



HILLINGDON
LONDON

YOUR GUIDE TO ORGANISING A STREET PARTY ON SUNDAY THE 5TH JUNE 2022 TO CELEBRATE THE QUEEN'S PLATINUM JUBILEE

FREQUENTLY ASKED QUESTIONS (FAQS) AND CHECKLIST

Q. Do I need insurance cover?

A. Yes, public liability insurance is required to hold a Street Party/event in or on Council owned land in Hillingdon.

Important information:

The London Borough of Hillingdon has taken out a blanket scheme with its liability insurer which provides £5m of cover for individual Street Parties. **Note: not large-scale public events**

Before you make your application, please pay special attention to the **policy wording** and **schedule of cover**, particularly in relation to the detail on exclusions and **payable £250 excess** in the event of any single occurrence (which you, as the organiser, will be responsible for in the event of a claim).

You will be asked to indicate on the application form that you have read and that you agree with the policy wording and schedule of cover. **Note: the box on the application form must be checked otherwise the application will not be progressed.**

Q. Do I need to do a risk assessment?

A. Yes. It is the organiser's responsibility to do everything in their power to prevent accidents/incidents occurring. Spend time thinking about each planned activity and any hazards/risks that might occur (low/medium/high) and take the appropriate measures to reduce the risks. **Note: covid risks will also need to be included if applicable at the time.** A Risk Assessment Template is available on the webpage for you to use.

Your risk assessment should ideally be submitted with your application however, if it's not ready at that point then it will need to be submitted separately within two weeks of your application date to streetparties@hillington.gov.uk

Q. Do I need to discuss the street party with everyone in the street?

A. Yes, it is important to involve everyone and **this needs to be done before an application is submitted.** You may find that there are some people in the street that do not wish to take part or have some objections. Objections do not necessarily mean that the application will be declined but it is important that they are identified so the Council can work with you to see if there is anything that be done to alleviate any possible problems.

Q. We wish to close a section of the highway. What do we need to do?

A. Cul-de-sacs, no through roads and quiet roads are likely to be the easiest for the Council to approve a road closures for. Requests for road closures should be included in the application form.

Q. What roads cannot be closed?

A. All road closure requests will have to be assessed for suitability however, road closures will not be agreed for main arterial routes or bus routes.

Q. What if a road closure needs a diversion

A. If the road (s) you wish to close are used by through traffic (but not a bus route) you will need to attach a traffic plan to your application showing the exact extent of the closure and an alternative route for traffic.

Q. If it is not possible to close my road what are the options available to me?

A. If your road cannot be closed, then you may be able to use one of the Council's nearby parks or grassed areas. **Note: This option is only for residents that reside in a road that cannot be closed (not for an open entry community party event).**

Q. Do I need to inform anyone once the road closure has been agreed.

A. Yes, you will need to inform all the residents in your street and also any local businesses in writing who may be affected. A copy of the notice of closure will need to be submitted to the Council for its records.

Q. Can people still have vehicle access and egress to and from the closed road?

A. You will need to leave a clear 3m access/egress route for emergency vehicles but, apart from this, you should take into account that perhaps not everyone in the road you wish to close will want to join in with the party. People may also have previously booked appointments which they need to attend or perhaps have visits from carers/home helps in place therefore there may be a need to allow vehicles in and out during the party.

You will need to ensure the possibility of vehicle movement is included in your risk assessment and you will need to allocate people that will be able to walk in front of and behind vehicles (5mph maximum and hazard lights deployed) wishing to go in and out of the closed road.

Q. Can we still park our cars in a closed road?

A. Yes, but please be careful not to park near or over fire hydrants (these are normally identified as oblong metal boxes with a FH marking on the highway or pavement) and nearby there will be a yellow sign also with FH or H on it to indicate there is a fire hydrant nearby. Organisers will need to ensure that pedestrians are not obstructed, and that resident's driveways are not parked in front of unless specific permission from the house owner has been sought and agreed.

Q. How long can my Street Party go on for.

A. Street Parties must end at 22:00 latest.

Q. Is there a difference between times of road closures and times of street parties

A. Yes, road closure times need to be earlier than party start times so that you have opportunity to set up in safety before your party starts.

Q. Who can we invite

A. Street Parties are intended for the residents of 'your' road. There must be no advertising of the event outside of those residents who reside in the street where the party is to be held. Note: that the street party may be halted at the direction of the police or a council officer if numbers attending are too great or if there is a disturbance.

Q. We would like to put up flags, banners and bunting?

A. You can decorate your properties but flags, bunting and banners should not be attached to street furniture such as lamp columns or pedestrian guard-rails.

Q. We are serving alcoholic drinks. Do we need an alcohol licence?

A. Alcohol may be consumed provided that no charge is made. If you intend to have a pay bar, the council will need to provide you with a Temporary Event Notice which has a fee attached.

Q. We are playing music. Do we need an entertainment licence?

A. Your Street Party will only be agreed if it is a private party for the residents of your street therefore there is no need for a licence for music, whether it's live or recorded.

Q. Can we have a BBQ or open fire?

A. BBQ's or open fires can only be located in private gardens or driveways. They cannot be used on the highway, pavements, grass verges or in parks and open spaces.

Q. Can we use a Generator?

A. Yes, if agreed by the Council, but only diesel generators can be used on Council property including, highways, pavements, grass verges, parks or open spaces.

Q. Can we have Fireworks or Chinese Lanterns?

A. No, Fireworks, Chinese Lanterns or any other flammable or explosive materials will not be permitted on council land or property (highways/footways/parks/open spaces). In addition, these types of activities **will not** be covered under the terms of the Council's free Public Liability Insurance.

Q. Can we use Drones?

A. No, Drones are not permitted on council owned land or property (i.e. highways / footways /parks /open spaces). In addition, these types of activities **will not** be covered under the terms of the Council's free Public Liability Insurance.

Q. Can we have Bouncy Castles or other inflatables, fairground rides or stalls?

A. These activities **will not** be covered under the terms of the Council's Public Liability. If you wish to book these types of activities and the Council gives permission for them to be placed on its property (not guaranteed) you will be responsible for ensuring that the suppliers have their own adequate Public Liability Insurance, Method Statements and Risk Assessments as any claims for personal injury or property damage arising out of their use will not be covered by the Council or the insurance provided by the Council.

Q. We are planning on having a tombola/raffle – do we need permission?

A. If the tombola/raffle tickets are sold on the day and the prizes are not worth more than £500 in total it will be exempt from gambling regulations..

Q. Do we need a licence to serve free food?

A. No – as a private party, you do not need a licence to serve **free**. Ask your neighbours to bake a cake, make a sandwich or bring food to share with one another.

Q. Do we need a licence to sell food or other goods?

A. If you want to sell food, goods or materials at the event, you will need to have Council permission and, if agreed, a Community Street Trading Event Licence will need to be in place which has a fee attached.

Q. Do we need to clean up afterwards?

A. Yes. It is a good idea to let people know in advance what time the party will finish and have a section set aside for cleaning up and disposing of rubbish appropriately (general waste and recycling). Due to the Bank Holiday, waste collections may not take place on your usual day so please take this into account so that you can ensure that party rubbish is not left out on the road/footway for long periods as it will attract foxes and vermin.