

# Havering Council

## Street party guidance

To help residents celebrate special events, we have produced a simple application process and there will be no charges or fees for street closures.

If you wish to apply to hold a street party in Havering, please read this guidance, complete the application

form and return it to us **no later than eight weeks prior to your event**. This will give us time to share your request with the emergency services and TfL so that your road closure can be considered. Once received, applications will take approximately three weeks to process.

### What is a street party?

A street party is a small event for local residents and neighbours that is organised by and for the residents in one or two small streets, without external publicity.

Activities at a street party do not normally need a licence and you do not need to buy Public Liability Insurance, although you may wish to consider this, especially if you have entertainment such as bouncy castles.

### When to hold it

You may hold a street party on a Saturday or a Sunday (or a bank holiday - if a special commemorative date). To give as many streets as possible the chance to hold a street party, we are only able to close a road once in a calendar year. You may start your party from 10am and it must finish by 8pm.

It is a good idea to start planning your event as soon as possible. A basic plan for the day could be:

- Remove cars by 11am
- Have lunch at 2pm to bring everyone together
- Hold fun activities that everyone can take part in
- Have a tea party at 5pm
- Finish by a 7pm so as not to keep other neighbours awake

### Planning and meetings

Start by asking a couple of neighbours you know whether they are keen and agree a date early on.

Invite the whole street to the first meeting and you may need two or three more meetings to finalise your plans.

It is a good idea for someone to make notes of who is doing what and to copy invitations to all houses. Keep meetings informal and share out the activities and jobs - do not let anyone dominate.

### Sharing your plans with those who may be affected by your party

Before completing the street party application form, it is important that you share your plans with residents and any local businesses and deal with any objections.

If somebody has an objection to your party, you should listen to their concerns and look at ways to address them before you complete the application form. They may have the wrong idea about the 'party'. Some people can worry about their car or may not wish to be sociable. If noise is kept low, they should have no reason to stop the party going ahead.

Please remember a street party is for residents only and there should be no outside 'publicity', as this will make your street party a public event.

### Encouraging your neighbours to take part

Most neighbours will normally join in as it is right outside their door - they will have to decide whether or not to go, if only for a short time. However, allow for all tastes. Some, such as older people, can feel quite wary or vulnerable and so a little effort may be needed to encourage them, such as:

- invite them face to face
- assure them that your event is for all ages, and not just for children
- put out chairs to sit on
- have a quiz or display photos from previous street parties or about the history of the street
- play music they like or ask them to show off their dance skills

## Road Closure

Ideally a street party should be held in a cul-de-sac or a dead end section of road. We know this is not always possible, and we will assess each application individually. We will need to take into account any traffic diversions required, any scheduled road works and if there are already any other road closures due to parties in your local area. We will also consult with TFL, the fire brigade, ambulance service and police.

Unfortunately, due to high traffic volumes on Havering's road network we will be unable to close 'A' roads and any part of a road that is used as a bus route.

Whilst we will try to accommodate your request, we may not be able to agree to close your road. If we are unable to close your road, we will try our best to help you find an alternative venue for your street party. This may be joining up with another street party in your local area or using a local park or green space.

## Road signs, cones and barriers

To ensure drivers are aware of a road closure, it is important that the correct signs and barriers are used. We will provide each street party with the road signs and cones needed to allow the road to be closed safely, free of charge. Unfortunately, due to the cost of road signs and cones, we may need to charge for any losses or damage. The road signs and cones will be delivered during the week leading up to your party and collected after the extended weekend.

You will need to nominate a willing volunteer in your street who will be responsible for the road signs and cones. They will need to store the equipment when it is not being used; this could be in a garage, shed or a secure back garden. They will also need to take responsibility for organising residents to put the road signs and cones out on the day of your party and removing them once the party has finished.

We will contact the nominated person to discuss the amount of equipment you will need and suitable times for delivery and collection.

## Bunting and street decoration

It is hard to imagine a street party without bunting and this is best hung from side to side across the road, between the upstairs windows, gutter downpipes, lampposts and trees.

There is no reason why you cannot decorate your street, but please use your common sense when putting decorations up and make sure bunting is tied securely. Please avoid tying bunting to signs or lights attached to lampposts, which may not hold it. Ideally lightweight bunting should be used.

Bigger decorations, such as large flags can create a 'sail effect'; this is when the wind blows into the decoration causing it to pull hard on the item it is secured to, so extra care should be taken with large decorations.

Please remember, what goes up must come down! Any items hung across the road or pavement must be removed at the end of your street party. Any other decorations which will not cause a hazard to vehicles and pedestrians can be removed the day after your party. Remember that decorations, which are obvious in daylight, may be difficult to see in the dark.

If you have safety concerns about a lamp column, road or pavement you can report it to the Council's Streetcare service on **01708 432 563**.

## Insurance and safety

It is always a good idea to think about the possible risks that could cause injury to people attending your party. Although you do not need to have a formal risk assessment, you should think about how you can minimise things going wrong. Having a backup plan is vital to ensure success. For example, what would you do if there were bad weather? Can you use plastic plates and cups rather than glass? If you have a barbeque, make sure an adult is in charge of it at all times.

We have produced some hints and tips for organising a street party, which you may find useful for planning your event.

We do not require you to have Public Liability Insurance for your event, although you may wish to consider it.

Public Liability Insurance, subject to the conditions of the policy, will indemnify you against any claims for damages or injuries that may arise resulting from your street party.

You might find it helpful to visit the Streets Alive website at

**[www.streetparty.org.uk](http://www.streetparty.org.uk)** for further advice.

## Licences

You should not normally need to apply for a licence for a street party provided any performance or recorded music is background music to the day and not a main part of your Street Party. If you are publicising a programme of bands or are selling things like entrance tickets or alcohol, you would need to apply for a Temporary Event Notice (TEN). For more information and to apply for a TEN, call the Licensing Team on **01708 432 323** or e-mail **[licensing@havering.gov.uk](mailto:licensing@havering.gov.uk)**

not publicised externally it can work.

## On the day

- Politely remind people to move their cars out of the road closure area. Try your best to have all the cars removed, but do not worry if a few are left. It is the responsibility of the driver to ensure they adhere to any parking restrictions or permit schemes when finding alternative parking.
- Organise some volunteers to help your nominated person to set up the road signs, cones and barriers.
- Ensure that no vehicles enter or leave your road-closed area during your party. The only exception would be for any emergency vehicles needing access to your street.
- Ensure any items blocking the road can be moved quickly and easily should the Emergency Services need access to your road.
- Your road closure is for vehicles only. Pedestrians must still be able to use your street.
- After your party, please clean up your rubbish and remove all tables and chairs etc.
- Once everything is cleared up, organise some volunteers to help your nominated person remove the road signs, cones and barriers.

## Further information and guidance

This guidance has been produced with help of Streets Alive, a not-for-profit group who promote community spirit at street level through street parties and other neighbourly activities. You can find lots of helpful information and advice on their website at [www.streetparty.org.uk](http://www.streetparty.org.uk)

The Health and Safety Executive (HSE) are an independent regulator and act in the public interest to reduce work-related accidents and injuries. Their website contains lots of advice that you may find useful. Their website is [www.hse.gov.uk](http://www.hse.gov.uk)

If you have any questions regarding your application, please call us on **01708 434 153** or e-mail [events@havering.gov.uk](mailto:events@havering.gov.uk)

## Frequently Asked Questions

### What if it rains?

Be ready to cover things up and wait until it passes or delay your activities. Rain should not stop your party. It is a good idea to have alternative arrangements in case of bad weather. Unfortunately, any road closures will not be transferable to another day.

### Why not join more streets together?

It is ok to think about joining with another street, especially if they have a more suitable road for holding the party on, such as a cul-de-sac. However, do not make your party too big, as long as it is for residents only and is

## **What can go wrong?**

### **Not much that cannot be solved**

An important delivery or a disabled driver may need to drive in and out of your road closure area. Be careful and use your common sense, if it is safe to let them, then you can do so.

A child could fall over or wander into other roads. All adults should take responsibility to watch out for the children.

Someone turns music up loud. They must be stopped to prevent neighbours being disturbed. Gatecrashers are unlikely unless there is loud music late into the evening.

### **We are serving alcoholic drinks - do we need an alcohol licence?**

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 want to have a bar selling alcohol you will need a Temporary Event Notice (TEN) which will allow you to carry out licensable activities for a maximum of 499 people and costs £21. You will need to apply up to ten working days before your event.

### **Do we need a permit to serve food?**

No - as a private party, you do not need a licence to serve or 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.

### **We're having a tombola/ raffle - do we need permission?**

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 our Licensing Section on **01708 432 777** 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 want

to raise money for your local church or charity, you can always ask people for donations.

### **How do we raise money?**

Money can get in the way and it is best to bring everything to share. You can find plenty of useful hints and tips on the Streets Alive website at [www.streetparty.org.uk](http://www.streetparty.org.uk)