

Street parties

Guidance notes

Marking a special community event with a party is an excellent idea, but what should you do if you'd like to plan a street party?

Whatever happens you aren't allowed to simply set up tables, get the stereo out and dance the night away. To close any road you must plan ahead.

Southwark Council is happy to support street parties, but has to ensure they are safe and legal. When planning your event these simple steps need to be taken to make the event a success.

Key facts

- There must be three named organisers who should all be over 18 and residents of the street to be closed.
- The three named organisers cannot be from the same address.
- At least one of the named organisers must be present at any one time during the street party.
- A street party is not a public event and should not be advertised other than directly to the residents of the street.
- Street parties are not allowed to go on after dusk. You can check the times for sunset here [Sunrise and sunset in London](#)

Getting permission

Check it is possible to close the road (or section of road) you plan to use.

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 7525 3422 or email events@southwark.gov.uk to find out if all or part of your road can be closed.

Consult with your neighbours

Street parties are a great way to encourage neighbours to get to know each other in a fun, enjoyable way. It is important that everyone knows what's being planned so they can be a part of the fun and to avoid upset and arguments.

The party organisers are required to contact all residents in the street to tell them about plans for the event. The letter or leaflet must give contact details for at least one of the organisers and for the council, so that if residents have concerns they know who they can contact.

An example letter is available from the events team and online at www.southwark.gov.uk/planninganevent

Submit your application

Applications must be submitted 6 weeks before the date of the party, e.g. street party date 6 September, application and consultation deadline 26 July. This will enable the council to consult with the emergency services, bus operators, etc.

The application form is available online at www.southwark.gov.uk/planninganevent or from the events team.

Include with your application a copy of the information given to your neighbours.

The council will notify you in writing whether the application is successful or not. The decision of the council is final.

Public liability insurance

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. Southwark Council no longer stipulates that you must buy this insurance, so the decision is yours.

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:

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

Organisers' responsibilities

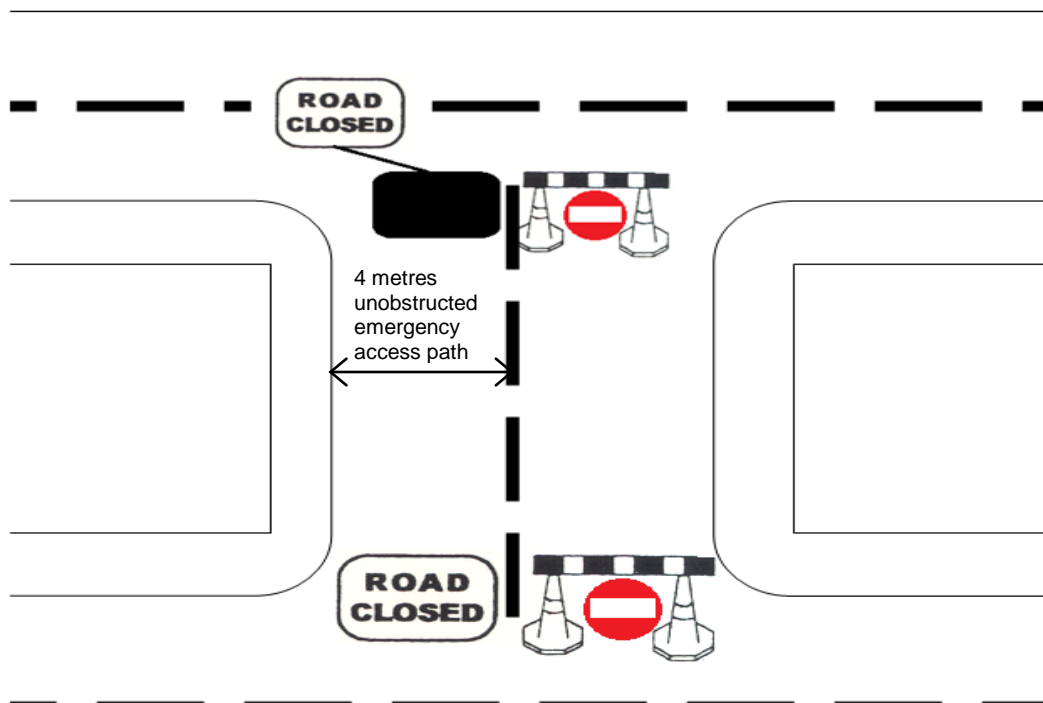
Keep it safe

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).

Closing the road

Before bringing anything out onto the street, the road needs to be closed to traffic by putting barriers and closure signs in place. Barriers and signs will normally be provided free of charge on the day before the party. Where several parties happen on the same day it may not always be possible to provide barriers and signage to all parties. When this is the case you will be contacted by the council to discuss alternatives.

The diagram below shows how to set up the barriers properly. You must leave a clear route, at least 4 metres wide, for emergency vehicle access. Fire hydrants and indicator signs must not be covered or obstructed in any way. The hydrant sign is a black letter 'H' on a yellow background, and the hydrant cover is located on the pavement within a short distance of the sign.



Remember the needs of others, such as doctors and nurses, who may need to use their vehicles while the street is closed.

The barriers must be manned all times during the closure, by a responsible person who is capable of removing them in an emergency.

Bunting and decoration

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 4.6metres above the ground. Remember that using ladders can be dangerous so make sure proper care is taken and only responsible adults do this work.

Noise and nuisance

Organisers are responsible for making sure the party doesn't cause nuisance to other residents in the local area, through excessive noise, litter or other anti-social behaviour. The contact details for all organisers will be available to the police and to various enforcement teams in the council, such as the noise team, so that should there be complaints or problems they can be contacted.

Clearing up

It's your street, look after it. Make 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.

Once the street has been cleared, and there are no obstructions left on the road, you must move the barriers away. Please collect all the barriers and signs together and leave them in the same place as they were dropped off. They will then be collected on the next working day.

Street parties are not allowed to go on after dusk, so keep an eye on the time so you can clear up and re-open the road before it gets dark.

Contact details for further information

Events team

020 7525 3422

events@southwark.gov.uk