



Your guide to organising a street party or fete

Street parties are a traditional part of community life. They're fun and they bring neighbours together.

How do you apply for permission to hold a street party or fete?

If you would like to hold a street party or fete, please complete this application form and return it to LondonPermitScheme@lbhf.gov.uk. Alternatively, you can apply online at <http://www.lbhf.gov.uk>, or by writing to London Borough of Hammersmith & Fulham, Network Coordination Team, 5th Floor, Town Hall Extension, King Street, London, W6 9JU.

What sort of events does this application apply to?

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

Streets parties and fetes

- For residents / neighbours only
- Publicity only to residents
- No licences normally necessary if music incidental and no selling is involved
- No formal risk assessment needed
- Self-organised
- Maximum of 499 people attending

Larger public event

- Anyone can attend
- External publicity (such as in newspapers)
- Licence usually needed
- Insurance needed
- Risk assessment usually needed
- Professional / skilled organisers

What do I need to do?

- Plan in advance
- Consult with everyone in your street to make sure they're supportive of the event
- Let us know of your plans by sending your form to the Network Management & Enforcement Group using the form on the website.

We will look at what you are proposing, and will process your application for road closure and will let you know if there is anything else you need to consider.

We hope this guidance has made things easier for you. For some helpful hints put together by Streets Alive (an organisation that promotes street parties), see www.streetparty.org.uk

Good luck with your event!



FAQs and checklist

Q. Can the council refuse?

A. Yes, if there are planned works or other activities that would either impact or adversely affect either the event itself or the planned works programmed, however we would seek to find alternative dates when the event could be held. In addition we could also refuse if we had concerns about the safety, or the suitability of the location or the event.

Q. Do we need insurance cover?

A. We believe that public liability insurance cover for a small residential street party is good idea, you might find it helpful to go on Streets Alive (www.streetparty.org.uk) and The Big Lunch website (www.thebiglunch.com) for further advice. Quotes for insurance start from as little as £50. You could always split the cost between residents, hold a raffle, or ask for donations to cover the costs.

Q. Do I need to do a risk assessment?

A. It is always a good idea to have a risk plan for small street parties, thinking about how you can minimise things going wrong and having a back up plan are vital to ensuring success, for example - what would you do if there was bad weather? Can you use plastic plates and cups rather than glass? Have you made sure an adult is in charge of the barbeque etc.

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 your neighbours does not require a licence. If you did want to sell alcohol, you will need to contact the Licensing Team for a Temporary Events Notice application form (detailed on page 3). The application costs £21.

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 licence for your music, whether it's live or recorded. However, please make sure your music is not too loud, or played too late to avoid causing nuisance to others.

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 wanted 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 worth no 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 speak to us first). Any proceeds from the tombola/raffle must go to a good cause such as charity or even 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. 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.



Celebrating your community



Application form for a street party or a small community event

Road closure for residential or neighbourhood street parties

Personal Details

Name of person

Organisation (if applicable)

Contact address (incl. post code)

Telephone number (daytime)

Telephone number (evening)

Email address

Event Details

Reason for the event

Name of the road to be closed

We may be unable to allow the closure of certain roads if they form part of our priority road network. Please ensure you check to see if your road is one of these. If so, please contact us to discuss this further.

Date and time of road closure

On which part of the road will the closure begin and end?

From:

To:

Give a brief list of properties affected. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close – e.g. Close numbers 1-20 and numbers 21-98

Are any of the roads to be closed used by through traffic? (please tick)

Yes No

If yes, you will need to send a traffic plan showing the exact extent of the closure and an alternative route for traffic.

Will access for emergency vehicles (if required) be readily available at all times?

If yes, can you say how this would be maintained?

If no, you will need to discuss this with your council and emergency services. In the interest of safety we highly recommend that roads are accessible for all emergency vehicles.

How will drivers know the road has been closed off - have you thought about barriers / diversion signs needed?

If yes, can you say what you are doing?

If no, you can speak to our team on 020 8753 1081, or alternatively you can email LondonPermitScheme@lbhf.gov.uk for guidance.

Do you intend on selling alcohol, providing entertainment, or charging to raise money for your event?

Yes No

If yes, you will need a Temporary Event Notice which will allow you to carry out licensable activities for a maximum of 96 hours for a maximum of 499 people. The Application costs £21. Application forms for a Temporary Events Notice can be found on the council's website or you can apply online.

Will there be more than 499 people in attendance?

Yes No

If yes, larger public events attracting more people may require an application for a premises licence. If you would like to hold a larger public event, please contact the Licensing Team by going online to our website, by phoning 020 8753 1081, by faxing 020 8753 3911, or by writing to London Borough of Hammersmith & Fulham, Licensing Service, 6th Floor, King Street, London, W6 9JU. An email can also be sent to licensing@lbhf.gov.uk.

We want to ensure most people are happy with this event, so if there are any objections you should let us know. We may be able to help you resolve any objections. It is worth remembering that not everyone will be able to participate so let everyone know what time the party will start and end (you may want to finish by 9pm to minimise noise).

Have most residents agreed to this neighbourhood / community event?

Yes No

If yes, please provide evidence that your neighbours have been informed.

If you are planning a road closure you will also need to consult businesses in the wider area that may be affected. Have you already consulted about the road closure?

Yes No

If yes, please attach a copy of your consultation invitation/notice and confirm the date it was sent.

In order for us to agree your street party, you will be required to sign a declaration, which we will send you once your party or event has been approved.