

Street Party Application – Guidance Notes

It is important that you read these guidance notes when completing the Request for a Street Party.

We want to help you make sure your event complies with the law and that it is delivered legally and safely.

Any information that is incorrectly completed or missing may result in a delay in processing your request for a Street Party.

The above also applies if you have not allowed the required time to process your application. We require a minimum of 3 working weeks.

Please Note:

This application form is not appropriate if your event is not a street party, a small community fete or a charity collection. Please request an application form for:

- An Event Permit
- Charity Street Collections
- Charity House to House Collections

In accordance with the Freedom of Information Act 2000:

The Freedom of Information Act 2000 requires us to make all documents available to members of the public, if requested.

If you consider your proposal to be confidential your request should be clearly marked as confidential and you should set out the reason(s) why and for what period the information is required to remain confidential.

Please note: the information provided on this request form and in supporting documents may be published on the Authority's website.

1. Organiser Details

Please fully complete the Organisers Name and Address details. For the purposes of this application and any other applications relevant to this event, the Organiser is the person who is the main contact and the person who has overall responsibility for the street party.

2. Street Party Date and Time

Please confirm the date you want to hold your party. When confirming the time, please ensure you have included sufficient time to set-up and clear away completely prior to re-opening the road.

3. Street Party Location Details

It is important that the names of all roads to be used for your Street Party and the property numbers to be affected by the closure are listed. It is also important to confirm if the area to be used for the party includes any open ground (Public Open Space) such as grass verges or greens.

Please attach to your application an up-to-date street map with:

- the area to be used for the Street Party outlined in red
- alternative routes for traffic (due to any diversions required) highlighted
- the locations of any barriers and or signs confirmed

Please note: if there is no access available for emergency vehicles the requested road closure may be refused.

4. Pre-Event Advice

If you have made enquiries and received advice from us before you submitted your application form, it is helpful to us for quality and training purposes, if you can tell us who you spoke to.

5. Description of Event

Please confirm the reason you would like to hold a Street Party.

6. Street Party Consultation/Notification

It is important that residents and businesses in the local vicinity are made aware of your Street Party as they will need to know about higher noise levels and parking implications. Please also confirm in this section, how you will or have let people know about the party and on what date you advised them.

You will need to submit with your application, a copy of any notification letters issued and a list of who they were issued to.

It is also important that you confirm to us if any objections are received, we may be able to help resolve them.

7. Street Party Consultation – Emergency Services

It is mandatory for the Street Party organiser to contact Essex Police and Essex Fire and Rescue Services and advise them of date, time and details of the Street Party. This information will allow the emergency services to plan their resources where necessary. Please fully complete all details in this section.

8. Street Party Details

We will use information in this section to consult other departments within the council that may need to know about or be involved in the approval of your event.

Depending on the information you supply, it may also become necessary for you to submit additional application forms to other departments for separate permissions, licences or consents in order to comply with the law. Charges may also apply.

If you are planning to have any traders, paid for entertainment or professional caterers you will need to complete and submit with your Street Party application the, List of Participants, Contractors and Sub-contractors form.

9. Insurance

It is not always necessary to obtain Public Liability Insurance to cover your event however it may be something you want to think about. It protects against any awards of damages given to a member of the public who sues because of an injury or damage to their property caused by your event.

Please note; it will be necessary, if your Street Party has any traders or paid entertainment (ice cream van, DJ etc.) for those traders to have their own public liability insurance in place (minimum of £5million liability cover) and they should supply you with a copy of their insurance certificate.

10. Supporting Information Checklist

The items listed form part of your application, please tick each box to indicate you have included the item (or mark not applicable, when relevant).

You will find the following are form(s) available from us:

- List of Participants, Contractors and Sub-Contractors

Items listed below are required to be prepared by you:

- an up-to-date street map

Items listed below are required to be sourced by you when applicable:

- Public Liability Insurance Certificate(s)

11. Declaration

Please sign and date your application and confirm your contact details.