

**Guidance and Application Documents for Street Party Organisers in Trafford**

**Who can use this form?**

This form is for the sort of street parties and fetes that groups of residents get together to arrange for their neighbours. The main differences between a small street party and fetes and larger public events are listed below:

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| **Street parties and fetes:** |
| For residents/neighbours only |
| Publicity only to residents |
| No licences normally necessary if music is incidental and no selling is involved |
| No formal risk assessment needed |
| Self-organised |
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| **Larger Public Events** |
| Anyone can attend |
| External publicity |
| Licence usually needed |
| Insurance needed |
| Risk Assessment common |
| Skilled/professional organsier |

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 want to have a pay bar, or charge to raise money for your event, you will need a Temporary Event Notice which is a type of temporary licence and costs £21. Not all roads will be suitable to close for street parties. Roads that will be suitable

will be local roads, cul-de-sacs and residential roads. If it is not possible to close your road the council would consider a request to hold your street party in your local park.

**Please we are normally only able to close a road for a street party once a year.**

What to do now:

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| **1** | | Read our [FAQ’s](#FAQS), [Other Things to Consider](#Other_things) and [Privacy Notice](#Privacy_Notice) | |
| **2** | | Consult your neighbours – a [sample letter of consultation](#sample_letter) can be found at the end of this document. We recommend you do this at least three weeks before you intend to submit your application in case there are residents who are away on holiday. | |
| **3** | | Complete the “street party road closure form”.  Read, and sign the form of Indemnity.  Return both documents with any other information required at least four weeks before your event to:  **Events Team. Room FF159 , Trafford Town Hall, Talbot Road, Stretford, M32 0TH**  Or email: Alternatively email [events@trafford.gov.uk](mailto:events@trafford.gov.uk)  We should acknowledge your application within two working days of receipt, if you do not hear from us please contact us.  If you have any questions you can contact us on 0161 912 4502 | |
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**Application for a Street Party Road Closure**

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| **Contact Details** | |
| **Name(s) of event organiser(s)\*** | Click here to enter text. |
| **Event organisers must be aged 18 or over please check the box to confirm. ☐** | |
| **Telephone (Daytime)** | Click here to enter text. |
| **Telephone (Evening)** | Click here to enter text. |
| **Telephone (Mobile)** | Click here to enter text. |
| **Email address** | Click here to enter text. |
| **Contact address (including postcode)** | Click here to enter text. |

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| **About the road closure** | | | |
| **Day and Date of Road Closure** | Click here to enter a date. | | |
| **Start time**  *don’t forget to think about the time you need to set up before the event and clear up after the event* | Click here to enter text. | | |
| **End time** | Click here to enter text. | | |
| **If your road is not a cul-de-sac to help us understand the extent of the closure we need you to send us a plan of your road showing where the closure will start and finish.** | Please check the relevant box.  Our road is a cul-de-sac  We attach a site plan showing where our closure will start and finish and any other roads that might be affected. | | |
| **Name and postcode(s) of Road(s) to be closed** | Click here to enter text. | | |
| Please **list all properties which would be affected by your road closure.** This means any property, **residential or commercial**, which is located on or accessed only by the road(s) you wish to close *–* e.g. Cedar Close numbers 1-20 and numbers 21-98 | Click here to enter text. | | |
| If you plan to close only a section of the road(s), where will the closure begin and end? | Click here to enter text. | | |
| **Are any of the roads to be closed used by through traffic?**  *If yes you will need to send a traffic plan showing the exact extent of the closure and an alternative route for traffic.* | | Yes  ☐ | No  ☐ |
| **Are you planning on closing a road that is part of a bus route?**  *If yes you will need to consult the bus company and attach a copy of their response*. | | ☐ | ☐ |
| **Will access for emergency vehicles (if required) be readily available at all times?**  *If no, you will need to discuss this with the Council and emergency services. In the interest of safety we highly recommend that roads are accessible for all emergency vehicles.* | | ☐ | ☐ |
| **Is the Highway suitable for your intended use?**  If No, due to potholes or defective street lighting please report the issue to the council on 0161 912 2000. Please note that council cannot guarantee it will be able to remediate any reported issues prior to your event and you should not proceed with your street party if there remains an issue. | | ☐ | ☐ |

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| **Consultation** | | |
| The Council want to ensure most people are happy with this event so you must consult all the residents and businesses on your street identified in the road closure information above.  We have attached an example of a consultation letter at the end of this form. Please send us a copy of your consultation letter and the date it was sent.  If there are any objections you should let us know. We may be able to help you resolve any objections. It is worth remembering that not everyone will be able to participate so let everyone know what time the party will start and end, we recommend you finish by 9pm to minimise noise. | | |
| Have most residents agreed to this neighbourhood/community event? | **Yes** | **No** |
| Have you received any objections to your event  If yes please provide details. | **Yes** | **No** |

**What happens next?**

We will look at what you are proposing and consult with our highways colleagues. We aim to provide a decision within 20 working days but this can be quicker for applications arriving outside our main events season of May to September and for cul-de-sac locations.

**Street Party Terms & Conditions**

1. **Traffic Management**

Residents need to give very clear road closure information to drivers.

[](https://www.google.co.uk/aclk?sa=l&ai=DChcSEwjAi5qJqcjkAhUDsO0KHYG_AckYABADGgJkZw&sig=AOD64_1T3UZ4G7QdroBYXy3TDiuAFjCxmQ&ctype=5&rct=j&q=&ved=0ahUKEwjXrpOJqcjkAhXEoXEKHfsIAWYQvhcIfA&adurl=)All junctions adjoining the closed section of road should be signed and supported by other physical barriers. Diversion signs should be put in place where necessary. “Road Closed” signs **must** be the correct size, colour and layout if the road closure is to be valid see image below. You can also find help at : <http://www.streetparty.org.uk/road-closures.aspx> . If you are prepared to travel into Manchester, Transport for Greater Manchester have a limited number of traffic management materials they loan out for this type of initiative, in the first instance contact: [Sustainable.Journeys@tfgm.com](mailto:Sustainable.Journeys@tfgm.com) .

If your party carries on into dusk or dark your signs must also be reflective and you will need to hire or borrow official signs.

Approximately one week before the event we will forward to you a copy of the road closure notice. You should print off two copies and make them waterproof in some way as soon as possible after receipt then place a copy on a lighting column at either end of the affected section of road. Please ensure you take the notices down as soon as the event is over.

1. **Emergency services**

Emergency services must be allowed full access to the road if required.  Do not put anything on the highway that cannot be immediately removed in case of an emergency.  Barbeques, mobile cookers and bouncy castles are not permitted on the pavement or streets.  Failure to plan for emergency access may mean delay in emergency services attending, which could cost lives.

1. **Bunting**

Buntingcannot be attached to street lighting columns or other street furniture.  If you do stretch bunting across the road it must be at least 6m high to allow for the passage of emergency vehicles.

1. **Road Condition**

The Council makes no warranty as to the suitability of the road for your event and will not inspect it beforehand to make sure that it is.

1. **Street Cleansing**

You agree to clean the street in order to return it to its condition prior to the closure

**Trafford Council**

**Street Party Road Closure**

**Form of Indemnity with Terms & Conditions**

|  |  |
| --- | --- |
| **Name of Road:** | Click here to enter text. |
| **Date of Event:** | Click here to enter text. |
| **Times of Road Closure:** | Click here to enter text. |

The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person at the Street Party.

The street party organiser and residents are responsible for all safety aspects of the location prior to, during and subsequent to the street party and must accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s).

You must pay to the Council the full costs of any damage to the highway or street furniture or other loss or damage suffered by it and of any claims made against it as a result of the making of the road closure order and which arise from your negligence or (if you represent an organisation) the negligence of your organisation’s members or officers. The council therefore strongly recommends you take out public liability insurance for your event.

I have read the terms and conditions in this document and agree to accept and observe them if my application is successful. I agree that Trafford Council may distribute to third parties and use publicly any of the information provided within these forms.

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| **Organisers Name\*** | Click here to enter text. |
| **Signed** |  |
| **Dated** | Click here to enter a date. |

\*The Person signing this indemnity form must be named on the Street Party Road Closure Application

**FAQS and guidance notes**

**Q. Do I need to do a risk assessment?**

A. We do not require you to provide us with a formal risk assessment but you should think about what could go wrong and have back up plan, for example - what would you do if there was bad weather? Can you use plastic plates and cups rather than glass? We recommend you read the advice the can be found at [www.thebiglunch.com](http://www.thebiglunch.com/) and [www.streetparty.org.uk](http://www.streetparty.org.uk/)

**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 the Council’s licensing team for a Temporary Events Notice form. This form costs £21 and you should apply at least 10 working days before your event.

Phone: 0161 912 4047

Email: licensing@trafford.gov.uk

Web: <http://www.trafford.gov.uk/business/established-businesses/taxes-rates-regulatory-advice/licensing/a-to-z/temporary-event-notice.aspx>

**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). Remember you can always ask your neighbours to bake a cake, make a sandwich or bring food to share with one another. This is also a good way to bring different groups of people together.

**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. Please speak to Trafford's licensing team on 0161 912 4047. Any proceeds from the tombola/raffle must go to a good cause such as 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 people 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.

**Other things to consider**

**Insurance & Indemnity**

**The Borough of Trafford will not be held responsible for any damage to property, or injury to any person arising from or in connection with the street party or other event.**

**It is your responsibility to consider whether to arrange an appropriate policy of insurance that will protect and indemnify you against any claim or cost arising from such an incident, that decision remains solely yours. Further advice on obtaining such insurance can be found at** [**www.streetparty.org**](http://www.streetparty.org/)

**Noise**

Please be considerate of neighbours who may not be participating in your event – remember there may also be shift workers or children trying to sleep even in the daytime. If you have to talk louder against any music, then it’s probably too loud for neighbours.

Noise travels further at night and if it is warm windows and doors may be open.  Please bear this in mind when planning what type of activities you may organise for the evening.

The council recommends that street parties finish no later than 9pm.

**Traffic Management**

The council does not have road signs that you can borrow and recommends that you hire appropriate signs and barriers from a local hire centre. Signs must be waterproof if weather is wet and reflective if your street party lasts into dusk/nightfall.

**Access** It is essential that you are also aware of the needs of others such as visiting doctors and nurses and other home visiting services and make suitable arrangements.

**Privacy Notice**

**General Data Protection Regulation 2018 - Privacy Notice**

How we use any information you give us about yourself and others:

The personal information which you give in your application will be managed in accordance with the General Data Protection Regulation 2018. It will only be used in the processing of your application and to collate anonymised statistics. Information may be shared with; other council departments, the council’s service delivery partner Amey, and the Police. We will not reveal personal details to anyone else unless:

• You ask us to reveal the information, or we have your permission to do so

• We are required or permitted to do so by law

Electronic records relating to event applications are normally held for a maximum of 36 months.

When you give us information about another person, you need to ensure you have the consent of that person to pass these details on to Trafford Council.

Details of the Council’s overarching Privacy Policy and the Events team’s full Privacy Notice can be found using this link: <http://www.trafford.gov.uk/about-your-council/data-protection/data-protection.aspx>

Sample consultation letter

Your address:

Date:

To:

Dear Resident/business

**Celebrating the Big Lunch**

We are planning to have a street party on *insert date* between *insert start time* and *insert end time*. This will be a great chance to meet all our neighbours.

To hold the street party, we will need to close the following

road(s)……………………………………..……………………………………………………………

Between house numbers …………………………………………………………………………..

To allow us to set up beforehand and clear up afterwards the road will be closed between *insert start time* and *insert end time.*

If you want to ask questions, have ideas, help organise, or join in the event; or need to arrange access for health care professionals please contact:

*Please insert name(s) and contact details*

Many thanks in advance for your co-operation.

Yours sincerely,