



**TO CELEBRATE THE
GRAND DEPART OF THE TOUR DE FRANCE**

**DO YOU WANT TO HOLD A
TOUR DE PARTY?**

(STREET PARTY)

A PRACTICAL GUIDE!



What is a street party?

Street parties and fetes are 'get togethers' that groups of residents arrange for their neighbours. The main differences between a small party and fetes and larger public events are listed below:

STREET PARTIES AND FETES	LARGER PUBLIC EVENTS
For residents/neighbours only	Anyone can attend
Advertised only to residents	Advertised widely (such as newspapers)
No licences normally necessary if music is incidental and no selling is involved	Licence usually needed
No formal risk assessment needed, unless a road closure is required	Risk assessment common
Self-organised	Professional/skilled organisers
Insurance may be needed	Insurance needed

Who you need to speak to

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

If you would like to hold a street party or fete, please contact our Highways Department (details below) to ask about any permissions you will need to apply for, such as the closure of your street.

In general, if the street you live on is a Cul-de-Sac there are unlikely to be any highway related concerns raised that would prevent you holding a street party. In the interests of promoting local community activities the usual charge for processing the road closure request and the legal closure notice will be waived on this occasion. However, organisers should be aware that the cost of supplying the correct highway “ROAD CLOSED” signs would be their responsibility.

For other streets with through traffic it may still be considered practical to close the road for a street party, but there are likely to be more significant cost and increased liability implications for the organisers.

Because there is always a chance of unforeseen incidents event organisers will be required to take out public liability insurance for their event.

In order to gain approval for a road closure to allow your street party to take place on the Public Highway the following information must be submitted by the **6 June 2014** at the latest. Applications after this date are unlikely to be approved. Please note that if approval is granted this is simply for the road closure, other issues such as alcohol, noise, trading, etc. will have to be resolved separately.

An Application Form for a road closure appears at the end of this document.

If you want to have a pay bar or intend to provide entertainment to the wider public, or charge to raise money for your event, you will need a Temporary Events Notice which is a type of temporary licence and costs £21:00 (which covers up to 499 people including staff). Similarly, larger public events attracting more people will require a different process. If you need a Temporary Events Notice or would like to hold a larger public event, please contact the licensing department.

The number one tip for holding a party is to plan early, think about what you want to achieve and get in touch with your council at least 4-6 weeks in advance. (If a road closure is required you will need to give the council 12 weeks notice).

Highways	01904 551367
Licensing	01904 552512
Environmental Protection	01904 551844
Events and Festivals	01904 554253

Frequently asked questions and checklist

Q. Do we need insurance cover?

A. Most local authorities do ask for public liability insurance cover for a small residential street party. But where you or your council think insurance would be a good idea, you might find it helpful to go on [Streets Alive](#) and [The Big Lunch](#) website for further advice. Quotes for insurance start from as little as £50. The costs can always be split between residents, or you could hold a raffle or ask for donations to cover the costs.

Q. We're serving alcoholic drinks - do we need an alcohol licence?

A. 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 did want to sell alcohol, you will need to contact your council for a Temporary Event Notice form. This form costs £21:00. Please contact the Licensing Department (details above) for this form.

Q. We're playing music - do we need an entertainment licence?

A. No - if your street party is a private party for residents and the music is not advertised in advance to attract people, and you're not making money then there is no need for a licence for your music, whether it's live or recorded.

Q. Do we need a permit to serve food?

A. No - as a private party, you do not need a licence under the Licensing Act 2003 to sell food (unless you wanted to only sell hot food and drink after 11pm).

Q. We're having a tombola/raffle - do we need permission?

A. 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 your council first). Any proceeds from the tombola/raffle must go to

a good cause such as a charity or even covering the cost of your party. Alternatively, if you did want to raise some money for your local church or charity, you can always ask for donations.

Q. Do we need to clean up afterwards?

A. Yes, you will need to clean up after your street party. It's your street, your party, so keep your local area clean and tidy. Let people know in advance what time the party will finish and have a section set aside for bin bags and recycling.

Q. If we can not use our Street is there anywhere else we can hold a Party?

A. Yes. In the City of York we are extremely lucky to have so many Parks and Open Spaces and we would be more than happy in assisting you with a project in one of these. For more information or an informal chat please call Liz Topi on 01904 554253/07500 127821 or email liz.topi@york.gov.uk.

More Advice

If you'd like more advice, tips, and suggestions for everything you'll need for the perfect street party, visit the [Streets Alive website](#). Streets Alive is a not-for-profit organisation that specialises in community events.

Your Event

If you are planning a party for your street or neighbourhood, let us know and we'll post the details on our dedicated webpage so everyone in your community can get involved.

Enjoy!

If you have any further questions, please email us at liz.topi@york.gov.uk or telephone 01904 554253.



ROAD CLOSURE APPLICATION FOR STREET PARTY

Name, address and phone number of organiser:

Name Address Tel. number E-mail address	
--	--

Name of road(s) to be closed (please also supply a plan showing the extent of the closure):

--

Date and time of road closure

--

Please confirm:

	Tick to confirm
All residents within the closed off section of the highway will be informed and invited to the street party.	
All residents will be informed 3 weeks in advance of the closure what time the road will close and reopen.	
You will Erect an approved "ROAD CLOSED" sign (see attached) at the closure point.	
You will facilitate as far as is practical access for anyone in the street who may have travel needs on the day of the event.	

You have public liability insurance for your event – attach copy.	
You will put up the formal legal road closure notice (this will be supplied to you) in the street before the event and removed afterwards.	

Please list and attach copies of any supporting information, such as signatures and addresses of those intending to take part, committee members, etc. and return to

City of York Council Highways Department, West Offices, Station Rise, York YO1 6GA

For office use only

Is the road closure request approved? YES / NO

Reason for refusal

--

Signed

Date

By or on behalf of Alistair Briggs, Traffic Management Leader, City of York Council