

Street parties 2022

A guide for residents organising a party



Basingstoke
and Deane

Street parties are a great way to have fun and to meet and get to know your neighbours, which all helps to build a friendly community environment.

They are increasing in number and being used as a way for communities to join together to celebrate a wide variety of things.

Having had the wedding of Prince Harry and Meghan Markle in 2018 which saw thousands of parties across the county, once again the council is encouraging the community to celebrate together the Queen's Platinum Jubilee by organising a street party.

What do you need to do?

Firstly you need to talk to everybody in your street to find out if they want to hold a party. It may be a good idea to send round some paper invitations and ask people to reply or you could knock on doors to talk to people face to face. The main thing is to know that your neighbours want to have the party otherwise things might be difficult for you. You must also be clear about the distinction between a street party and a public event. If you are going to publicise what you are doing to attract the general public then the implications are very different and you should seek further advice from the events team.





Keeping residents happy

Once you have agreed what you are going to do, when and where it is going to be and have permission to do so, you will need to consider how you are going to promote it to those people you would like to attend. A flyer through the door or a poster may suffice. Make sure you put a contact telephone number and name along with all other relevant details on the flyer. It is also good practice to notify the police of your party and to arrange some form of first aid cover.

If you do receive any objections, this will need to be resolved by the organiser.

Getting permission

There are some very informal gatherings that will not require any permission at all. For example, if a few people decide to go to a local park or open space and have a picnic together then that is casual use and does not require permission. Parties in the street will require permission from the council and certainly any events that for example involve the erecting of structures and closing the road will certainly require permission. If you aren't sure then seek advice from the events team before you make any plans.

To encourage street parties, the council has adapted and simplified its application form for organising events on its land and it can be found at www.basingstoke.gov.uk/streetparties. This will give the council some basic information about what you are planning and the details of any roads you may need to close. If any further information is needed, either the events team or highways team will give you a call to discuss your plans.

Once all the information is in place you will receive a letter of agreement granting permission for your party which will need to be signed by you and returned to the council by the due date before full permission is in place.

This letter will contain some terms and conditions that must be adhered to but the events team will already have explained these to you so there shouldn't be anything unexpected. If you need to close the road, your road closure order will be sent to you shortly before your event.

COVID-19

At the time of writing this guide, we are moving into Plan A COVID restrictions. However, as the pandemic is a developing and changing situation, it is important to keep up to date with the latest government guidance and how this may affect your street party. It may be that you need to put in extra measures or cancel your event so you will need a cancellation plan which includes how you will notify everyone that the event is no longer going ahead. You can find the most up to date guidance on the government website at www.gov.uk/coronavirus.

If you would like to hold a larger event, please send an email to events@basingstoke.gov.uk with the date, location, and any activities you have in mind.

Where will you hold the party?

In many cases the street is the best place to bring communities together as it is on everybody's doorstep but it depends on the nature of your street. If it is a cul-de-sac or quiet street with easy alternative routes then that is ideal but if it is a busy road, possibly with bus routes then it will be more difficult and you could consider alternatives such a local park or open green space.

Things to consider: How many people will be coming to the street party? Are there any community halls or green spaces that may be used? Are there any cost implications?

When should you hold it?

The four-day Bank Holiday weekend to celebrate Her Majesty The Queen's Platinum Jubilee with street parties is on Thursday 2 June to Sunday 5 June 2022.

You should start planning before the date to make sure you have time to do what you need and provide enough notice to the council. If you leave it until the last minute, it may not be possible to apply to close the road, for example. The deadline for applications is Thursday 19 May 2022.

It is a good idea to hold the party during the day. You can clear the street during the morning and get everything ready and perhaps start with inviting

people to have lunch. You could have a tea party at around 5pm and then look to finish early in the evening. Consider people that might have young children and need to get them to bed, as well as those that may not be taking part.

Planning for the party

You need to find a few people that are keen to help you out so it does not all fall on your shoulders. You will need their help and it will make the planning more enjoyable. You could get the whole street to get together so you can find out what people actually want to happen at their party. The more they are engaged and have an input the more successful your party will be.

What activities should you organise?

This is entirely up to you and your neighbours and it may depend on the nature and characteristics of your street. Think about activities that will bring people together and encourage them to interact and get to know each other. Think about activities that will engage people of all ages and backgrounds as they are unlikely to all like the same thing. Consider getting neighbours to deliver an activity of their own so they are making a contribution and helping reduce the workload on you. You can just co-ordinate it to ensure that you have a range of activities. What about children's games or a family quiz? What about friendly competitions such as the best cake or guess the person in the baby photo? You could run a raffle, bring and buy or tombola to raise a little money to pay for the party or be given to a good cause. Background music could easily be provided by a CD player or speaker. You will also need to think about what sort of music you intend playing. Mobile discos are expensive, from £150 plus, but may be necessary. Is there a group, band or musician, that live locally, who could be used? You will need to think carefully about how you are going to pay. The possibilities are endless so use your imagination and see where it takes you.



What food should you have?

There are a number of ways you can go about providing people with food. They could bring and eat their own, or everybody could bring certain dishes or products that can be shared amongst everybody. You could provide a barbecue and either cook food for people or invite them to cook their own. Is there somebody in your street that has catering experience and carries food hygiene certificates that can help you? Whatever you do, you just need to think how it can be done safely and consider the food that you are having and the impact that hot weather, for example, might have on keeping food fresh and edible. Also give some thought to people with any special dietary requirements or allergies to ensure that they can be catered for. People can be asked to provide their own crockery, glasses and cutlery. Or, at a cost, you could provide plastic or paper equipment, or even consider hiring from a local shop, pub or restaurant.

Decorating the street?

Your street can be brought to life by the use of bunting, banners and flags. They can be purchased but why not consider getting the community to make their own. Think about where you will put them and how you will fasten them. It is very easy to fall off a ladder so consider a safe way of doing it. You don't want people getting hurt. Hampshire County Council is responsible for granting permission to hang bunting. To encourage street parties, the county council has removed the need to apply for a licence and obtain the necessary insurance as long as it is a small scale street party and that the road is closed. The county council does request that you complete a form online to give information on what you are doing.

Do you need a licence?

If you are thinking about selling alcohol, putting on musical entertainments (live/recorded music), or selling hot food or hot drinks after 11pm then you should contact the events team who will be able to advise you on the specific nature of what you are planning. A Temporary Event Notice is required when your event includes alcohol sales or musical entertainment forms a substantial part of the event.

Please contact Basingstoke and Deane Borough Council's Licensing Team for more detailed information regarding licensing criteria and requirements. They will be happy to discuss licensing matters and whether or not your proposed event requires licensing authority. Please call 01256 844844 or email licensing@basingstoke.gov.uk



Road closure and vehicle movements

If you are closing the road then you will need to consider how to do that and what signage or barriers you will need. There are regulations about the size and nature of signs. You can hire them or there are ways of printing your own version. Guidance to both options can be found at www.streetparty.org.uk/road-closures. Alternatively it may be necessary to take a reasonable and practical approach and simply ensure that you put up a large and clearly visible sign indicating that the road is closed and ensure that access is blocked off. If the road is a through road then you will also have to plan a diversion route and ensure it is signposted. If it is a bus route you will have to have agreed your plans with the bus operator to ensure that a suitable service can be maintained and communicated clearly.

Wherever possible you should ask neighbours to put cars on drives or consider alternative places to park to leave the street as clear as possible. You may need to allow people in and out on certain occasions and you must allow access for emergency services at all times but this can be done in a controlled fashion. The main thing is that nobody is moving vehicles in the road without your knowledge and agreement.

Will it cost you anything?

The whole application process is free and you will not be charged for any road closure that is required so you won't pay the council anything. You may need to get a small budget together to buy some basic equipment or raw materials for your party so think about how you can do that. Can you pay up front and then use funds raised through your activities to recover your expenses?



Do you need insurance?

The council believes that you should have some public liability insurance cover just in case anything unthinkable happens at your party and somebody is seriously injured resulting in claims against you. This will come at a small cost to you.

Some companies that provide insurance for street parties can be found at www.streetparty.org.uk/insurance.

You may also want to consider taking your own all risks cover for any equipment that you are using to cover loss and damage but there is no requirement from the council to do so.

Should you be thinking of having other attractions, stall holders, food vendors, entertainers or children's attractions, make sure they have their own insurance documents. Ask for a copy and check that it is current and valid. It is worth checking any hire agreements you may have as you may have to also ensure those items hired or given to you are covered.

What do you need to do about safety?

Traditional street parties only contain low risk activity so it should be fairly simple to keep everybody safe. You need to complete a risk assessment for your activities but don't be afraid as it is easy to do and the events team will give you some help. Thinking about activities that you are doing and considering the risks involved will help you to minimise the chance of an accident happening and causing harm. For example, consider where you run any cables to ensure people can't trip over them. Think about where you put the barbecue so it won't get knocked over and people won't get burnt. Could you put it out when you have finished with it? If people are going up ladders to put up decorations make sure somebody holds the ladder and they do not lean off the ladder to reach things. Most accidents are avoidable and happen because people aren't thinking about what they are doing so don't let that happen to you but equally don't let the fear of people getting hurt stop you from having fun.

Can you use tents and gazebos?

You can put up tents and gazebos to help with your event but think about the weather conditions and how you will fasten them down. If they are on grass, pin them down firmly and if they are on a hard standing surface ensure you have sufficient weight to secure them. Most of these tents are fairly flimsy and not designed for inclement weather. You may have to decide not to put them up if the weather is bad, as they blow away easily.

Use of power and generators

You may need electricity for some of your activities. You may be able to run power from somebody's house but consider your cables and any sockets that might be exposed to damp weather. If you use a generator make sure it is kept away from people and is earthed. Petrol should be avoided in favour of diesel but you should also consider how it is refuelled and where your fuel is kept.

Noise

It is inevitable that your party will generate a certain level of noise that may include the playing of music. Consideration should be given to the length of time it is played, the volume levels and the time that it will finish.

Further advice on appropriate 'finish times' can be obtained from the Environmental Health Team on 01256 845474. However, should anybody complain about your party then the Environmental Health Team will come and see you and make a judgement as to what action they need to take on what they see and hear.

Toilets

If you are in your street then people should be able to use their own toilet facilities or a small number of houses could offer their facilities to everyone else. If you are thinking of using a green space site that is further away from houses then you may need to provide portable toilets.

First aid

It will probably not be necessary to bring in specific first aid cover for your party. It is advisable to let families deal with their own first aid requirements but you should also be prepared to assist people who may be on their own by having a first aid kit readily available. Do any people on your street have qualifications or work in the medical profession that might be able to take the lead in this area?

Fire

The risk of a fire is probably low but be prepared for what you do if it happens. Different fires would require different methods of extinguishing so be careful about trying to put out a fire if you aren't sure as you could make it worse. In the first instance you should get everybody to a safe place and call the fire brigade and then if it is safe to do so you could consider trying to put out the fire but remember it is people's safety that is more important than their property. Somebody may have a fire blanket that you could have available or you could have a bucket of sand to deal with small fires rather than go to the expense of having fire extinguishers.

Rubbish

It is inevitable that you will accumulate some rubbish during your event so think about how to dispose of it. Think about recycling opportunities and try to collect recyclable materials. You could provide people with black sacks and encourage them to take their own rubbish home with them and use their own bins but if you have a large quantity of waste you might need to consider taking it to the Household Waste Recycling Centre. Hopefully people will respect their neighbourhood and not drop litter but you should be prepared to do a litter pick at the end to deal with anything that is left.

Fireworks

While fireworks are a great way of celebrating an occasion like this they also significantly increase the risks. If you plan to set off fireworks in a public space then you will be required to use a professional company and there will be a great deal more that must be considered before permission is granted. The events team will advise you further on this. If you plan to set fireworks off from a neighbour's garden then the council has no control over this but you must consider the options very carefully and ensure the safety of both those igniting the fireworks and the residents. Please also note that the use of fireworks is usually an exemption from the insurance policies.

Alcohol consumption

People may want to consume alcohol as part of the celebrations. If you are not licensed they must bring their own and they should be encouraged to avoid bringing glass into the street and decant drinks into plastic containers and cups. You will not be able to control how much people drink but you should be aware of people who may be consuming excessive amounts and consider how their behaviour might change. Those organising the party should avoid being under the influence of alcohol if they have duties to perform.

Unruly behaviour and unwelcome guests

Hopefully everybody will be having a good time and getting on well with each other but there is always the chance that disagreements may arise or you could get people that are not invited to your party arriving and causing a nuisance. It is not realistic to get a security presence to deal with this so you should think about what you will do as you should not ask your guests to be in a position where they may get hurt. It may be best to keep people away from the problem and call the police.

Bad weather

Hopefully the sun will be shining and it will be a great day but you must consider the impact of extreme weather. It may be excessively hot and you must ensure people have plenty of water and shade and make sure everybody has got suitable sun protection. Extreme cold is unlikely but rain and wind could easily be a factor. Do you have any contingency plans? Can you move inside to someone's house? If not can you carry on outside and if so can you carry on with all the planned activities or do you need to change some of what you do? The more flexible you can be the easier it will be but it may be necessary to cancel in extreme circumstances.



Contractors

At most street parties the community will do everything for themselves but if you bring in any contractors or suppliers for things such as marquees, barriers and power, then you will need to think about the implications of doing so. The events team will be able to advise you but you will always need to ensure that the contractor is competent and has supplied you with their own insurance documents and risk assessment.

Bouncy castles or inflatables

Bouncy castles are great fun but also are the cause of a lot of injuries. If you want to have a bouncy castle you should seek advice from the events team before you think about booking one. There are different implications based on the way in which you hire an inflatable. There are legal requirements about the way in which inflatables are tested and the council has a policy on which ones are allowed to occupy council land so if the bouncy castle is not compliant we will not allow its use. You must also consider its location. If it is on grass it can be secured much more easily than if it is on a hard standing area. There may also be insurance implications.

Summary

This guidance has covered some of the key issues for you to consider and aims to introduce ways in which you can have a great party and avoid problems. Everybody's party will be unique to them so it is impossible to cover every eventuality but the events team is always on hand for you to ask specific questions that relate to your party.

Holding a street party can be great fun and can offer many benefits to the community. It can also be fun to organise so talk to your neighbours and find out who is keen to be a part of it and make it an experience to remember. Take the organisation seriously but keep things simple. With a positive attitude and lots of imagination the opportunities are endless and this could be the start of a great celebration.

Risk assessment form

Description of activities:

Date:

Name and signature:

Hazard	Outcome	Persons at risk	Measures	Level of risk	Person responsible

Street party checklist

Vehicle movement

- Will anyone need to move vehicle during this time?
- Is there alternative car parking for the duration of the party?
- Signage /barriers for road closure?
- Access for emergency vehicles.

Tents/gazebos/structures

- How will these be secured to the floor or weighted down?
- Underground cables /pipes and overhead wires

Decoration

- Are you decorating the street at all (bunting, flags etc) – who is putting this up, do they have the right equipment?

Games/activities

- What will you be doing? Any potential hazards?

Inflatables?

- PIPA tested?

Power?

- Will you have a generator? Is there a barrier? Where is fuel stored? Is it diesel?
- Trip hazards?

Electrical equipment

- How will you stop people tripping up on cables etc?

First aid

- What will you do if someone is injured?

Barbecues

- Who's using Barbecues?
- How will you keep people away from them? – Where are they? Is there a barrier in front of them?

Food hygiene

- Basic principles of food hygiene considered

Rubbish

- Do you have enough bins?
- Do you need help with recycling? (BDBC)

Fire

- Where is rubbish stored?
- Do you have fire bucket/extinguisher/fire blankets?

Fireworks

- Are you intending to let off fireworks? – How will this be managed?
- Who will set them off?

Licensing

- Music/performance?
- Alcohol?
- Selling food after 11pm?

Unruly behaviour/unwelcome visitors

- How will you prevent this occurring/deal with this?

Weather conditions

- Plans for rain, high winds, excessively hot weather?

Street party event application form

You must be 18 years old or over to make this application.

1

Details of applicant	
Name	
Organisation (if applicable)	
Address	
Contact telephone number	
Mobile telephone number	
Email address	

2

Location of street party/ event	
Date(s) requested	
Start time	
Finish time	
Expected attendance	

Brief description of what you will be doing

3

Do you need to close the road?

Yes No

If Yes, please provide details below.

If No, go to section 4.

Name of road to be closed

Time of closure	
From:	To:

Do you need to close the whole road?

Yes No

If no, please tell us which properties will be affected by the closure. For example 'Woodside Avenue numbers 52 to 60 and numbers 43 to 56'.

Is the road used by through traffic?

Yes No

If Yes, you will need to provide a traffic management plan that shows how traffic will be directed via an alternative route.

Is the road a bus route?

Yes No

If Yes, you will need to consult the relevant bus companies and provide written confirmation that they agree to your proposal.

How will you close the road – for example barriers, signage etc?

Remember that you must ensure that the road is easily accessible to emergency vehicles should they need to use it. – If you think this will be a problem you must contact the emergency services to discuss your arrangements.

Have you consulted the residents and businesses affected by this closure?

Yes

No

Have you consulted anyone else that would be affected by this closure?

Yes

No

Has there been any objection to the proposed road closure?

If yes, please provide details below (please use a separate sheet if needed)

4

Will you have any tents, gazebos or marquees?

Yes

No

Will you have any Inflatable equipment or amusement rides?

Yes

No

Will food be cooked at the event? (not pre-cooked at home)

Yes

No

Will alcohol be on sale?

Yes

No

Will there be music or live performance of any kind?

Yes

No

Declaration

I confirm that I am 18 years old or over and that I will be responsible for ensuring that the street party / event is run in accordance with the law and with due consideration to the local community.

Please tick this box if you agree to your contact details being passed to media organisations wishing to provide coverage of street party celebrations.

Print name

Signed

Date

If you prefer a paper copy can be returned to: Events Team, Basingstoke and Deane Borough Council, Civic Offices, London Road, Basingstoke, RG21 4AH.

CLOSING DATE FOR APPLICATIONS – 19 MAY 2022

Useful contacts

For more information contact the events team:



01256 844844



events@basingstoke.gov.uk

To apply for a party go to

www.basingstoke.gov.uk/streetparties

Further useful information can be found at

www.streetparty.org.uk and www.thebiglunch.com



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If you need this information in a different format, for example large print, CD or braille, please contact the council.

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