



ADUR & WORTHING
COUNCILS

**GUIDANCE ON APPLICATIONS
FOR STREET PARTIES**

Updated May 2023

Street Parties

Street parties and fetes are a traditional part of community life; they are a simple way for us to get to know our neighbours and meet members of our community.

Adur District Council and Worthing Borough Council support the Secretary of State for Communities and Local Government in the Government's initiative in making it easier to hold street parties and fetes.

The Street Party Site is a great place to start [Street Party](#)

What sort of event does this apply to?

This is about the sort of street parties and fetes that groups of residents get together to arrange for their neighbours. The main differences between a small street party and fetes and larger public events are listed below:

Street parties and fetes:

For residents/neighbours only
Publicity only to residents
No licences normally necessary if music incidental and no selling is involved
Simple risk assessment needed
Self-organised

Larger public events:

Anyone can attend
External publicity (such as newspapers)
Licences are usually required
If the event features a stage or any other constructions
If the organiser is seeking more than one road closure
Professional/skilled organisers

What permissions and licences are needed?

Typically a street party will involve closing the street on which the party is being held. To do this, you need to submit a road closure application at least six weeks before the event is due to take place. You will also need to consult with residents and businesses who would be affected by the road closure. Information on how to apply for a road closure order can be found on the Council's website.

<https://www.adur-worthing.gov.uk/streets-and-travel/road-closures/>

A temporary events Notice (TENS) will only be required if you are selling alcohol.

<https://www.adur-worthing.gov.uk/licensing-and-permits/licensing-act-2003/temporary-events/>

Street Parties and Noise

Hopefully everyone in your area will be attending your event so there will not be anyone to disturb. However, due to various reasons not everyone may want to party or hear other people partying throughout the night. If there are residential properties nearby, here are a few handy hints to try to ensure that everyone has a night to remember:

- Notify any near neighbours of your event, the time it will finish and a name and telephone number for them to contact if they are disturbed by it.
- Carry out regular checks outside your event to ensure that noise is not causing any disturbance to nearby residents, if it is then turn down the volume.
- The level of noise acceptable in the middle of the afternoon might not be as acceptable at 11 o'clock at night. Therefore make sure the music level is lowered later in the evening when children or other local residents might be trying to get to sleep.
- Ensure that partying does not carry on outside the area of your event and that partygoers consider neighbouring residents when they leave.

Food

The Food Standards Agency (FSA) has confirmed that one-off events such as street parties aren't usually considered food businesses, so there are no forms to fill in. However you must ensure that any food provided is safe to eat.

The FSA provides more on its website

<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

The NHS Choices website also has advice on how to prepare food safely

<https://www.nhs.uk/live-well/eat-well/how-to-prepare-and-cook-food-safely/>

Inflatables

Although popular, inflatable units, including bouncy castles and slides, can be extremely dangerous if operated incorrectly. All inflatable units must be operated in accordance with the Health and Safety Executive Guidance, available from

<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

If you decide to have an inflatable at your street party you should obtain all of the safety documents, risk assessments and insurance certificate from the company from where the bouncy castle is being hired from. Anyone using their own personal bouncy castle will have to provide their own insurance for the bouncy castle to be used at their event. All inflatables must comply with BS EN 14960 (2013) and have an annual examination by PIPA or ADIPS only. The inflatable must not be set up if wind conditions are at Beaufort Scale Force 5 (small trees branches start to sway).

Frequently Asked Questions

Q. How do I tell people about the party?

A. Inviting people face to face is a must to get people involved. Paper invitations and email are also a good idea. The Council may ask for proof that you have consulted everyone.

Most street parties are for residents only and there is no outside “publicity” (that would make it a public event). Remember to include local businesses in your consultation if they would be affected by your road closure.

Q. Who organises the party?

A. There should be a lead person from the street who can apply for the road closure order on behalf of the residents. This person should also be the main contact for the Council and the Emergency Services.

Q. Do we need insurance cover?

A. Yes. By applying for a road closure you agree to indemnify West Sussex County Council as the Highways Authority, in respect of any claims for loss or damage to property and death or injury to persons, relating to your activities, in whatever amounts, throughout the period of the permission. As you are indemnifying WSCC for any loss or damage, the Road Closure Order requires you to take out Public Liability Insurance cover to the sum of 5 million pounds.

If you are planning to have a bouncy castle/inflatable at your event please ensure you request the suppliers PLI, risk assessment and the Engineers Equipment Inspection Certificate (ADIPS or PIPA).

Q. Do I need a Risk Assessment?

A. The Council has created a generic risk assessment which covers many aspects of small residential street parties. However, there may be risks that are only applicable to your area, so you should review and add to the generic risk assessment to ensure it reflects your own location and event. You can find further information on our website.

<https://www.adur-worthing.gov.uk/streets-and-travel/road-closures/>

Q. We're serving alcoholic drinks – do we need an alcohol licence?

A. No, licences are only required if alcohol is sold. At a private party, sharing drinks with neighbours does not require a licence. If you do want to sell alcohol, you will need to contact the Council to make an application for a Temporary Events Notice. There will be a fee.

<https://www.adur-worthing.gov.uk/licensing-and-permits/licensing-act-2003/temporary-events/>

Q. We're playing music – do we need an entertainment licence?

A. No, if your street party is a private party for residents and the music is not advertised in advance to attract people, and you're not making money, then there is no need for a license for your music, whether it is live or recorded.

Q. Do we need a permit to serve food?

A. No, as a private party you do not need a licence under the Licensing Act 2003 to sell food (unless you want to only sell hot food and drink after 11pm). Remember you can always ask your neighbours to bake a cake, make a sandwich or bring food to share with one another. This is also a good way to bring different groups of people together.

Q. We're having a tombola/raffle – do we need permission?

A. Probably not. If the tombola/raffle tickets are sold on the day and the prizes are not worth more than £500 in total then it will be exempt from gambling regulations (however, if tickets are sold in advance of the event, you will need a lottery registration, but do contact the Council first to check). Any proceeds from the tombola/raffle must go to a good cause such as charity or covering the cost of your party. Alternatively, if you did want to raise some money for your local church or charity, you can always ask people for donations.

Q. How do I close the road?

A. You must have a road closure order in place to close the road. The order will identify the times from when you can close the road. Remember that members of the public cannot stop traffic to close a road, wait until there is no traffic approaching and then put out your road closed signs. <https://www.adur-worthing.gov.uk/streets-and-travel/road-closures/>

Q. Where can I get Road Closed signs?

A. Arrangements for the necessary signage can be made through Adur and Worthing Councils. Organisers should email commercial.waste@adur-worthing.gov.uk to make enquiries. Please note this is a chargeable service.

Q. Do I need to have marshals?

A. Although there is no need to employ qualified people to marshal your event, it is good practice to nominate some of your residents to position themselves by the road closure signs to answer any questions from vehicle drivers and also to stop non-residents from 'gatecrashing' your event.

Q. Do we need to clean up afterwards?

A. Yes, you will need to clean up after your street party. It's your street, your party, so keep your local area clean and tidy. Let people know in advance what time the party will finish and have a section set aside for bin bags and recycling. Remember that the clean-up time should be considered when applying for the road closure order so that the clean-up can be safely undertaken while the road is closed. The Council's waste services may be able to supply refuse sacks and other equipment to assist you in your cleanup and you can arrange with them to take the refuse away operational.waste@adur-worthing.gov.uk. There may be a charge for this service. Also note that if your party is held on a day that would usually be the day your bins are emptied by the Council, you will be asked to bring them to a central point at the end of the road so that the refuse lorry does not have to drive down the road when you are trying to arrange your party. Do not forget to take down all signage after the event.

What do I need to do now?

- Start by asking a couple of neighbours you know whether they are keen. Agree a date early on.
- Invite the whole street to the first meeting, and look to hold 2 or 3 more meetings to chat and plan to ensure everyone is happy and kept informed. Keep meetings informal and share out the activities and jobs.
- Complete the online road closure application for a street party at least six weeks before your event.
- If you require any further information or advice, contact either:

Business Support
road.closures@adur-worthing.gov.uk
01903 221486

The Events Team
events@adur-worthing.gov.uk
01903 221200/1207

HELPFUL CONTACTS

Adur and Worthing Councils

Road Closure Order	Business Support road.closures@adur-worthing.gov.uk
Licensing	Licensing Team licensing.unit@adur-worthing.gov.uk
Public Health and Regulation	Public Health and Regulation publichealth.regulation@adur-worthing.gov.uk
Waste Services	Adur & Worthing Council Services operational.waste@adur-worthing.gov.uk and commercial.waste@adur-worthing.gov.uk
Road Signs	Adur & Worthing Council Services commercial.waste@adur-worthing.gov.uk

Emergency Services non-emergency numbers For an emergency dial 999

Police	Operational Planning Team 101 Ext 582506 wsx.events@sussex.pnn.police.uk
Fire Service	West Sussex Fire & Rescue Service 01903 228437
Ambulance Service	South East Coast Ambulance Service 01273 489444