

Are you interested in organising a street party on Sunday 5<sup>th</sup> June?

It is HM The Queen's wish that people spend the day celebrating with your neighbours and having Street Parties. Involve your neighbours and celebrate in style.

If you are interested in holding a street party further information has been provided by East Riding of Yorkshire Council giving guidance on how to arrange a road closure, and this is available on the next page of this document.

For those of you unable to close the road, or without an organised local party, you will be welcome at the Riverside Walkway with your pic-nics to spend the afternoon on the banks of the Humber. And remember the RDA fun will still be going on.

Please note that there will be no pic-nicing with alcohol on the Playing Field– it is forbidden.

Other helpful information about hosting a street party or getting involved with the Big Jubilee Lunch can be found on <https://platinumjubilee.gov.uk/get-involved-with-the-platinum-jubilee/>



**EAST RIDING**  
OF YORKSHIRE COUNCIL

## Guidance Notes

# For Holding a Small Street Party



Lead directorate  
Effective Date  
Review Date  
Contact Officer  
Contact Number  
Approved by

Director of Communities and Environment  
December 2011  
December 2022  
Rod Towse  
01482 395629  
Streetscene Services

# 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 an event. We want to ensure you have a safe and enjoyable day, and we hope that this information will enable you to do so.

There are necessary 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 measures that organisers need to carry out. We will also discuss at what point a 'small' event migrates to a 'large' event, requiring additional measures to be put in place.

## What sort of event does this apply to?

This guide applies to 'small' gatherings whereby groups of residents get together for an event. The main differences between 'small' street parties and 'large' street parties/public events are listed below:

### **'Small' street parties**

- 1 For residents and their family, friends and neighbours only.
- 2 Publicity only to residents.
- 3 No requirement for a licence if:
  - music is incidental to the event, or the music is unamplified.
  - AND - the event does not include the selling of goods or services,
  - AND - alcohol is not for sale.
- 4 No formal risk assessment needed (but is advisable)
- 5 Self organised.
- 6 Public liability insurance advised.

### **'Large' street parties or public events:**

- 1 Anyone can attend, from a wide area
- 2 External publicity (such as newspaper).
- 3 Licences may be needed.
- 4 Formal risk assessment required.
- 5 Public liability insurance essential.
- 6 Professional /skilled organisers / stewards and marshals are needed.

If your event is a large street party or public event you will require a licence agreement to use the land.

### **Licensing Requirements**

If the event involves the sale of alcohol, the provision of hot food and/or drink after 2300 hours, or entertainment which includes, 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, then you may need approval under the Licensing Act 2003. Dependent on the size of the event, a licence can take 6/8 weeks to obtain, please ensure you apply in plenty of time.

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 or a temporary premises licence to ensure an offence is not committed.

If your event includes stalls, selling items to the public then you may also require a street trading consent.

Please Contact the East Riding Yorkshire Council Licensing Officers for advice on:  
Email: [licensing@eastriding.gov.uk](mailto:licensing@eastriding.gov.uk)

## **BOUNCY CASTLES/INFLATABLES**

The responsibility for ensuring safety is the event organiser's.  
If you are thinking of including a bouncy castle or inflatable at the event, it is strongly recommended you read the advice available on the following link.

[www.eastriding.gov.uk/business/health-and-safety-at-work/public-event-safety/](http://www.eastriding.gov.uk/business/health-and-safety-at-work/public-event-safety/)

Should you have any further queries you can contact Health & Safety officers on:  
[health.safety@eastriding.gov.uk](mailto:health.safety@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 must be formally closed using a legal order, so that in the rare event that a motorist were 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 liable to be prosecuted by the police for obstruction of the highway.

To organise a road closure, you will first need to contact The Streetscene Events Officer in order to discuss the feasibility of your request. This will take into account the likely disruption that 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, for example.

If agreed, you will be sent a form to complete which you must 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. (they do not necessarily all need to sign or to agree, but we would expect at least 70% of those who do sign to be in favour of the event)

You, as the organiser, are responsible for the provision and the placing 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 agreed, your application will be processed; 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 in this circumstance.

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

## **2 Public liability insurance**

The council strongly advises 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. Should you choose not to take out public liability insurance, you or your organisation could be held personally responsible for all actions, claims, costs and liabilities. This would be 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 organiser or any member of the organisation.

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

The council will not be insisting that public 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 the Streets Alive website ([www.streetparty.org.uk](http://www.streetparty.org.uk)) and The Big Lunch website ([www.thebiglunch.com](http://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. When 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's negligence.

### **4 Organisers' Responsibilities**

You will be required to:

- Inform the fire, police and ambulance services of your intention to close the road (contact details are included on the Road Closure Application Form.)
- Keep the carriageway, footways and verges, within the agreed closure, in a clean and tidy condition and clear of litter at all times.
- To reinstate the carriageway, footways and verges, within the agreed closure, to the satisfaction of the Highways Authority.
- To consider any essential access, for example refuse collections, and implement contingent plans if necessary.

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

Additional information can be found at website

<https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party>

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

Highways Events  
Traffic and Parking  
Beverley Depot  
Annie Reed Road  
Beverley  
HU17 0LF

E mail        [highways.events@eastriding.gov.uk](mailto:highways.events@eastriding.gov.uk)

We hope you have a successful and enjoyable street party.