

How to arrange a street party in Islington

Street parties and fetes are a traditional part of community life. Everyone on your street can join in and it's a great way to get to know your neighbours.

We want to make it easier for residents to organise street parties. This pack contains information and resources to help you organise your event.

If you want to organise your party in a park or greenspace please email greenspace.events@islington.gov.uk. This document relates to parties in the street.

Small, private, street parties and fetes do not normally require a license. 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. Examples of these are the annual 'Big Lunch' event, school fetes or street parties to celebrate a notable occasion such as the Royal Wedding.

Organising your street party – step-by-step guide

1. Check whether you will need a licence for your event (see page 2).
2. Complete the street event request form (see page 5) and return it to the council six weeks before the event and let us know at the same time if you don't want cars parked on the street during the party (see page 2).
3. Write to your neighbours at least six weeks before your planned event (see page 8), and record any objections they raise (see page 9). Notify Islington Council of any objections.
4. Write to the police to request consent for the road closure at least six weeks before the event (see page 7).
5. Complete a risk assessment (see page 10).
6. Complete the indemnity form and return to the council (see page 11).
7. Organise temporary reflective barriers and diversion signs for road closures (see page 3).

Licensed events

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. This is a type of temporary licence and costs £21.

You may need a Premises Licence if you expect an attendance of 500 people or more and the event is aimed at the public in general (rather than just immediate neighbours). You

will need to provide at least three months notice to the Licensing team for a Premises Licence.

For further information about Temporary Event Notices and Premises Licences, contact the council's Licensing team:

Licensing Team
Public Protection Division
Public Realm
Islington Council
PO Box 2025
PERSHORE
WR10 9BU.
Tel: 020 7527 3031 or email: Licensing@islington.gov.uk

Road closures

For street parties and small community events where there is no selling involved, there is no fee to be paid to Islington Council for processing and advertising a road closure.

If the event has an entrance fee or is profit-making and commercial in any other way, the council charges its standard fee. To find out more about the cost of road closures, contact the council. Contact details can be found on page 4.

It is important that the event organiser obtains police consent for the event and the road closure.

Please note that the road is not officially closed; any motorist who insists on passage must be allowed through and also to park. However, in our experience the vast majority of motorists will comply and be happy to take an alternative route. 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.

Neighbours

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 six 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.

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. Their contact details are:

Parking Suspensions Team
Public Realm
Islington Council
PO Box 2025
PERSHORE

WR10 9BU.
Tel: 0207 527 2000
Email: parkingsuspensions@islington.gov.uk

Police supervision

Larger events may require police supervision. The police will charge for this service. See page seven for an example of a police consultation letter that you are welcome to adapt and use. The event organiser should contact the Islington police events office for further information:

Events Office
Islington Police Station
2 Tolpuddle Street
London N1 0YY
Tel: 020 8721 3434
Fax: 020 7421 0378
Email: SC&OMailbox-.NorthHub-EventPlanning@met.pnn.police.uk

Risk assessment and indemnity

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.

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

Safety requirements

Islington Council asks 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. The names of some companies who can supply the barriers are listed below, though Islington Council cannot guarantee their service level:

- Islington Arts Resources (Tel: 020 7527 4855. Email: arts.resources@islington.gov.uk)
- Nationwide Barriers Ltd (Tel: 01675 466321. Email: sales@oaklandsplastics.com)

In order to maintain access for residents and for the emergency services, a minimum clear width of 3.7m and a minimum height clearance of 4.0m must be maintained, throughout the length of the closed street. Adequate access for emergency services vehicles should be provided and maintained both to and within the site. Such access should only accommodate items that can be easily and immediately removed in the event of an emergency. 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.

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.

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 the application form, please return it to the address shown below. Please note that to make sure all aspects of your street event are properly organised, it is important to submit your application at least six weeks before the day itself.

Send your completed form to:

Agatha Obiekwe
Senior Technical Officer
Public Realm
Islington Council
PO Box 2025
PERSHORE
WR10 9BU.
Tel: 020 7527 8009
Email: agatha.obiekwe@islington.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 Islington, please contact Barry Lucas on 0207 527 2582 or Agatha Obiekwe on 020 7527 8009

Or you can write to:

Agatha Obiekwe
Senior Technical Officer
Public Realm
Islington Council
PO Box 2025
PERSHORE
WR10 9BU.
Tel: 020 7527 8009
Email: agatha.obiekwe@islington.gov.uk

STREET 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	

In the space below 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)

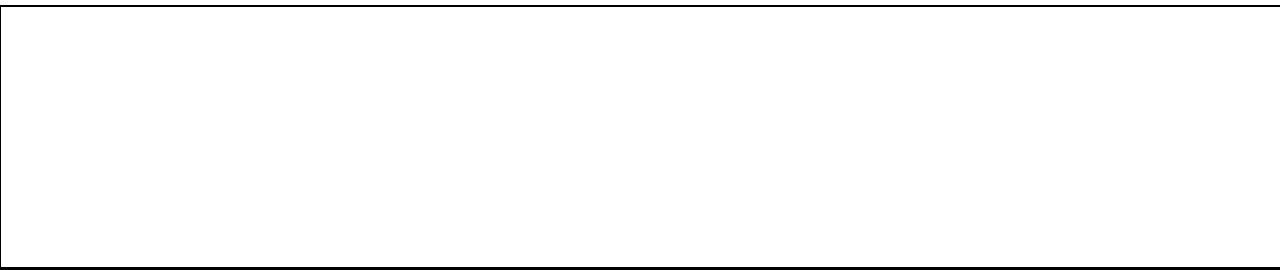


If this is an annual event, are the closures different from last year? If yes, please give details

Yes

No

Are there any other issues that the Council should be aware of?



Police consultation letter - template

Islington Council requires the event organiser to obtain police consent for the event. Below is an example of a police consultation letter notifying them of the date, the extent of the closure and the nature of the event. The organiser should wait until some planning has taken place, as the police need to know the date of the proposed closure and what will take place on the street.

If you have any difficulty in defining the closure you need in clear terms, please consult the Council's GIS mapping system which can be accessed on www.islington.gov.uk (type "Interactive Islington" into the website search engine). Alternatively, contact Agatha Obiekwe whose contact details are contained in the information pack.

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

Dear Sir/Madam

I am writing on behalf of the residents of **(Your street)**. We would like to hold a Street Party on our road during the Summer. I write to request your consent for the closure of **(Your Street)** on **(Proposed date of event)** in order to hold this street party in the safe environment of a traffic-free road.

We propose to close **(Your street)** from.....

E.g.its junction with Roman Way to its junction with Westbourne Road.

.....its junction with Roman Way to the common boundary wall of Nos. 74 and 76 Bride Street.

.....the eastern boundary wall of No. 102 Bride Street to its junction with Westbourne Road.

The plans for the Street Party are...**(give details of the activities, stalls and purpose of the event)**.

With your consent I will apply to Islington Council for a formal closure of the road, and I will organise the hire of barriers for safety on the day of the event. I look forward to hearing from you.

Yours faithfully,

(Signed name)

Letter for neighbours - template

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

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)** in the summer. 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:

-
-
-

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)

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

Tick the boxes 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:**  
**Telephone:**

**Address:**  
**E-mail:**



## Objection log form

Please use this form to log any objections that you have been unable to resolve with residents on your street and return this to Islington 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.

| Objector's name and contact details | Nature of objection |
|-------------------------------------|---------------------|
|                                     |                     |

## Risk Assessment Form

It is advised that the event organiser complete this form as an aid to planning a safe event.

| Hazard | Persons at risk | Magnitude of risk<br>(low, medium, high) | Probability of risk<br>occurring (low,<br>medium, high) | Actions to be taken in order to<br>control the risk identified |
|--------|-----------------|------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------|
|        |                 |                                          |                                                         |                                                                |
|        |                 |                                          |                                                         |                                                                |
|        |                 |                                          |                                                         |                                                                |
|        |                 |                                          |                                                         |                                                                |
|        |                 |                                          |                                                         |                                                                |
|        |                 |                                          |                                                         |                                                                |
|        |                 |                                          |                                                         |                                                                |

## Checklist and Indemnity Form

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

### **Police Consent**

|                                                           |        |
|-----------------------------------------------------------|--------|
| Has police approval been obtained?                        | Yes/No |
| Officer contacted (name and number)                       |        |
| What arrangements have been made with the police, if any? |        |

### **Resident Consultation**

|                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------|
| Have the owners/occupiers of the properties fronting the street or directly affected by the closure been consulted?     |
| If yes, have any objections been received?                                                                              |
| Please give details of any objections received on the Objection Log Form and return this to Islington Council promptly. |

|                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>I have read the attached notes and conditions and agree to all the instructions contained.</p> <p>I agree to indemnify Islington Borough 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> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|