

If you are considering organising a Street Party in Southend-on-Sea to help you make your plans, listed below are answers to the most frequently asked questions? If you need further help please do not hesitate to contact our Business Support Applications team.

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Organising a Street Party – Frequently Asked Questions

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Organising a Street Party – Frequently Asked Questions

1. What's the difference between a Street Party and an Event?

Organising a small, private Street Party is very simple and generally does not include activities that need a licence or provide certain types of entertainment. Whereas an Event is generally more complex, hosted in various locations, may require additional permissions and or consents and would normally incur fees and charges. Therefore the application process and forms required to obtain permission are different.

Street Party and Larger Public Event Comparison

Street Party	Larger Public Event
For residents/neighbours only	Anyone can attend
Publicity only to residents	External Publicity (such as newspapers)
No licences normally necessary if music is incidental and no selling of alcohol involved	Licence usually needed
No formal risk assessment needed	Risk Assessment common
Self-Organised	Professional/skilled Organisers
Quiet residential road or street	Various locations
Normally no insurance required	Insurance needed
Application form: Request for a Street Party Permit	Application form: Request for an Event Permit

Visit our Hosting an Event webpages if you would like further information or contact us.

2. What is a Street Party Permit?

A permit issued by Southend Borough Council giving permission to close a Public Highway to hold a Street Party.

By 'street party' we mean one that is organised by and for all residents in 1 or 2 small streets, without external publicity.

A 'Public Highway' is any pavement, walkway, road or pedestrian area that Southend Borough Council is responsible for.

If your Street Party is going to be held on open space other than the Public Highway you must obtain permission from the owner of the land.

If your Street Party is going to be held on open space on your housing estate, you should contact your local Housing Association for permission.

Organising a Street Party – Frequently Asked Questions

3. When do I need a Street Party Permit?

An application for a Street Party Permit must be made to the Council if a group of residents are planning to close a road in order to hold a celebration/party. As the application process will take approximately four weeks it is essential you start planning your Street Party in plenty of time. For further information and advice you can contact us. You can also check out The Street Party Site at www.streetparty.org.uk for lots more hints and tips on how to make your street party one to remember.

4. Where can I hold a Street Party in Southend?

Street Parties can generally be held in quiet residential roads, streets or cul-de-sacs however, it may not be possible for us to agree a road closure if your street is a main public transport route or a major road that would require complex diversions.

5. Will there be any fees?

We do not make a charge to process an application or to close a road. However, application fees and or charges may apply and would be charged by the relevant department if you need to apply for other types of permission from the Council, for example where your event requires a licence under the Licensing Act.

- Licensing
- Traffic Management

Please Note: the cost of, reinstating, repairing, replacing or cleansing the public highway or public open will be charged should there be anything damaged, destroyed, stolen or removed prior to, during or subsequent to the party. In addition, if relevant, costs will be also be charged for the removal and storage of any property left at the Street Party location that has not been claimed within 28 days.

6. Can I cancel an application?

Yes, all cancellations must be made in writing and must be received from the Organiser. The date the cancellation will take effect will be the day (working day) that we receive the instruction from the Organiser.

7. How do I apply for a Street Party Permit?

As the Organiser you will need to fully complete and submit to us the following:

- Request for a Street Party application form
- Street Party Permit – List of Participants, Contractors and Sub-Contractors (only required, if your party will have any traders or paid entertainment)
- An up-to-date street map with:
 - the area to be used for the Street Party outlined in red
 - alternative routes for traffic (due to any diversions required) highlighted
 - the locations of any barriers and or signs confirmed

Organising a Street Party – Frequently Asked Questions

It is important that we fully understand all aspects of your Street Party to help you make sure your event complies with the law and that it is delivered legally and safely.

It also allows us to process your application smoothly and in plenty of time. Attached to each form are guidance notes to help you complete them as fully and accurately as possible.

You can apply online or by downloading the application form and sending it to us. Please allow enough time to gather all the information required before you complete and submit the application to us. Any information that is incorrectly completed or missing may result in a delay in processing of your request.

8. How long does it take to get Street Party Permit issued?

We allow 4 weeks to fully consider a standard application. This time is necessary to allow us to consult with any internal and or external parties that may need to give their consent or apply conditions to the holding of your Street Party.

Note: When planning your Street Party you must make sure you have allowed enough time to apply for any other permission(s), consents or licences your Event may need. These may take longer to process than the Application to hold a Street Party.

9. What happens when I submit a Street Party Application?

Once you have submitted your application, there are three basic stages in the application process:

Our target for dealing with an application is within a minimum of four weeks; however, this will be dependent on us receiving all the necessary information at the correct stage.

Stage 1 – Application Registration

Once we receive your application a Business Support Officer will register the details on our system, obtain a Unique Reference Number for your application and check you have sent us everything we need to start the process.

We will send you a letter/email within 3 working days of receiving the application to confirm the Unique Reference Number.

We will also contact you if you have not sent all the information needed to start the process.

If there are a number of significant omissions within your application we will return the application to you and if no response is received within 5 working days your application will be cancelled completely.

Stage 2 - Consultation

Once we have everything we need to start the process we will then consult with any internal Council departments and any other external individuals, groups and organisations that may need to know about or be involved in the approval of your event. We allow 10 days for consultees to respond and we can only make a decision on your application when the consultation period is over.

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Stage 3 – Decision / Permit

Once the consultation period is over a decision will be taken to either; approve, approve subject to conditions or refuse your application. We will then send to you either an approved Street Party Permit (showing any conditions applied) or a letter confirming refusal and the reason why we have been unable to permit the Street Party.

The Street Party Permit is an official document. It is only valid for the purpose specified and must be available to view upon request at any time during the event. It will confirm:

- The Street Party Unique Reference Number
- The Street Party Location
- The Organisers Name
- Permission has been granted
- Any conditions attached to the holding of the Street Party

If the event is found to be in breach of any of the terms and conditions attached to the permission, the Council reserves the right to cancel the Street Party immediately.

10. Do I need to have insurance cover for a Street Party?

It is not always necessary to obtain Public Liability Insurance to cover your event however it may be something you want to think about. It protects against any awards of damages given to a member of the public who sues because of an injury or damage to their property caused by your event.

Please note; if you have any traders or paid entertainment (ice cream van, DJ etc.) at your Street Party those traders will be required to have their own public liability insurance in place (minimum of £5million liability cover) and they should supply you with a copy of their insurance certificate.

11. Will my application and details be published on the Council Website?

No personal details will be published. All road closure within the Borough are displayed for traffic flow purposes.

However, during the consultation period your application form and any relevant documents submitted will be shared with relevant internal Council Departments and external parties (such as the Emergency Services) that may need to know about or be involved in the approval of your event. The Freedom of Information Act 2000 also requires us to make all documents available to members of the public, if requested. If you consider your proposal to be confidential your request should be clearly marked as confidential and you should set out the reason(s) why and for what period the information is required to remain confidential.

Organising a Street Party – Frequently Asked Questions

12. What is a Temporary Event Notice?

Under the Licensing Act if an event for up to 499 people incorporates any of the following regulated activities a Temporary Event Notice is required to be applied for from the Licensing Authority (Council's Licensing Team):

- sale by retail of alcohol (example, if you want to have a pay bar)
- supply of alcohol by or on behalf of a club
- provision of late night refreshment (between 23:00 and 05:00)
- provision of regulated entertainment
 - a performance of a play
 - an exhibition of a film
 - an indoor sporting event
 - boxing or wrestling entertainment
 - a performance of live music
 - any playing of recorded music (unless background music)
 - a performance of dance
 - where the entertainment takes place in the presence of an audience

13. Will I need to get a Licence for my Street Party?

Under the Licensing Act if an event for up to 499 people incorporates any of the following regulated activities a Temporary Event Notice is required to be applied for from the Licensing Authority (Council's Licensing Team):

- sale by retail of alcohol
- supply of alcohol by or on behalf of a club
- provision of late night refreshment (between 23:00 and 05:00)
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 - any playing of recorded music (unless background music)
 - a performance of dance
 - where the entertainment takes place in the presence of an audience

For further information contact our Licensing Team

Note: When planning your party you must make sure you have allowed enough time to apply for any other permission(s), consents or licences your Event may need. These may take longer to process than the Application to hold a Street Party.

Organising a Street Party – Frequently Asked Questions

14. Can I hold a collection or raffle to raise money for charity?

Yes, however charity collections taking place in public places especially on the public highway/footpaths require a permit/licence prior to the collection. Those on private property do not.

For a raffle, if you are selling tickets and conducting the prize draw on the same day then a licence is not required. If you sell tickets in advance of the prize draw you will need to apply for a lottery licence from our licensing team under the Gambling Act 2005.

For further information please contact our licensing team.

15. Can I have music at the Street Party?

Yes, ideally live acoustic, not too loud, late or long. Licences are not normally necessary if the music is incidental.

However, under the Licensing Act you may need to apply for:

- A Temporary Event Notice

If your event incorporates any of the following regulated activities:

- sale by retail of alcohol
- supply of alcohol by or on behalf of a club
- provision of late night refreshment (between 23:00 and 05:00)
- provision of regulated entertainment
 - a performance of a play
 - an exhibition of a film
 - an indoor sporting event
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 - any playing of recorded music (unless background music)
 - a performance of dance
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For further information contact our Licensing Team

Note: When planning your party you must make sure you have allowed enough time to apply for any other permission(s), consents or licences your Event may need. These may take longer to process than the Application to hold a Street Party.

Organising a Street Party – Frequently Asked Questions

16. Can I have alcohol at the Street Party?

Yes, as long as no selling of alcohol is involved. However, under the Licensing Act you may need to apply for:

- A Temporary Event Notice

If your event incorporates any of the following regulated activities:

- sale by retail of alcohol
- supply of alcohol by or on behalf of a club
- provision of late night refreshment (between 23:00 and 05:00)
- provision of regulated entertainment
 - a performance of a play
 - an exhibition of a film
 - an indoor sporting event
 - boxing or wrestling entertainment
 - a performance of live music
 - any playing of recorded music (unless background music)
 - a performance of dance
 - where the entertainment takes place in the presence of an audience

For further information contact our Licensing Team.

Note: When planning your party you must make sure you have allowed enough time to apply for any other permission(s), consents or licences your Event may need. These may take longer to process than the Application to hold a Street Party.

17. Can I have food at the Street Party?

Yes, however if you are planning to use hired caterers they must comply fully with the requirements of the Food Safety Act 1990 and EC 852/2004 Regulation and any amendments thereto. They must also comply with all instructions given by the Environmental Health Officer.

All catering and licensing arrangements must be made through the Council.

Under the Licensing Act you may also need to apply for:

- A Temporary Event Notice

If your event incorporates any of the following regulated activities:

- sale by retail of alcohol
- supply of alcohol by or on behalf of a club
- provision of late night refreshment (between 23:00 and 05:00)
- provision of regulated entertainment
 - a performance of a play
 - an exhibition of a film
 - an indoor sporting event
 - boxing or wrestling entertainment

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- a performance of live music
- any playing of recorded music (unless background music)
- a performance of dance
- where the entertainment takes place in the presence of an audience

For further information contact our Licensing Team.

Note: When planning your party you must make sure you have allowed enough time to apply for any other permission(s), consents or licences your Event may need. These may take longer to process than the Application to hold a Street Party.

18. Can I have balloons at the Street Party?

As a responsible Council we would prefer you not to, as discarded balloons can kill wildlife and cause eyesores when trapped in trees etc. Animals can become entangled in ribbons and strings and if the balloons are swallowed can kill by starvation. Please consider alternatives or at least refer to www.mcsuk.org the Marine Conservation Society website for more wildlife friendly balloons.

Note: You will not be permitted to release any high flying objects such as helium balloons without the prior written consent of the Council, Civil Aviation Authority and the Director of London Southend Airport.

19. Can I have bunting/street decoration at the Street Party?

Organisers who want to hang bunting or decorate the Public Highway will need to get permission from the Council. This information can be confirmed to us when you complete and submit an application for a Street Party Permit.

Please note: It is not normally possible to use street lighting columns primarily for health and safety reasons.

20. When should I start advertising the Street Party?

No advertising material may be issued for your Street Party.

21. Who is responsible for litter at the Event?

You must ensure the location of the street party is clean and tidy and regularly litter picked to ensure that the Council's obligation under the Environmental Protection Act 1990 – Code of Practice on Litter and Refuse is discharged.

All litter and refuse generated by the street party must be removed from the location (you will not be permitted to use any Council skip/litter bins) for disposal. If the Organiser fails ensure this the Council reserves the right to carry out the work and charge the cost to you.

Organising a Street Party – Frequently Asked Questions

22. Can I sell tickets for the Street Party?

You can ask for donations if you need neighbours to contribute to any costs however, if you charge to raise money for the party (as long as the number of people attending is less than 499), you will need to apply for a Temporary Event Notice (TEN) from our Licencing Team.

23. What is a Public Highway?

A 'Public Highway' is any pavement, walkway, road or pedestrian area that Southend Borough Council is responsible for.

If your Street Party is going to be held on open space other than the Highway you must obtain permission from the owner of the land.

If your Street Party is going to be held on open space on your housing estate, you should contact your local Housing Association for permission.

24. What do I need to close the road for the Street Party?

Firstly you need permission and to obtain this you will need to complete and return to us an Application for a Street Party Permit.

If permission is granted for you to hold your street party and close the Public Highway you will need to ensure:

- clear warning is given at all entrances to the road to be closed
- there is a physical barrier across all entrances.
- there is a adequate space for the passage of Emergency vehicles
- a four metre 'fire path' is left in the street or be readily available by removing temporary obstructions
- access must be reserved at all times to all public utility apparatus and vehicles (gas, water, electricity, telephones)
- activities are to be avoided within 15 meters (approximately 3 car lengths) from the junction

It is the responsibility of the Street Party Organiser.

Please note: Specific signs are required however and if available at the time we may be able to lend ones to you. Signs may also be available to hire or buy them from independent sources and further information and downloadable signs are available at www.streetsalive.org.uk

25. When should the road be closed and opened?

You should adhere to the times specified on the Street Party Permit. The times specified include time required to set up and fully clear away.

Organising a Street Party – Frequently Asked Questions

26. Definition of a Charity event

An Event organised by a registered Charity, an organisation with exclusively charitable purposes and registered with the Charity Commission.

27. Definition of a Commercial event

An Event organised around an identifiable commercial business or group of businesses which will be beneficiaries of the event.

28. Definition of a Non-Commercial event

An Event organised by a 'Not for Profit Organisation', an organisation that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals.

29. Definition of a Community event

An Event organised by a Southend-on-Sea based group of people who come together to create an event in their shared self-interest.

30. Definition of a Religious event

An Event organised by a Religious group, individuals who share a common set of beliefs.

31. Definition of a Political event

An Event organised by a Political Group, an organisation that seeks to influence government policy.