



EAST RIDING
OF YORKSHIRE COUNCIL

Guidance Notes

For Holding a Small Street Party



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Contact Officer
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Approved by

Environmental and Neighborhood Services Traffic and Parking
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Introduction

Street Parties are a traditional part of community life; they are a simple way for us to get to know our neighbours and meet members of the community whilst celebrating some event. There are by necessity measures that need to be put in place to ensure a safe and successful party.

Here at East Riding we are trying to keep the 'administration' that organisers have to carry out proportionate to the size of the event.

This guide relates to 'small' events and sets out those measures that organizers need to carry out and at what point a small event migrates to a larger event requiring additional measures to be put in place.

What sort of event does this apply to?

This is about the sort of street party where groups of residents and neighbours get together and arrange a 'small' event for themselves. The main differences between 'small' street parties for which this guide is intended and larger street parties or public events are listed below:

'Small' Street Parties

- 1 For residents / neighbours only.
- 2 Publicity only to residents.
- 3 No requirement for a license if:
 - a - music is incidental to the event
 - b - the event does not include the selling of goods or services
 - c - alcohol is not for sale
- 4 No formal risk assessment needed
- 5 Self organized
- 6 Public Liability advised

Larger street parties or public events:

- 1 Anyone can attend
- 2 External publicity (such as newspaper)
- 3 License's needed
- 4 Formal risk assessment required
- 5 Public Liability essential
- 6 Professional /skilled organizers / stewards and marshals

If your event is a large street party or public event you will require a license agreement

Please Note

If the event involves the sale / supply of alcohol; late night refreshment after 23.00 hours, the performance of plays; the showing of a film; the performance of live or recorded music; the performance of dance; provides boxing or wrestling entertainment; the performance of puppet shows, or provides entertainment of a similar description to live or recorded music or dance then you may need approval under the Licensing Act 2003.

Also if the street closure you are applying for is within a no drinking zone (to which you will be advised) and alcohol is likely to be consumed you will need to seek a Temporary Events Notice to ensure an offence is not committed.

Please Contact the East Riding Yorkshire Council Licensing Officers for advice on: Tel 01482 396182 / 01482 396218 or: Email: licensing@eastriding.gov.uk

So what is needed?

1 Approval to close the highway to vehicular traffic.

2 Public liability Insurance.

3 Legal responsibilities.

4 Organisers' responsibilities

1 Approval to close the highway to vehicular traffic

In order to afford proper protection under the law the road has to be formally closed using a legal order, so that in the rare event a motorist was to drive within the closed area causing damage or injury there would be full legal redress by the damaged parties. Without a formal road closure you as the organiser could be held responsible for any loss or damage and also liable to be prosecuted by the Police for obstruction of the highway.

To organise a road closure, you will first need to contact The Highways Events Officer in order to discuss the feasibility of your request, taking into account the likely disruption the closure will have on traffic flows and diversion routes, public transport, and to the access of those living or working within the closure area.

If agreed you will be sent a simple form to complete and return giving details of the closure; you will also have to obtain supporting signatures from all the residents / businesses that would be affected by the closure.

You as the organiser are responsible for the provision and the placing out of all necessary traffic barriers, road closed signs, warning signs and cones which we may be able to assist you with to ensure the area is properly secured.

Once received, your application will be processed following which, you will receive a number of laminated legal notices to erect on suitable street furniture around the closed area. You will have to remove and destroy these after the event.

The Council does not charge for road closures.

Please note 56 days is the absolute minimum notice required by this Council in order to process a legal road closure.

2 Public liability Insurance

The Council strongly advice organisers of events to have in place public liability insurance to a level of at least two million pounds to cover the event or activity.

If you choose not to take out public liability you or your organization could be held personally responsible for all actions, claims, costs and liabilities in respect of any loss, damage, injury or death suffered or alleged to have been suffered by any person in consequence of or arising out of any negligence on the part of the organizer or any member of the organisation.

The definition of event includes the setting up and clearing away.

The Council will not be insisting that Liability Insurance is sought before granting consent to organisers of 'small' street parties this is your choice, but you do need to consider the above advice.

You may find it helpful to go on Streets Alive (www.streetparty.org.uk) and the big lunch website (www.thebiglunch.com) for further advice regarding insurance costs.

3 Legal Responsibilities

Under common law voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities. This applies to Street Parties. Where something goes wrong individuals may, in some cases sue for damages using the Civil Law if they are injured as a result of another person' negligence.

4 Organisers Responsibilities

You will be required to:

- Inform the Fire, Police and Ambulance Services of your intension to close the road. (Contact details are included on the Road Closure Application Form)
- Keep the carriageway, footpaths and verges within the agreed closure in a clean and tidy condition and clear of litter at all times.
- To reinstate the carriageway, footpaths and verges within the agreed closure to the satisfaction of the Highways Authority.

The use of any type of cooking appliance including BBQ set is prohibited on any carriageway, footpath or verge.

For further information or to discuss your proposed street party, please contact

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