

***Street party** – a ‘street’ party is a fun event designed to bring together the residents of a particular road or local community. A street party is not advertised to the wider public and no commercial activities usually take place.*

## **I want to organise a Street Party – what do I do?**

1. The first thing to do is to talk to your neighbours and find out whether there is sufficient support for the event to go ahead.
2. The next thing to do is to find a suitable venue. It may be possible to hold the party in the street (subject to a traffic diversion order – see below) but not all roads will be suitable for this. It may be easier to organise an event on a local playing field, open space or adjacent to a building such as a community hall (so that you can move the event indoors if the weather is bad). You will need to ask the owners for permission.
3. Once you know your neighbours are happy to go ahead, you will need to set a date.
4. Once you have set the date, consider whether you need to let Malvern Hills District Council know.

## **Why do I need to tell the Council?**

### **1. To ensure your party does not impact on traffic**

If you are planning on hosting a party in the street, you will need to apply to the Council for a road closure (or a Temporary Traffic Diversion Order as it is known). The Council will only make an Order if:

- there is a suitable alternative route for vehicles to use
- it will not create traffic issues elsewhere
- it will not inconvenience other people

To improve the likelihood of an order being granted, you should only plan a street party on roads that are not normally very busy and are not used as through routes or bus routes. A Cul de sac area is often ideal.

Before applying for a Temporary Traffic Diversion order you will also need to consider issues such as emergency vehicle access and also ensure that your neighbours are happy for the road to be closed as they will not be able to get into or out of the road during the closure period.

Once you have considered that above and are sure that closing the road will have very little impact, you will need to get formal permission from us by completing and submitting a Traffic Diversion Application.

Once we have received your submitted request we will then notify all relevant parties such as the Police, County Council and Fire and Rescue Departments to check that they would be happy with the closure. If they are happy, a Temporary Traffic Diversion order will be issued.

To make sure we have enough time to consult with all the relevant parties, you would need to submit a Traffic Diversion application at least **six weeks** before your planned Street Party. The application costs £30 and is paid when you submit your application.

To complete a Traffic Diversion application click here: [Traffic Diversion application](#)

It is also important to note that if your application is successful, you will be responsible for putting up road barriers, organising alternative route signposting and marshalling the closure on the day.

## 2. If your event requires a license

*If there is no sale of alcohol and the music will only form a small parts of the event (for example a stereo with speakers playing in the background) then you **do not need a license**.*

However, if you are proposing to hold a party that will involve the sale of alcohol or provide entertainment to the wider public for example live music (such as a band) or recorded music (such as a disco) you will need to apply to the Council for a Temporary Event Notice (TEN).

The fee is £21.00 and the notice must be received by the Council a minimum of **10 working** days (approx. 2 weeks) before the event is due to take place.

To check whether you need to apply for a Temporary Events Notice and to complete the application form, click here: [Temporary Events Notice](#)

## What else do I need to consider?

While a street party is intended to bring together everyone on your street, some residents may not wish to take part. Therefore it is important to be aware of causing a nuisance.

Ways of avoiding this are:

- Tell all your neighbours about the event and explain what time it will finish. Also, give them a name and telephone number for them to contact if they are disturbed by the event
- Carry out regular checks throughout the event to ensure any noise is not causing a disturbance to nearby residents
- If you are playing music, make sure the music level is lowered later on in the evening especially where children or other local residents may be trying to get to sleep.
- Ensure that any 'partying' does not spill outside of the area of your event, and that guests consider neighbours when they are leaving
- Do ensure that emergency vehicles can gain quick access to the event
- Take care when decorating your street. Do not attach bunting to key signs or hang bunting or decorations where it could cause a hazard or reduce visibility of street markers
- Plan to clear up the street after the event. Remember it is your event, therefore your responsibility to clear up after it.

## Do I need Insurance?

We would always advise that you take out Public Liability Insurance so that you are covered in the event of a claim being made against you by a member of the public or a third party (any reputable insurance company should be able to advise you on this).

For more information take a look here for more information: <http://www.streetparty.org.uk/insurance.aspx>

**Please contact Shropshire Council**



**0345 678 9000**