

## Your Guide to Organising A Street Party



Street parties are a traditional part of community life, a simple way to get to know neighbours and meet members of our community.

This step by step guide tells you how to hold a street party, and sets out the sort of information Eastbourne Borough Council will need to know.

### What sort of events does this apply to?

In this context, "street parties" relate to gatherings involving activities for and involving residents and neighbours within that community.. The main differences between a small street party and other public events (where further information and actions are required) are listed below. These points are a guide only and it is not exhaustive.

Street Parties	Other Public Events
<ul style="list-style-type: none"><li>• For residents/neighbours only</li><li>• Publicity only to residents</li><li>• In a quiet residential road or street</li><li>• Self organised</li><li>• No commercial element</li><li>• Normally no insurance</li><li>• No formal risk assessment needed</li><li>• No licenses normally necessary if music is incidental and no selling of alcohol is involved</li></ul>	<ul style="list-style-type: none"><li>• Anyone can attend</li><li>• External publicity (such as in newspapers)</li><li>• In buildings, parks etc</li><li>• Professional/skilled organisers</li><li>• Often has commercial element</li><li>• Insurance needed</li><li>• Risk assessments required</li><li>• Licence usually needed</li></ul>

Organising small, private street parties is very simple and generally does not include activities that need a licence, such as selling alcohol or providing certain types of entertainment.

But if you want to:

- have a "pay bar," or to sell alcohol in another way; or
- intend to provide entertainment to the wider public; or
- charge to raise money for your event,

you will need a Temporary Event Notice (TEN). This is a type of temporary licence which currently costs £21.00, and covers events attended by less than 499 people. Under current rules, a Temporary Event Notice must be given to Eastbourne Borough Council and Sussex Police within specified timescales. The Police may object if there are crime and disorder concerns. You should apply for a Temporary Event Notice well in advance of the party and we recommend that you do so. If you need a Temporary Events Notice or would like to hold a larger public event, please contact Customer First at Eastbourne Borough Council on 01323 410000 for further information and advice.

The best advice for holding a street party is to plan early, share tasks out amongst residents and get in touch with us **at least 6 weeks** in advance of your event.

## **Street Parties – the Myths and the Facts**

### **Myth 1: It's too difficult and confusing**

Eastbourne Borough Council are keen to help support community focussed street parties. Contact **Customer First** on 01323 410000, or email us at [customerfirst@lewes-eastbourne.gov.uk](mailto:customerfirst@lewes-eastbourne.gov.uk) for help and advice.

Streets Alive and The Big Lunch also have great websites to help you plan ([www.streetparty.org.uk](http://www.streetparty.org.uk) and [www.thebiglunch.com](http://www.thebiglunch.com)). You can also use the DirectGov web site to access local information and contact details for more advice (enter your postcode at: Find out how to hold a street party)

You should not need a risk assessment – just the common sense precautions you take in your own daily life.

### **Myth 2: You need an entertainment licence**

It is sometimes claimed that playing live or recorded music and even dancing at a street party requires a licence – but that's not usually the case. The Licensing Act 2003 does not require a licence for entertainment at a private event, provided that no charge is being made, other than to cover the costs of performers etc. You only need a licence if you plan to sell alcohol, charge for music and dancing in order to make money, or hold an event open to the public. However, you will need to think about the steps you might need to take to minimise noise, nuisance and disturbance to residents in the area.

### **Myth 3: The law requires complex forms for a road closure and the council needs to sign off every detail**

For most small parties in quiet streets, all the council needs to know is where and when the closure will take place so that we can plan around it (for example, so emergency services know).

Advance notice is required so we can put in place all the necessary steps, including a traffic regulation order. If more information is needed, we will contact organisers, but intend to take a "light touch" approach.

You can organise a gathering or "Street Meet" in another space such as a local park or driveway without any requirement to close roads (you will need the landowner's consent to use the space).

### **Myth 4: The law requires a fee to be charged for road closure**

The Department for Transport has scrapped guidance that led some councils to over complicate the process and to charge people wanting to close their road for small scale street parties. Eastbourne Borough Council do not charge, and we are keen to support you as much as we can.

### **Myth 5: It's too late to ask for a road closure**

We ask that applications are submitted 6 weeks in advance of a street party where possible. This helps you to consult with residents and any other interested parties as necessary. It also helps us to work in partnership with you and other authorities, including the Emergency Services, to resolve any issues in good time. If you don't want to close your road you could plan a StreetMeet, for more information please visit <http://www.streetparty.org.uk/residents/street-meet.aspx>

### **Myth 6: You need to buy expensive road signs**

Eastbourne Borough Council has a limited supply of "Street Party, Road Ahead Closed" signs that we can lend you. You will also need a suitable barrier to affix the sign to, such as a crowd control barrier. These are available from a number of businesses for hire. For further advice you may want to look at the Streets Alive advice at <http://www.streetparty.org.uk/road-closed-signs.aspx>

### **Myth 7: You need expensive insurance**

There is no requirement from Central Government to have public liability insurance and we do not insist upon it either. But where you think insurance would be a good idea, you might find it helpful to go on the "Streets Alive" and "Big Lunch" web sites for tips. Quotes for insurance start from as little as £40 and the cost can always be split between residents, or you could hold a raffle on the day to raise funds, or ask for donations to cover the cost.

### **Myth 8: You need a food licence or registration certificate**

Again, there is no legal requirement for this for an ordinary street party where food or drink is not being sold. However, please visit our website at [www.lewes-eastbourne.gov.uk/foodsafety](http://www.lewes-eastbourne.gov.uk/foodsafety) for food hygiene and safe handling tips.

### **Myth 9: The road where I want to hold my event isn't suitable**

In general, street parties are suitable when they are held in a road that does not have high volumes of vehicular and pedestrian traffic. Roads with a speed limit of over 30 miles per hour, and which are on a bus route would not normally be granted.