**Important Information**

**Residential Street Parties**

Local residents or community groups can apply to close the road to hold street parties in their area. We welcome these street parties and understand they can bring great benefits to a local community. For more information on how to plan for a street party, please visit the following websites which you may find helpful:

[**www.streetparty.org.uk**](http://www.streetparty.org.uk)

[**www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party**](http://www.gov.uk/government/publications/your-guide-to-organising-a-street-party/your-guide-to-organising-a-street-party)

[**www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events**](http://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events)

**In order to apply for a road closure for a residential street party to be assessed, please read the following information and conditions that apply for a road closure to be agreed:**

* We must receive your completed application at least 8 weeks before the date of your street party otherwise we may not be able to process it. This allows time for consultation and other procedural work.
* With your application, please include the following:

1. a separate drawing/diagram showing the extent of the road closure, position of barriers, signage and any other infrastructure that will be placing on the highway.
2. a copy of your Flyer
3. your completed Petition.

* Please email your completed Application to [highwayevents@brighton-hove.gov.uk](mailto:highwayevents@brighton-hove.gov.uk) along with the documents listed above. Please note that each document must be attached to your email separately. Late applications cannot be processed.
* To avoid delays in processing your application, please provide all the information requested on the form including the Organiser’s checklist. If your application is incomplete, we will not be able to process it and it will be returned to you to complete. Please note that the 8 weeks’ advance notice, starts on receipt of a fully completed application form.
* The hours of a road closure permitted for a residential street party are as follows:

April to September (inclusive) from 10:00 to 22:00

October to March (inclusive) from 10:00 to dusk

* Noise – Please consider the noise impact of your event on everybody, in particular any residents in your street or surrounding streets that are not attending your event. Any noise complaints are dealt with by the council’s Environmental Protection Team. For further information, please telephone the team on 01273 294266 or email [EHL.environmentalprotection@brighton-hove.gov.uk](mailto:EHL.environmentalprotection@brighton-hove.gov.uk)
* The council will not consider more than three road closures on the same street for a street party in any one calendar year, and each road closure requires a separate, full application.
* Brighton and Hove City Council makes no warranty as to the suitability of the road for your event and does not undertake to clear it of parked vehicles or obstructions prior to the closure taking effect.
* You must pay to the council the full costs of any damage to the highway or street furniture or other loss or damage suffered by it and of any claims made against it as a result of the making of the Order and which arise from your negligence or (if you represent a Community group or Resident’s Association) the negligence of your organisation’s members or officers.
* You agree to clean the street, if necessary, in order to return it to its condition prior to the closure.
* A flyer is to be distributed to each individual dwelling/property that may be affected by the proposed road closure. This should be delivered prior to carrying out your petition in order to forewarn of your intentions.
* Complete a Petition form for your consultation with all residents and businesses affected by the road closure, gathering at least 66% of signatures in support of the road closure which is required for your application. The petition should be carried out within 12 weeks of the proposed road closure. Please note that only one signature per dwelling is required and also the organiser (including members of their household), should not add their signature to the petition.
* Temporary Event Notice (TEN) – If your event includes the sale/supply of alcohol, regulated entertainment, eg music, you may need to apply for a TEN. Please see our website for more information and the application process:[www.brighton-hove.gov.uk/content/business-and-trade/licensing-and-gambling/temporary-event-notices](http://www.brighton-hove.gov.uk/content/business-and-trade/licensing-and-gambling/temporary-event-notices)
* Emergency Services:

It is a requirement that the Police, Fire Brigade and Ambulance Service be notified in writing of your intended closure. If the road closure is agreed, we will do this for you. They may have reason to object to the closure and if we are notified of this, we will refuse your application.

* Barriers & Signage - You must provide and erect all barriers and signs necessary to effect the closure, including those signing the alternative route.

Each barrier must be supervised and maintained at all times by a person under your authority and control (and clearly identifiable as such).

Use Barriers and Signage that is suitable for all types of weather and is visible at any time of day or night.

The barriers will need to form a solid line across the road which does not allow a vehicle to pass through them. If non-specific barriers are used (eg you don’t buy or hire them from a road safety shop), highly visible tapes or bunting should be used to make the barriers obvious to road users.

Paper printed signs or purchased banners will also need to be protected from wind and rain and you will be expected to maintain the signs and banners in good working order for the duration of your closure. If rain washes off your signs or wind blows them away, then the road will have to reopen because you will not have the correct signage anymore.

Signs and barriers can also be bought from local suppliers or hired in for your street party, their details can be found on-line or in your local phone book by looking for road safety sign suppliers.

* Public Liability Insurance - It is not a council requirement to have Public Liability Insurance for a road closure for a residential street party, but if you are interested in finding out more, please check the following website for more information: [www.streetparty.org.uk/insurance.aspx](http://www.streetparty.org.uk/insurance.aspx)
* For information on Risk Assessments and Health & Safety when organising an event, please see the following link: [www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events](http://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events)
* Legal Order for your Road Closure - If your application is successful you will be sent a copy of the Sealed Road Closure Order in advance of your event.
* By applying for this permission, you agree to indemnify Brighton & Hove 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 this permission.

**Sharing of Personal Information**

In order to process a road closure application for a Street Party, consultation with residents/businesses is required and therefore a petition is carried out by the organiser. This information is only used to ascertain who is in support of the road closure for a street party. Once this petition has been passed to Brighton & Hove City Council, Brighton & Hove City Council will not share the details of those who have signed the petition with any other person or organisation.

The details of the organiser of the event may be passed to other organisations such as the Emergency Services when we inform them of the event under Section 21 of the Town Police Clauses Act 1847.

Brighton & Hove City Council is committed to protecting your personal information. For further information, please see the council’s website <https://brighton-hove.gov.uk/about-website/privacy-and-data>