

## How to arrange a Community Party in Wiltshire to Celebrate the Queens Platinum Jubilee.

This document relates to community parties. Small private community parties and fetes do not normally require a licence. These parties and fetes are where groups of residents, or a community organisation, organises an event for the benefit of their neighbours or a local school.

Events held on the highway impact significantly on the existing road network and cause upset to those not taking part. Therefore, Wiltshire Council recommends that alternative venues such as public open spaces, parks, driveways, parking areas and gardens are considered for staging the event rather than using the public highway.

If you choose not to use the street, then it will be a far simpler process and a lot easier to obtain permission. Most of the local parks and some green open spaces are managed by the City, Town and Parish Councils, so permissions will need to be sought from them. If you are not sure who owns your local park or green open space, then please email Kevin Oliver at: [kevin.oliver@wiltshire.gov.uk](mailto:kevin.oliver@wiltshire.gov.uk)

After considering the advice above and closing the road is the only sensible, safe and practical option, you will need to apply for an official Road Closure. Please email the Traffic Orders Department at Wiltshire Council at: [trafficorders@wiltshire.gov.uk](mailto:trafficorders@wiltshire.gov.uk) for an Application Form and Guidance or visit [www.wiltshire.gov.uk/highways-special-event-road-closures](http://www.wiltshire.gov.uk/highways-special-event-road-closures)

Please supply as much information as possible, as this will make all stages of processing your application quicker and easier. Once you have completed your application form please return it to the email address above. It is important to submit your application **at least eight weeks** before the day itself. **If your application is outside the set timescales, then it may be rejected.**

**Please note: Permission for closures will not be granted on a main road, bus route or emergency vehicle priority route or if there will be a conflict with another closure that takes priority (planned/emergency works).**

### Road Closures

Provide a map of the roads to be closed also indicating approximate positioning of signage for the community party which must be submitted with the application. Wiltshire Council will not charge a fee for processing a road closure application.

It is important that the event organiser obtains police consent for the event and the road closure. Emergency services must also be allowed full access to the road if they request it. Therefore, it is important that the arrangement of stalls, tables and other street furniture is planned in such a way that it can be moved at short notice.

## **Write to you neighbours prior to applying for a road closure**

Remember that a road closure may affect other people living in your street. For this reason, event organisers are required to consult with the owners/occupiers of properties prior to submitting an application to close the road. The council recommends that you speak with your neighbours to let them know about the planned road closure and obtain their agreement that they are happy for the road to be closed and for the street party to go ahead. This is also a good opportunity to speak with people and invite them to get involved with the organisation of the community party. You must keep a record of who you have contacted and send a copy to the council with your application. For neighbours that you have been unable to contact, you must undertake a letter drop providing details and contact numbers to enable them to make comments and representations should they wish.

## **Record any objections residents may have**

Notify the council of any objections at least five weeks prior to the event. Please log any objections that you have been unable to resolve with residents on your street and return this to Wiltshire Council along with the Road Closure Application Form.

## **Complete a risk assessment - Submit this to the council for approval**

We recommend that event organisers complete a risk assessment. This will help you identify any accidents that could occur and action you could take to reduce the risk. Public safety is the most important consideration in planning your community party. This should be submitted along with your application.

## **Signs, parking and barriers**

The event organiser is responsible for ensuring adequate signage of the closure and any diversion route both prior to and during the event. All signs to be placed on the highway must be in accordance with the requirements of the Traffic Signs Manual.

Any decoration, signs or bunting must be securely fastened, must not overhang or obstruct the highway or footway and must not cause a hazard to vehicles or pedestrians. There must not be any open flames, fires or barbecues on the highway, or on the pavement.

In order to maintain access for residents and for the emergency services, a minimum clear way of 3.66m throughout the length of the closed street must be maintained.

Parking of vehicles in the vicinity of barriers is prohibited and no overspill of parking is allowed in any adjacent street. Multiple parking (either side by side or head on) is also prohibited.

Stalls, tables and other objects placed on the street must not obstruct the entrance to individual properties. Additionally, please remember that street fire hydrants and indicating tablets must not be obscured in any way.

## Temporary Event Notice

If you wish to carry out any of the following licensable activities at your event you will need to apply for a Temporary Event Notice (TEN).

- Sell alcohol by retail
- Supply hot food or hot drink after 23:00 or before 05:00 on any day. This includes takeaways, cafés, mobile hot food vans and any other venue providing hot food or hot drink
- Provide regulated entertainment such as performance of a play, exhibition of a film, indoor sporting events, boxing and wrestling, live or recorded music and performance of dance

Large scale events which are likely to attract over 500 people will require Premises Licence instead of a TEN. Any individual of 18 years or over can apply for a TEN.

There are two types of TEN: a standard TEN and a late TEN. These are subject to different processes: a standard notice is given no later than ten working days before the event to which it relates; and a late notice is given not before nine and not later than five working days before the event.

### **Are there any events which are exempt from needing a TEN?**

Yes, as a result of deregulatory changes that have amended the 2003 Act there are several activities that no longer require a licence. For an up to date list of all exemptions please refer to <https://www.legislation.gov.uk/ukxi/2014/3253/made>

For more information and to apply for a TEN online please see the following link <https://www.wiltshire.gov.uk/licences-permits-ten>

### **Parking suspensions**

If you do not want cars to be parked on the street during the event, we would like you to tell us when you apply for the road closure. If you cannot say at this stage, you'll need to let our Parking Services Team know at least two weeks before the event. Contact: Parking Services at: [parkingservices@wiltshire.gov.uk](mailto:parkingservices@wiltshire.gov.uk)

### **Organise reflective barriers and directional signs**

We ask that the event organisers arrange for temporary reflective 'Road Closed' barriers to be placed at the points of road closures in order to alert motorists. Organisers are also responsible for placing and taking down diversion signs. The 'Road Closed' barriers should be manned at all times by a responsible person.

The organiser must also provide diversion signs along the agreed diversion route. Signs reading "Diverted Traffic" with an arrow pointing in the appropriate direction must be clearly displayed and securely fixed along the alternative route. All barriers, signs and obstructions must be removed from the highway at the conclusion of the event.

## Noise

If you intend to play music, then you must ensure that the volume of noise from music systems and CD players etc. is kept at reasonable levels to avoid disturbing residents that are not attending.

## The street must be left in a clean and safe condition

The organiser will be responsible for clearing all litter, waste and equipment from the street at the end of the party. As the event is a community event, organised by residents and attended by residents, the waste on this occasion, will be treated as household waste. Please take the waste home, recycle where possible and it will be collected on the normal waste collection day.

## Public Liability Insurance

There is no law that says you must buy insurance for a voluntary or community event – but you might want to make sure you are covered in case something goes wrong and someone makes a claim against you. Having public liability insurance may give you peace of mind, but it's good planning, not insurance that stops things going wrong.

Small community events are exempt from the requirement for public liability insurance only when:

- The event is not publicised for the general public and therefore will not draw in people from the wider area.
- The event applies to the residents of one or two streets and attendance will generally involve less than 150 people.
- There is no amplified entertainment which may cause nuisance to the wider area.
- There is no alcohol or food being sold.

It is recommended that you take out adequate Public Liability Insurance (PLI) if you decide to put on an activity that could cause harm to someone such as operating a barbeque or hiring in devices such as a bouncy castle or children's amusement rides.

## Further information

If you have any questions about formulating a risk assessment or just general health and safety advice on organising a safe community party in Wiltshire, please speak with Kevin Oliver, Events Authorising Officer on 01380 826335 or 07825 400377.