

Holding Street Parties a quick reference guide

In order to make it as easy as possible for you to hold a street party to celebrate the Royal Wedding, Diamond Jubilee, Ashes success or other event South Gloucestershire Council has produced the following simple guide for you to follow.

By 'street party' we mean one that is organised by and for all residents in 1 or 2 small streets, without external publicity. A wider public event in more streets needs extra arrangements. There is an excellent website www.streetparty.org.uk which provides lots of useful practical tips, including when public liability insurance could be necessary.

What do you need to do to hold a Street Party in SOUTH GLOUCESTERSHIRE?

Example Street Party	Do you need a Road Closure *	Do you need to have a Temporary Event Notice (TEN) – cost £21 *	Do you need to have a Street Trading Consent. *	Do you want to use a Council park? *
You wish to get your neighbours together in your local street providing your own entertainment, food and drinks.	Yes if you are planning to use the road.	No	No	No
You wish to get your neighbours together in your local street but get a commercial street trader (fast food van) to provide the drinks / food or entertainment or are publicising a programme of bands etc. or are selling things like tickets, entrance or alcohol.	Yes if you are planning to use the road.	Yes	Yes.	No
You wish to get your neighbours together in your local street but get a commercial street trader (fast food van) to provide the drinks / food or entertainment or are publicising a programme of bands etc. or are selling things like tickets, entrance or alcohol.	Yes if you are planning to use the road.	Yes	Yes.	Yes

* For details on applying for these please see www.southglos.gov.uk

Road closures need to be legally processed, we need to have applications at least 8 weeks ahead of prospective date (ie 4th March for the Royal Wedding). There is normally a charge of £118 but for the Royal Wedding in 2011, there will be no charge. The application form should be emailed to streetevent@southglos.gov.uk

Temporary Event Notices - this needs to be submitted to the Council at least 10 clear working days before the event. The ten days start the day after you submit the notice. For the Royal Wedding on 29th April this would mean the Council requires the application by Tuesday 12th April because of the bank holidays.
[**licensing@southglos.gov.uk**](mailto:licensing@southglos.gov.uk)

Street Trading Consents - If the street trader you wish to use already has a consent from South Gloucestershire Council then a notification to the licensing team, [**licensing@southglos.gov.uk**](mailto:licensing@southglos.gov.uk), with their trading name and consent number will suffice. If you require a new consent application form please e-mail: [**licensing@southglos.gov.uk**](mailto:licensing@southglos.gov.uk)

Council Parks – Please notify streetcareadmin@southglos.gov.uk

This guide is intended for events where there will be less than 500 people in attendance. If you are planning a bigger event please contact [**licensing@southglos.gov.uk**](mailto:licensing@southglos.gov.uk) or **01454 868001** for information and advice.

Waste collection – if you are holding a street party and wish for a collection to be made the following day please notify us on the above contact details. If you clear the street of rubbish, bag it and put it at the entrance to your road it will be collected. Should you need any further advice of information do not hesitate to view the website [**www.southglos.gov.uk**](http://www.southglos.gov.uk)