

How to arrange a Street Party in Brent

This document relates to parties in the street. Small, private, street 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.

Ten step guide to organising your Street Party

Complete street application form

If you would like to organise a street party near your home, please complete the street event request form. We have provided a blank sheet for you to sketch the planned layout of the stalls and barriers for your street event, though this can also be produced on a computer. Please supply us with 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: Paul Richards Transportation, Brent Civic Centre, Engineers Way, Wembley, Middlesex, HA90FJ www.brent.gov.uk email: network.management@brent.gov.uk It is important to submit your application at least six weeks before the day itself.

Write to you neighbours 4 weeks prior to planned event

Remember that a road closure may affect other people living in your street. For this reason, it is recommended that you write to the owners/occupiers of properties at least 4 weeks before the event. In this pack, you will find an example of a letter that you could send to your neighbours, and also a form on which to detail any objections you receive. If you do receive any objections, you should talk to our licensing team – details above – as it's important to resolve any problems quickly.

Record any objections they may have.

Notify the council of any objections at least 3-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 Brent Council with the street event request form. We will do our best to help you resolve any particular problems to allow your street party to go ahead.

Complete a risk assessment. Submit this to the council for approval

We recommend that event organisers complete a risk assessment form for their own use in planning and stewarding. This will help you identify any accidents that could occur and action you could take to reduce the risk. Safety requirements Public safety is the most important consideration in planning your street party.

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.

Complete the indemnity form. Submit this to the council

Those requesting a road closure for an event on their street must send an Indemnity Form to the council.

Organise reflective barriers and directional signs

We ask that the event organisers arrange for temporary reflective 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. Reflective barriers should be manned at all times by a responsible person.

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 no later than 10 days prior to the event. If you want to have a pay bar, intend to provide entertainment to the wider public, or charge to raise money for your event, you will need a Temporary Event Notice Application for expected attendance up to 499 this cost £21 no later than 10 days before the event. The premises user must also give notice to the chief officer of the local police department in this case Brent Licensing Police, Wembley Police Station, 603 Harrow Road, Wembley, HA0 2HH or by email to licensing-qk@met.police.uk no later than **ten working days** before the event period.

For further information about Temporary Event Notices and Premises Licences, contact the council's Licensing team hsl@brent.gov.uk on the www.brent.gov.uk Licensing - 020 8937 5359

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 ask for the road closure. If you can't say at this stage, you'll need to let our Parking Services Suspension Team know at least two weeks before the event. **Contact:** Parking Services Suspensions Team, Transportation Unit on 020 8937 5185 / 5106 or email Transportation@brent.gov.uk.

Road Closures

Sketch a map of the roads to be closed for the street party. Brent council charge a fee for processing a road closure of £200+VAT.

If the event has an entrance fee or is profit-making and commercial in any other way, the council charges its standard fees. To find out more about the cost of road closures, contact network.management@brent.gov.uk or call 020 8937 5145 / 2510 / 5049. 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.

Public Liability 3 Weeks Before

We will also ask you to provide proof that you have appropriate and sufficient Public Liability Indemnity in case of any accident resulting from the closure or the event. A list of insurers is available at the Association of British Insurers website at www.abi.org.uk

Send your completed application form to: Network Management Team, Brent Civic Centre, Engineers Way, Wembley, Middlesex, HA90FJ www.brent.gov.uk
email: network.management@brent.gov.uk

Further information

If you need help to complete the street event request form, or if you have any questions about organising a street event in Brent, please contact Network Management Team on 020 8937 5145 / 2510 / 5049

Request Form and Indemnity Form

Please complete the following questions and indemnity declaration and return with the street party request form:

<p>I have read the attached notes and conditions and agree to all the instructions contained.</p> <p>I agree to indemnify Brent Council, by means of insurance, against any liability that may arise from the closure.</p> <p>Signed:</p> <p>Print Name:</p> <p>Dated:</p> <p>Please sketch a map of the road(s) to be closed and the extent of the closure or alternatively attach a computer processed map to the back of this form.</p>
<p>Are there any other issues that Brent council should be aware of?</p>

Objection log form

Objector's name and contact details	Nature of objection

STREET PARTY EVENT REQUEST FORM			
Application for a Temporary Road Closure under Section 16A of the Road Traffic Regulation Act 1984			
Applicant details			
Name of event organiser			
Contact address			
Postcode			
Contact number(s)	Work:	Home:	Mobile:
Address of festival office (if applicable)			
Name of local organisation sponsoring the event (e.g. local residents association)			
Road closure details			
Name of the road you require closing and the extent			
Date of closure			
Times	From:	To:	
Name of any further roads you require to be closed and the extent			
Date of closure			
Times	From:	To:	
Nature of the event / reason for the closure			
Resident Consultation			
Have the owners/occupiers of the properties fronting the street or directly affected by the closure been consulted?			
Please give details of any objections received on the Objection Log Form and return this to Brent Council at least 3-weeks before the event.			

Residents Draft Letter

A letter should be sent to each property (including business premises) in the street where the event is being held at least once while you are planning your event. This will help you get support for your event and find out if there are any objections. You may use and adapt this letter.

Your contact address
Your contact e-mail address
Your phone number
Date

Dear Neighbour,

I am writing on behalf of the residents of **(your street)** to see whether you are interested in having a Street Party in **(your street)** on **(date)**

This would be a good opportunity for the residents of the street to get to know each other, and enjoy the area where we live. It would also provide the kids with a fun, simple and cheap day out without the use of a car!

We have lots of good ideas for the party such as:

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-
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If you are interested in helping to organise the party, or just join in, please complete the tick box slip attached to this sheet and return it to the address above. We have also provided a space on the slip below for you to add your ideas for the party, and any comments you may wish to make.

Looking forward to our street party!

Yours faithfully,
(Signed name)

Please complete this coupon and return it to my address (shown above).

Circle all that apply to your household:

- Would you like a Street Party to take place in our road this summer? Yes /Not Sure /No
- Would you like to attend the Street Party? Yes/ Not Sure /No
- Would you like to help organise the Street Party? Yes /Not Sure /No

Ideas/Comments/Observations

Name:

Address:

Telephone: