

# STREET PARTIES GUIDANCE

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. We want to make it easier for you to hold these sorts of local events successfully so some of the most common hazards are detailed on the following pages together with guidance on how you can ensure that they are controlled safely.

## **ROAD CLOSURES**

Please note the following guidance making a road closure application for a street party to take place. You can apply for a road closure for your street party by completing the online application form.

- There is not usually any charge for a street party road closure.
- Applications must be received at least a month before the event.
- Please give consideration to the nature of the road you are thinking of closing, is it a through route or is it a bus route? We would encourage the closure of residential roads rather than a main road or a bus route.
- If the road is a through road you will need to think about alternative/diversion routes and signage to redirect traffic. Your choice of road will be considered by Street Works as part of your application
- Access must be maintained at all times for emergency service vehicles.
- On receipt of your application Street Works will consult with the emergency services and bus operators on your behalf, as part of the application process.
- We recommend you consult all fellow residents and any businesses that may be affected by the road closure.
- If your application is approved we will provide you with a public notice advising residents of the closure for you to display in a prominent position on the affected road(s).

### **Other points to consider:**

- We would recommend the finish time of your parties to be no later than 11pm.
- If the road you wish to close is not adopted public highway you will not have to apply to close the road, but you will have to seek authorisation from the local land owner or frontages.

If you need any further advice or have any concerns regarding road closures for street parties please do not hesitate to contact the Street Works Team on 01793 463040 or email us on [NetworkCoordination@swindon.gov.uk](mailto:NetworkCoordination@swindon.gov.uk).

## **TEMPORARY EVENTS LICENCE**

You will need a temporary event licence if:

- You want to have a pay bar; or
- You want to serve hot food or drink after 11pm; or
- You want to have a raffle and the value of the prize exceed £500; or
- You want to provide live entertainment and charge people for coming.

To obtain an Events Licence please contact the Licensing Team on 01793 466118.

## ***NOISE***

The following steps are recommended:

- Circulate a note to local residents informing them of the event. This note should state what time when the event will finish and a name and telephone number for residents to contact if they are disturbed.
- Make sure the level of any music is lowered later in the evening when children or other local residents might be trying to get to sleep.
- Have a nominated person regularly carry out checks outside your event to ensure that noise is not causing any disturbance to nearby residents, if it is then turn down the volume.
- Ensure that partying does not carry on outside the area of your event and that partygoers consider neighbouring residents when they leave.
- If you are having fireworks, let them off earlier in the evening and not at midnight so that everyone can enjoy them.

We hope your event goes well, should you require 'sound' advice on controlling noise, please do not hesitate to contact the Environmental Enforcement Team on 01793 445500 or [ep@swindon.gov.uk](mailto:ep@swindon.gov.uk).

## ***HEALTH & SAFETY***

### ***BARBECUES***

A barbecue is the obvious answer to outdoor eating but remember to ensure they are separated from the crowds by a table or other barrier and keep barbecues away from flammable or explosive articles such as canvas awnings and gas cylinders.

Don't let food poisoning spoil your party - always wash your hands thoroughly before preparing food, after touching raw meat and before eating, and remember to keep raw meat separated from cooked and ready-to-eat food.

Barbecued food may look thoroughly cooked when it isn't. To be sure that it is safe to eat, check that the food is piping hot all the way through, that none of the meat is pink and any juices run clear.

If you're barbecuing for lots of people you could cook the meat indoors and finish it off on the barbecue for added flavour.

**For further information please visit the Food Standards Agency website**  
<http://www.food.gov.uk/>

### ***FIREWORKS***

If you are planning on having fireworks you will need to consider whether the site is suitable and large enough for your display, in particular if there is space for the fireworks to land well away from spectators.

Generally, all you will need to do is follow the instructions supplied with the fireworks.  
**For further advice please visit Health and Safety Executive website**  
<http://www.hse.gov.uk/explosives/fireworks/using.htm>

## ***ELECTRICAL SAFETY***

Remember to ensure that all electrical equipment is safe and in good working order and any electrical equipment used outside must be protected by a circuit breaker and be suitable for outdoor use. You should try to avoid cables running across the road or pavement as they can be tripped over or become damaged, however if this is unavoidable you should make sure the cables are suitably protected.

## ***LADDERS***

Decorating the street e.g. with bunting, is a traditional part of a British street party, a burst of colourful flags will transform your street and the more there are, the better! If you are using ladders or stepladders to put up bunting don't forget to make sure the ladder is in a safe condition and that the ground is firm, level and not slippery. You shouldn't have to overreach sideways on the ladder and with a straight ladder don't work off the top three rungs as these provide a handhold and not a foothold! If you are using a stepladder make sure you open the ladder fully, use the locking devices and always make sure you have a handhold on the steps.

## ***PUBLIC LIABILITY INSURANCE***

In order to promote closer community ties Swindon Borough Council is not requiring small street events to obtain public liability insurance, however, you might think insurance would be a good idea and find it helpful to go on the Streets Alive website for further advice.

## ***GENERAL***

- Ensure you have a First Aid box available.
- Make sure that everyone who may be affected by the event knows what is planned and is happy with it, e.g. date and duration of the event, any road closures, increased noise etc.
- Before the party starts have a last look round to ensure that any trip hazards such as cables, ropes, etc have been removed as far as possible.
- You will be required to clean up after the street party and ensure all refuse is cleared.
- The use of paint on any part of the road or footway is not recommended.
- We advise against the use of lighting columns for the tying of large bunting or similar.

***More helpful tips, advice and support for organising a successful event can be found on:***

- **Streets Alive website** [www.streetparty.org.uk](http://www.streetparty.org.uk),
- **Department for Communities and Local Government**  
<https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party>
- **Health and Safety Executive** [www.hse.gov.uk](http://www.hse.gov.uk)
- **Playing Out Scheme** <https://playingout.net/>