



Street Party FAQs

Whether you are a small group of residents organising a street party, or a large Parish or Town Council planning something on a grander scale, there are certain things that every organiser needs to consider

When are licences necessary?

A small street party being organised by and for neighbours or local residents, with publicity being limited to those attendees normally doesn't need a licence (if music is incidental and no selling is involved). If you are going to have a paying bar, are arranging entertainment to the wider public or plan to charge to raise money for your event you will need a temporary Event Notice, which will cost £21. Larger public events attracting more people will require a different process. Contact your council for further information and advice.

How do I close a road for a street party?

Contact your local council. If your party is small and on a quiet street, all your council needs to know is where and when the closure will take place so they can plan around it. They will let the emergency services know to take an alternative route.

Do we need to take out Public Liability Insurance (PLI)?

If you are planning a large event PLI is essential. For small events, many councils have relaxed the requirement for the Jubilee, but some councils may still require it, so it's best to check. PLI can cost £50+ for £1million insurance cover which, for less well-off communities could scupper the party. The risks at most street parties are low and the risk of liability to organisers and councils is low. The best way to manage the risks is to carry out a risk assessment!

Do I need to do a risk assessment?

Large events require full and detailed risk assessments and will certainly be requested by your insurance company. For small events a written risk assessment isn't essential but it helps with the planning and ensures that no one ends their celebrations in the local A&E.

How do I carry out a risk assessment?

Firstly, identify all the hazards – a hazard is something that has the potential to cause harm. Only note hazards that could result in significant harm if something goes wrong, such as:



- Slips, trips or falls
- Fire and evacuation arrangements
- Electricity (generators and cabling)
- Moving vehicles on site
- Moving parts of machinery
- Noise levels
- Lifting
- Access to heights (ladders, etc)
- Crowd intensity and pinch points
- Entertainment
- Animals
- Cash collection points and security
- Food hygiene
- Structures

Identify those at risk for each hazard identified, for example: stewards, volunteers, contractors, vendors, exhibitors, members of the public (including children, elderly persons, expectant mothers, disabled persons), local residents and potential trespassers.

Whether you are a small group of residents organising a street party, or a large Parish or Town Council planning something on a grander scale, there are certain things that every organiser needs to consider

The 6 'Ws'

Having identified **What** the hazards are and **Who** they affect, now follow up with **Where**, **Why**, **How**, **What**, **Who** and **When**:

- Where - Draw up a site plan
- When - Draw up a time plan of when events are happening
- How - Think about other issues and how they may impact on the event:
 - Weather conditions
 - Location to main road
 - Location to swimming pool or river
 - Effect of alcohol
- What do you already have or plan to have to solve the issue?
- How could you deal with the situation otherwise?
 - Is there a better way of managing the hazard?
 - Can you remove the hazard?
 - Can you restrict access?
 - Can you reduce the impact?
- Who will be affected?
- Who will be responsible for managing the hazard?
- When should the solution be implemented?



Communication is key!

Make sure everyone knows what's happening, and brief anyone responsible for specific tasks, what they should do if there is an emergency.

If you have produced a written risk assessment, use it as part of the planning tool and review it to see if there have been any changes.

Writing your risk assessment

If you need help with a risk assessment email info@ssfb.co.uk and we'll send you a risk assessment template with everything you need to consider to help you make the Queen's Diamond Jubilee celebrations a weekend to remember.

Useful websites for tips, advice and help in organising an event

The Streets Alive website

<http://www.streetsalive.org.uk/>

The Big Lunch website www.biglunch.com

Living Streets <http://www.livingstreets.org.uk/take-action/street-parties/>

HSE Fire Work Guidance

<http://www.hse.gov.uk/explosives/fireworks/using.htm>

Diamond Jubilee Beacons

http://www.diamondjubileebeacons.co.uk/Diamond_Jubilee_Beacons/ABOUT.html

Note:

Whilst this fact sheet gives general guidance on the law relating to this topic at the time of drafting, it is not intended to be a comprehensive guide to this area of law. You are advised to seek specific advice in relation to any particular issues that need to be addressed in relation to this topic by a competent person.

