

Guidance Notes to Close a Public Highway for a Street Party

Standard Terms and Conditions:

1. For events where up to 499 persons are attending (including staff) and alcohol will be sold or entertainment provided, a Temporary Events Notice would be required (10 working days notice required not including day of application or day of event). For events where 500 persons or more are attending, a Temporary Premises Licence would be required (approximately 2 months notice is required). Please consult the Licensing Department for further advice.
2. The organisation shall nominate stewards who will be responsible for making suitable provision for the safety of persons attending the event and for ensuring that adequate access is available at all times for fire engines, ambulances, police cars or other vehicles that may be required in an emergency.
3. The organisers shall ensure that signs are in position to indicate to drivers that the road is closed. Please note that these need to be provided by the organiser of the Street Party and will not be provided by the Council.
4. When barriers and signs are erected, it is advisable to assess the effectiveness by someone other than the person who erected the signs actually driving up to the barriers and along the diversionary route in a test run, to see that they are clearly visible and will not lead to misunderstanding.
5. If buntings, streamers or any overhead obstruction is erected, care must be taken to site them high enough to allow free passage of vehicles. If such obstructions are to be in a position outside the time when the length of street is closed, they must be fixed at a height of not less than 5.0 metres. If these are required before the event or will remain after the event has finished then a separate application is required for consent to Erect a banner, bunting or Christmas lights over a public highway, footway or grass verge. This may be subject to a fee.
6. All barriers, signs, obstructions etc., must be removed on completion of the event and the street left in a clean and safe condition. All litter and refuse must also be removed.
7. Damage must not be occasioned to Council property e.g. lamp standards, road surfaces, footways, drainage etc. Do not try to open any of the lamp standards as they have live electric circuits, even in the daytime.
8. Metal stakes or similar must not be driven into the road or footway surfaces, or into the grass verges or grassed service strips in certain areas (i.e. accessways). (The organiser's attention is drawn not only to the damage which would be caused to those surfaces, but also to the hidden dangers which lie beneath in the form of electricity cables, gas mains, water mains etc.).
9. Any heating appliances used must not damage the road or footway surface or grass verges. (The organiser's attention is drawn to the possible dangers from fire which could be caused by certain heating appliances).
10. In accordance with the Environmental Protection Act 1990 and Clean Neighbourhoods & Environment Act 2005 the applicant for the road closure needs to prevent or remove accumulations of litter or refuse in streets and adjacent open land, where litter is related to their activities.
11. The applicant is responsible for ensuring all litter is cleared and appropriately disposed of from the road closure area and the open land within 100 metres on a minimum of one occasion for the event.
12. This measure is required in order to prevent defacement of any part of the street and adjacent open land, which would be detrimental to the amenities of the locality by reason of the presence of litter or refuse.
13. Bonfires will not be allowed in the street under any circumstances.
14. The organisers shall pay any charges imposed to cover costs incurred by the Council.