

## London Borough Of Lambeth Guidance on Street Parties in Lambeth

There are many reasons to celebrate in your local community from national holidays to birthdays and anniversaries, but what should you do if you'd like to plan a street party?

To close any road you need to plan ahead, consult with your neighbours and work with Event Lambeth at the Council.

Lambeth Council is happy to support street parties but has to ensure they are safe and legal. This guide will take you through the process step by step, and ensure that your event is organised in line with the correct processes.

### Definition:

We define a Street Party as;

- a residential get together on a single street.
- Road closure area must be a section of the road where you have full view of both ends at any point
- has three named organisers who are over 18 and resident on the street to be closed (not from the same address)
- has at least one of the named organisers is present for the duration of the Street Party
- is not a public event and is only advertised directly to the residents on the street – characterised by a small attendance (30 – 150 persons depending on the location and area of the road closure)
- is not profit making and the activities are not commercial
- takes place on one day only between the hours of 10am and 7.30pm with the road being opened again to all traffic no later than 8pm

If your Street Party does have licensable activity we will access your application as a 'Street Event'. This will work with you but it is likely your 'street event' will require public liability insurance and incur some costs.

Larger activities such as Festival/Music Performances/DJ's/Carnival/Public Events are more formally assessed as street events. A festival typically centres on some unique aspect of a community i.e. arts, culture, geography, religion. These events have a different application process. For more information on holding an event click here or visit [www.eventlambeth.co.uk](http://www.eventlambeth.co.uk)

The contact for street parties is **EventLambeth** the Council's events team. They can be reached on 020 7926 6207 or [events@lambeth.gov.uk](mailto:events@lambeth.gov.uk)

## **1. Costs**

In 2020 it has been confirmed that there will be no administrative costs charged for Street Parties. The cost of the processing and publishing of the Road Closure Notice will also be free of charge. As in previous years the cost of hiring road signs and barriers will be charged. This is currently being agreed with the Council Service Contractors.

## **2. Road Closure**

There are some roads which cannot be closed for street parties, such as main roads, bus routes or emergency routes. Before you make any definite arrangements contact the Events team on 020 7926 6207 or email [events@lambeth.gov.uk](mailto:events@lambeth.gov.uk) to find out if all or part of your road can be closed. We will endeavour to work with you to help where possible and find a working solution should it not be possible to close your road. It should not be assumed that because a road has been closed in the past that it can be again.

Once we have ascertained that your road closure is suitable a special events traffic order will need to be made, by the council, which will permit you to temporarily close the road. It is essential that an order is in place before a road can be closed. The Order only allows for the road(s) to be closed on the date and times specified.

Any Temporary Traffic Regulation Order (TTRO) or other statutory provision which is currently in force on the road(s) to be closed will remain in force during the closure, unless specified to the contrary on the special event order. Parking can only be restricted where it is currently restricted through an existing Traffic Regulation Order

## **3. Consultation**

As street parties are community centred events, it is important that all affected residents are aware of the proposal and the majority support the idea.

Not everyone will want to take part in the event and may be, or feel they are, disrupted by the Street Party. It is therefore very important that organisers consult with the occupiers of any property, residential or commercial, which is located on or accessed by the road(s) you wish to close.

You must ensure that everyone is aware of the proposal, particularly those who you have not been able to consult with.

Organisers should attempt to contact residents / businesses at least three times and, if no response, post your contact details through the door with full details of the proposed event.

If you receive an objection you should try and resolve it. It may be they are concerned about access, which can easily be accommodated or some other misunderstanding which can be resolved.

Organiser must confirm that the majority of frontages support the event and that there are no substantive objections or that any objections have been resolved and provide the results of your consultation. We recommend that you record your consultation.

**EventLambeth** may check with local residents and seek further information from the organisers regarding the consultation process should it consider necessary, especially if an objection is received direct to the Council.

You might want to see some helpful hints that have been put together by Streets Alive, an organisation that promotes street parties. See [www.streetparty.org.uk](http://www.streetparty.org.uk)

#### **4. Application**

We have a new simplified on line application form and this can be found **on** the Street Parties home page of the website. It will only take you approx. 10 minutes to fill in the form and submit it. Please don't hesitate to contact the events team if you have any questions or require any help.

If you are having trouble with the form or don't have online access then do call us and we can work with you to find a solution.

#### **5. Assessment & Permissions**

##### **Deadlines:**

We have 4 deadlines for applications across the year for Street Parties:

The date for your party	1 April to 31 May	1 June to 31 July	1 August to 30 Sept	Car Free Day in Sept
Last date for applications	1 February	1 April	1 May	24 July

Once received the Council will assess your application and will aim to confirm within 10 working days whether or not the road can be closed.

A Council Officer may contact you to arrange a site meeting to discuss the event.

When deciding whether to approve this application the Council will take into account the specific arrangements, location and importance of the road including traffic, parking, vehicular access etc. We will consider the strength and validity of any objections.

##### **Temporary Events Notices:**

If you are proposing to hold a street party that may involve the sale of alcohol, live Music or recorded music (such as a disco) you should contact Lambeth Council's Licensing Team to see if a licence is required. We might also assess this as a 'street

event' and process your application through this different framework with additional charges being applied.

Please contact the Licensing Team on 0207 926 5000, email [licensing@lambeth.gov.uk](mailto:licensing@lambeth.gov.uk)

### **Risk Assessment and indemnity**

It is the party organisers' responsibility to do everything in their power to prevent accidents occurring. You do not have to provide a formal risk assessment with your application, but you should still spend time thinking about the plans and what could go wrong, so that you can make sure you have everything in place to allow the party to happen safely. A few of the things you may want to consider are: fire, bad weather, electricity and vehicles (especially in nearby streets which are not closed to traffic).

Party organisers may decide to purchase public liability insurance to provide cover for the costs of accidents or damage which might result from the street party.

Many insurers offer specific street party insurance policies. As with any insurance you should check what is covered by the policy. Here are a few possible companies that offer street party policies but do search the internet as there are many companies who provide this service:

- <http://www.worldwidespecialrisks.co.uk/event-insurance/street-parties>
- <http://www.events-insurance.co.uk/>
- <http://www.financeredirect.co.uk/insuranceproducts/streetparty/index.htm>
- <http://www.communityriskservices.com/>

**Please note that no bonfires, fireworks or pyrotechnics are permitted in the street.**

### **Street Trading**

Any trading on the public highway will require a street trading licence. If your street party or event includes trading then please contact EventLambeth to talk about the requirements. If your street party has trading then we would classify this as a street event and it might be subject to further costs.

### **Noise:**

Whilst a street party is intended to bring together everyone on the street and in the local area, some residents may not wish to take part. Therefore it is important to be aware of causing a nuisance as a result of too much noise. Ways of avoiding this are:

- Notify any neighbours of the event, what time it will finish and a name and telephone number for them to contact if they are disturbed by it.
- Carry out regular checks outside the event to ensure any noise is not causing a disturbance to nearby residents, if it is then it is advisable to reduce the volume.

- The level of noise acceptable in the middle of the afternoon might not be as acceptable at 7pm at night. Therefore make sure the music level is lowered later on in the evening especially where children or other local residents may be trying to get to sleep.
- Ensure that any 'partying' does not spill outside of the area of the event, and that anyone who might have attended from outside of the street considers neighbours when they are leaving.

### **Litter:**

Street Party Organisers are responsible for making sure that at the end of the party all the litter and equipment are cleared away completely. Your neighbours will hopefully help with this, but it is the organisers who are responsible for making sure the street is cleared properly.

If you think you will require additional waste bins or collection then do let the EventLambeth team know. This can be arranged but will incur a cost.

### **Bunting and decorations:**

Decorations should be fixed in place in such a way that they can be removed completely without leaving marks or damage to street furniture.

If you are hanging bunting across the street, it must be at least 4.6 metres above the ground. Remember that using ladders can be dangerous so make sure proper care is taken and only responsible adults do this work.

**Decorations should be removed on the day of the event or the day after by prior agreement.**

## **6. Road Closure**

### **Road closure notices:**

This year we are asking all event organisers to put up the Road Closure Notices. This notice will be emailed to you and you will need to print out and then enclosed in a waterproof see-through envelope.

You will need to put up a notice at both ends of the road closure and then 2 or 3 points inside the closure area depending on the length of the road closure. The notice needs to go up a minimum of 7 days prior to the street party and we ask that you also take the notices down soon after the party. Please can you send photos of the notices in situ through to EventLambeth once they have been displayed? Failure to put the notices up will void the road closure request.

If you have any problems please don't hesitate to contact the EventLambeth team on 020 7926 6207 or [events@lambeth.gov.uk](mailto:events@lambeth.gov.uk).

### **Signs and Barriers:**

All event organisers must arrange for temporary reflective signs and barriers to be placed at the points of the road closures in order to alert motorists. We recommend you staff these points at all times.

You will need to arrange for barriers and/or cones and diversion signs advising the public that the road is closed – EventLambeth will advise you around the right place for them to be located.

We are currently arranging a hire service with our existing contractor and will update this when it has been finalised and cost agreed.

You can also find out more information on sourcing your own Road Closure Signs and Barriers from the Street Party website – see link below.

- <http://www.streetparty.org.uk/road-closures.aspx>

## **Emergency Services**

In order to maintain access for residents and for the emergency services, a minimum clear width of 3.7mtrs and a minimum height clearance of 4.0mtrs must be maintained, throughout the length of the closed street. Adequate access for emergency services should be provided and maintained both to and within the site. Such access should only accommodate items that can be easily and immediately removed in the event of an emergency. Please remember that street fire hydrants and indicating tablets must not be obscured in any way.

London Borough of Lambeth will contact through their internal networks and reporting inform the Met Police and London Fire Brigade but we recommend Party Organisers to also let their local community Police and fire station aware of the Street Party.

London Borough of Lambeth may also share information with other council departments or external organisations in order to undertake our functions as a local authority. We will always comply with the requirements of the Data Protection Act 1998 and never give information about you to anyone else, or use information for another purpose unless the law allows us.

Please contact EventLambeth on 020 7926 6207 or email [events@lambeth.gov.uk](mailto:events@lambeth.gov.uk)