input type="checkbox"/>
I have enclosed a copy of the notification sent to all frontagers	<input type="checkbox"/>
No amplified entertainment or generators are planned	<input type="checkbox"/>
No alcohol or food is being sold	<input type="checkbox"/>
No Fireworks/Pyrotechnics are planned	<input type="checkbox"/>
No hot air balloons, bouncy castles, animal or fairground type rides are planned	<input type="checkbox"/>

Declarations: I have read the Notes for Guidance and conditions attached and agree to abide by them. I understand that as organiser of this event I am responsible for the street party and any traffic management identified. I am also responsible for the safe, orderly and proper conduct of those attending and that I will be responsible for all third party or other claims or costs arising out of the event and the associated road closure.

Please sign the following box:

The council wants to ensure most people are happy with this event, so if there are any objections you should let us know. We 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).

In order to close the road to traffic for a Street Party, the council must go through a legal process required by the Town Police Clauses Act 1847. This will incur costs in the region of £300. You will be invoiced for this amount following the sealing of the Order. Charitable events and not-for-profit organisations will be exempt from this fee, however where a road closure may require advertising costs, the council reserves the right to recover these from the Event Organiser.

What happens next?

The council will look at what you are proposing, will process your application for road closure and will let you know if there is anything else you need to consider.

We will forward your request to North Yorkshire Police for information.

We hope this guidance has made things easier for you. Good luck with your event. You will be contacted to confirm that your street party is approved or otherwise.

CONDITIONS

The applicant shall be responsible for compliance with the following requirements of the council.

1. The road to be closed shall be clearly defined throughout the time of the closure by means of a Road Closed sign at the start of the closure as indicated below. Each sign shall read "**ROAD CLOSED**" in capitals text to be 150mm in height, white letters on a red background.
2. Any barrier placed in the carriageway shall be white and adequately weighted to prevent it from being blown over.
3. All signing and other physical obstructions in the highway shall be erected and removed, along with any debris resulting from the event, during the time of the closure specified in the application form. Failure to do so will render the organiser liable to extra charges for cleaning the highway.
4. Nothing is to be fixed to the highway (including road, footway, verges and open space) nor any excavations made in the highway.
5. Any subsequent damage to the highway which is identified following inspection after the street party will be reinstated by the council and all costs will be reclaimed from the Event Organiser.
6. No claims will be made from the council as a result of this street party and associated road closure.

Road closure sign minimum requirements



Notes for Guidance

Q. Do we need insurance cover?

A. As the Event Organiser you have a responsibility for the conduct and safety of the participants of the event and although we strongly recommend you take out Public Liability Insurance, for your own peace of mind, this is not essential.

Q. Do I need to do a risk assessment?

A. As the Event Organiser you are responsible for the event and you should be able to demonstrate that you have managed risk appropriately. Examples of risk assessments can be found in the Home Office: 'Good Practice Safety Guide for small and sporting events on the highway, roads and public places'. This can be downloaded from the [Home Office website](#). A thorough Risk Assessment may be a requirement of your Public Liability Insurance provider and this may help to keep the premium down.

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 did want to sell alcohol, you will need to complete a Temporary Events Notice form.

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 (under the Licensing Act 2003) to sell food (unless you want to only sell hot food and drink after 11pm). Remember you can always ask your neighbours to bake a cake, make a sandwich or bring food to share with one another. This is also a good way to bring different groups of people together.

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

A. Probably not. If the tombola/raffle tickets are **only** 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 us first). Any proceeds from the tombola/raffle must go to a good cause such as charity or even covering the cost of your party. Alternatively, if you did want to raise some money for your local church or charity, you can always ask people for donations.

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 please keep your local area clean and tidy. Let people know in advance what time the party will start and finish and have a section set aside for bin bags and recycling.

For more information see the council's website.