

# Nottingham City Council

## Guidance on Applications for a Street Party

Version 1.1



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City Council



## Document History

Version	Date	Author	Changes
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## 1.0 Purpose of the Document

This document has been prepared to guide applicants who wish to apply for a Temporary Street Party Order (TSO). This Order will permit you to close a road for the purpose of facilitating a street party for 1 day.

Nottingham City Council cannot guarantee that an Order will be made, and any Order made under this application will be revoked if any of the Council's current Road Closure Conditions are not met. Please refer to Appendix D: Terms and Conditions.

If you are thinking of holding a **Street Party** in your road then please contact the Highway Network Management team on 0115 8765231 prior to making an application.

## 2.0 Street Party Events

Street parties and fetes are a traditional part of community life; they are a simple way for us to get to know our neighbours and meet members of our community. They are events that groups of residents get together to arrange for them and their neighbours. The main differences between a small street party and other public events are listed below:

Street Parties	Other Public Events
For residents/neighbours only	Anyone can attend
Publicity only to residents	External publicity (such as in newspapers)
In a quiet residential road or street	In buildings, parks etc.
Self-organised	Professional/skilled organisers
Normally no insurance	Insurance needed
No formal risk assessment needed	Risk assessment common
No licences normally necessary unless the sale of alcohol is involved	Licence usually needed

Nottingham City Council supports the Secretary of State for Communities and Local Government in the Government's initiative in making it easier to hold street parties and fetes.

## 3.0 What Permissions are Needed?

Typically a street party will involve closing the street on which the party is being held. To do this, you need to have a legal right to close that road and by applying for a TSO, that right can be put in place. An application form can be found in Appendix C: TSO Application Form.

The TSO application must be submitted to the council at least 6 weeks before the event is to take place.

The TSO does not introduce a parking restriction, meaning residents will still be allowed to park their cars on the road if they so wish. By engaging with neighbours and gaining support for the street party, organisers should reach agreement with neighbours to relocate any parked cars to outside the area of the street party to ensure that a fully car free environment can be achieved during the event.

Please note that vehicular access for emergency services must be maintained during any closure period.



#### **4.0 Types of Street Party**

##### **Traditional Street Party**

A Traditional Street Party is one which requires a road closure and no other licence. This means there is to be no alcohol sold and no regulated entertainment at the event. The expected attendance would be low as only residents, close friends and family will be invited. Infrastructure on the road will be fairly lightweight, with table and chairs as the main equipment used.

##### **Enhanced Street Party**

An Enhanced Street Party is one which requires a road closure and a Temporary Event Notice (TEN), as there may be some on site alcohol sales via a pop up bar and some other regulated entertainment at the event. The expected attendance would be low as only residents, close friends and family will be invited. Infrastructure on the road could potentially include a bar or food stall and music stand along with table and chairs as the main equipment used.

A Temporary Event Notice (TEN) must be served on the Licensing Authority, the Police and Pollution Control. Further details can be found at <http://www.nottinghamcity.gov.uk/article/22442/Temporary-Event-Notice>.

#### **5.0 Insurance**

Nottingham City Council do not require you to take out public liability insurance for street parties. You will, of course, be responsible for the safety of your event and you may wish to take out insurance even though it is not required by the Council.

See also the insurance section of [www.streetparty.org.uk](http://www.streetparty.org.uk) for more information.

#### **6.0 What Equipment Do I Need to Close The Road?**

The organisers of the event must themselves provide, erect and dismantle barriers and signs which clearly show that the road has been closed. All barriers should be clearly visible to approaching motorists before they enter the road which is closed, to avoid the possibility that vehicles will be reversing and turning in confined areas which will be thronged with pedestrians.

Remember that members of the public cannot stop traffic to close a road, wait until there is no traffic approaching and then put out your road closed signs.

Further information on signing can be found on the Streets Alive Website [www.streetparty.org.uk/road-closed-signs.aspx](http://www.streetparty.org.uk/road-closed-signs.aspx).



## Appendix A: Consultation Letter



To: **Resident** .....

From: .....

My Tel No: .....

Address: .....

My Email: .....

Date: .....

Dear Neighbour,

**Re: Proposed Temporary Road Closure for a Street Party**

I am hoping to organise a Street Party which means applying for Temporary Street Party Order on the following road(s):

.....  
.....

This Street Party is planned for ....., between the times of  
and .....

The street will be fully closed to vehicular traffic. You are not obliged to move parked vehicles, although I would kindly ask that you do relocate your car outside of the area of the street party so that we can make full use of the street space. Access will be maintained for emergency services at all times in all parts of the street(s).

I understand that you may have some initial concerns so please do contact me in the first instance with any comment, queries or objections regarding this proposal. If I cannot resolve your concern I will refer it to The Council whose contact details are:

Highway Network Management,  
Nottingham City Council,  
Development and Growth, Planning Division,  
Traffic & Safety,  
4th Floor, Loxley House,  
Station Street, Nottingham,  
NG2 3NG  
Email: [highway.management@nottinghamcity.gov.uk](mailto:highway.management@nottinghamcity.gov.uk),

Please do not hesitate to contact me if you wish to offer support with organising or arrangements on the day.

Many thanks in advance for your co-operation.

Yours faithfully,

## Appendix B: Petition to Allow Play Street Closures





## Appendix C: TSO Application Form





**Street Party – Temporary Road Closure (TSO) Application Form**

<b>1. Applicant Details</b>	
Name of person (and organisation if applicable):	
Contact address:	
Postcode:	
Telephone number (daytime)	
Telephone number (evening)	
Email:	
<b>2. Event Details</b>	
<p>We classify Street Parties as either Traditional Street Parties or Enhanced Street Parties.</p> <p>A <b>Traditional Street Party</b> is one which requires a road closure and no other licence. This means there is to be no alcohol sold and no regulated entertainment at the event.</p> <p>An <b>Enhanced Street Party</b> is one which requires a road closure and a Temporary Event Notice (TEN), as there may be some on site alcohol sales via a pop up bar and some other regulated entertainment at the event.</p>	
Please indicate which category your event falls into and give a full description of the event including the type of entertainment and estimate of the number of people expected to attend:	
Do you intend to place any stall / marquee / tent / stage / other structure(s) on the street(s) to be closed? If YES please provide details:  Note: A route for emergency vehicles must be provided at all times.	
Will your event involve the sale of alcohol (either through the use of a temporary bar or in conjunction with a local pub), or the preparation or sale of food? If YES please give brief details:	
Will you be promoting your event beyond the roads to be closed? If YES please give details:	





**3. Road Closure Details**

Name of road(s) to be closed:		
Length of road to be closed (use house no's or street lighting reference no's as reference points):	From:	
	To:	
Date of Closure:		
Time of Closure:		

Please supply a plan showing the exact extent of the closure.

**4. Barriers / Diversion Signs**

It is the responsibility of the event organiser to provide and erect all appropriate signs and barriers necessary to effect the closure. This may include signs such as 'Road Closed' and barriers at each point of closure, and any appropriate diversion signs for the alternative route, details of which will be supplied on the Legal Order.

Please don't hesitate to contact us if you would like clarification of signing requirements.

To ensure the closure is effective, what arrangements will you make for the erection and supervision of road closure/diversion signs, and barriers if appropriate?	
--	--

**5. Notification to affected properties**

It is a requirement that all affected properties be consulted. Appendix A contains a useful template consultation letter and Appendix B contains an example petition to show support for the closure. A copy of the consultation material you have sent must be included with this form. Please provide a list of the properties to whom you have consulted. This means any property (residential or commercial), which is located on or accessed only by the road(s) you wish to close – e.g. High Street numbers 1-99 and numbers 2-98

Please confirm the date your consultation letter was sent:	
Are there any unresolved objections to your proposal?  If YES, please provide details or forward on to us any details regarding objections:	

Please contact us on the number below if you need assistance in resolving a concern or objection.





**6. Please return your completed form to:**

Highway Network Management.  
Nottingham City Council  
Development and Growth  
Planning Division  
Traffic & Safety  
4th Floor, Loxley House,  
Station Street, Nottingham,  
NG2 3NG

or by email to [highway.management@nottinghamcity.gov.uk](mailto:highway.management@nottinghamcity.gov.uk),

If your application is successful you will be sent the Road Closure Notices approximately 1 week before the date of your event.

I confirm that all the information I provide as part of this application is true and complete and that I am at least 18 years of age. I agree that Nottingham City Council may distribute to third parties and use publicly any of the information provided as part of this application for the purposes of the authority's statutory duties regarding co-ordination of activities on the highway network. I have read the conditions below and agree to accept and observe them if my application is successful.

Signed: .....

Date: .....



## Appendix D: Terms and Conditions



## Terms & Conditions

1. Please use this form only if you wish to apply for a temporary road closure for a street party. The road closure order will permit you to close a road for the purpose of holding a street party for the date(s) and time(s) stipulated on the Order.
2. We must receive your application at least 6 weeks before the date of the event otherwise we will not be able to process it. Please send your application to the address or email address provided in section 5 of the application form.
3. Please make sure you give all the information requested on the form. To prevent delay you must enclose the following with your application:
  - i) a street plan of your event (see section 3 of the application form);
  - ii) a copy of your resident consultation letter (see section 5 of the application form).
4. Nottingham City Council cannot guarantee that an Order will be made, and any Order made under this application will be revoked if any of these conditions are not met:
  - i) responsibility for the event lies with the residents/organiser(s) and so 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 Order and which arise from your negligence or (if you represent an organisation) the negligence of your organisation's members or officers. Please see section 5.0 Insurance of the guidance document.
  - ii) you must provide, erect and supervise all barriers and signs necessary to effect the closure including those signing the alternative route, details of which will be supplied on the Legal Order.
  - iii) any Traffic Regulation Order (TRO) 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 Legal Order.
  - iv) Nottingham City Council makes no warranty as to the suitability of the road for your event nor endorses the event itself.
  - v) you must ensure access by emergency services at all times during the closure period
  - vi) on-street parking cannot be refused or restricted other than through an existing Traffic Regulation Order.
  - vii) The Council does not undertake to clear the road of parked vehicles or obstructions prior to the closure taking effect and so you must make arrangements with the owners of affected parked vehicles for the moving of an adequate number of vehicles to enable the event to proceed.
  - viii) if appropriate you must clean the street in order to return it to its condition prior to the closure. This must be done before the road is reopened.
  - ix) the road(s) may only be closed on the dates and times specified within the Order.
5. The TSO does not prevent emergency road works or utility works from being undertaken. Where works are required that directly conflicts with the event itself, or affects a diversion route required to facilitate the event, the event may have to be suspended for the duration of the works. The highway authority will notify the organiser where any suspension is required.

## Appendix E: Example TSO Order



**NOTTINGHAM CITY COUNCIL (XXXXXX, NOTTINGHAM) TEMPORARY STREET PARTY ORDER (TPSOXXXX)**

**NOTICE IS HEREBY GIVEN** that Nottingham City Council (in exercise of its powers under Section 21 of the Town Police Clauses Act 1847), hereby directs, by reason of a street party event within the length or lengths of highway referred to in this Order, that:-

- (1) Vehicles are prohibited from proceeding in the following length of road in the City of Nottingham:-

**XXXX Street** (both directions) – Description

- (2) Nothing in Paragraph 1 of this Order shall apply so as to make it unlawful for any vehicle to proceed in the length of road specified in the said Paragraph for the purposes of access to or egress from premises, provided that the said access or egress may only be gained by proceeding over the length of road specified in the said Paragraph, provided that the event taking place would not be inconveniently interrupted.
- (3) Nothing in Paragraph 1 of this Order shall apply to any vehicle which is being used for Police, Fire Brigade or Ambulance purposes.
- (4) No prohibition, restriction or prescription contained in this Order shall apply to any person acting in accordance with any permission or direction given by a Police Constable in uniform.
- (5) For so long as, and to the extent that, traffic signs (authorised under the Traffic Signs Regulations and General Directions 2002) indicating the effect of the provision contained in Paragraph 1 of this Order is placed, that provision shall be enforced.

**AND NOTICE IS HEREBY FURTHER GIVEN** that during the period of restriction the alternative route available will be **xxxxx**

The prohibition is required to enable a street party.

The provisions of this Order may be effective from xxth Month 20xx for 12 months.

**IT IS INTENDED** that the road will be closed for the street party event to take place as follows:-

From 09:00 hours until 23:59 hours on Saturday 25<sup>th</sup> April 20xx.

**THIS NOTICE IS DATED THIS xx<sup>th</sup> DAY OF MONTH 20xx.**

Director of Development and Growth, Nottingham City Council, Traffic Management, Loxley House, Station Street, Nottingham NG2 3NG

[TSO XXXX]

## Appendix F: Frequently Asked Questions



Q1. Is there a cost to apply for a street party closure?

No, we do not charge a fee for street party applications.

Q2. How do I tell people about the street party?

Inviting people face to face is a must to get people involved. You also need to send a resident consultation letter (Appendix A: Consultation Letter) to affected neighbours – this is needed to show the Council that you have “consulted” everyone prior to applying. Most street parties are for residents of your street and neighbouring streets only and there is no outside “publicity” (that would make it a public event). Remember to include any local businesses in your consultation if they would be affected by your road closure.

Q3. Who organises the Street Party?

There should be a lead person from the street who can apply for the road closure order on behalf of the residents. This person should also be the main contact for the Council and the Emergency Services. If the lead resident becomes unavailable but there is a suitable neighbour that is willing to take on the role, then please contact [highway.management@nottinghamcity.gov.uk](mailto:highway.management@nottinghamcity.gov.uk) to notify the Council of their details.

Q4. Do we need insurance cover?

Please see section **5.0** Insurance of the Guidance on Applications for a Temporary Play Street Order document.

Q5. Do I need a Risk Assessment?

A formal risk assessment is not a legal requirement for a residents’ event such as this. However, we would recommend doing a simple risk/benefit exercise, to help you to think the event through and for your own peace of mind. A good example of a Risk Assessment Template can be found on the Playing Out website here [www.playingout.net/useful-stuff](http://www.playingout.net/useful-stuff).

Q6. We’re serving alcoholic drinks – do we need an alcohol licence?

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 do want to sell alcohol, you will need to contact the Council for a Temporary Events Notice form.

A Temporary Event Notice (TEN) must be served on the Licensing Authority, the Police and Pollution Control. Further details can be found at <http://www.nottinghamcity.gov.uk/article/22442/Temporary-Event-Notice>.

Q7. We’re playing music – do we need an entertainment licence?

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 is live or recorded.

Q8. Do we need a permit to serve food?

No, as a private party you do not need a licence under the Licensing Act 2003 to sell food (unless you want 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.



Q9. We're having a tombola/raffle – do we need permission?

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 contact the Council first). 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.

Q10. How do I close the road?

After reading this guidance you need to fill out and submit the accompanying Street Party – Temporary Road Closure (TSO) Application Form. We must receive the application at least 6 weeks before the date of the first event otherwise we will not be able to process it. Please send your application to the address or email address provided in section 5 of the application form.

You also need to provide a plan which details the length of road to be closed. A simple hand drawn map which indicates house numbers that the closure will take place between will suffice.

You must have a road closure order in place to close the road (the TSO). This will be sent to you 1 - 2 weeks before the proposed date of your event. The order will identify the times from when you can close the road. The order must be clearly visible on the street at each point of closure during the times of the event. This can be achieved, for example, by tying the notice to a street lighting column using string (please do not use sticky tape).

Q11. Where can I get Road Closed signs?

Arrangements can be made for the loan of signs and barriers etc. from the councils Highway Network Management team. Organisers can call 0115 8765231 or email [highway.management@nottinghamcity.gov.uk](mailto:highway.management@nottinghamcity.gov.uk) to make arrangements. You are also free to hire / buy signs from alternative providers.

Q12. Do I need to have marshals?

Although there is no need to employ qualified persons to marshal your event, it is good practice to nominate some of your residents to position themselves by the road closure signs to answer any questions from vehicle drivers and also to stop non-residents from "gate-crashing" your event.

Q13. Do we need to clean up afterwards?

Yes, you will need to clean up after your event. It's your street, so keep your local area clean and tidy. Remember that the clean-up time should be considered when applying for the road closure order so that the clean-up can be safely undertaken while the road is closed. Do not forget to take down all signage after the event.

Q14. What do I need now?

Start by asking a couple of neighbours you know whether they are keen. Agree a date early on.

Invite the whole street to the first meeting, ideally in the street as it is more welcoming, or try different houses to meet. 2 or 3 more meetings will be needed to chat and plan. Someone could take notes of who is doing what and to copy invitations to all houses. Keep meetings informal and share out the activities and jobs – don't let anyone dominate.

Complete the road closure application form for a street party and send it to the address shown on the form, together with all the other documents specified. Make sure that this is done at least six weeks before your event.





- If you require any further information or advice, contact:

Highway Network Management.  
4th Floor, Loxley House,  
Station Street, Nottingham,  
NG2 3NG

or by email to [highway.management@nottinghamcity.gov.uk](mailto:highway.management@nottinghamcity.gov.uk)

or by telephone: 0115 8765231

