

Organising a Street Party on the Highway

Guidance Notes

Please note we need to receive your application form at least 4 weeks before your event date.

Please read this leaflet before filling in the form as it will help you to provide us with the information we need, and tells you about our role and the points you should be thinking about when planning an event.

Give as much detail on the form as possible as this will help us to assess the application, give approval for the event, and ensure that we can respond appropriately should an incident arise.

It is important that you liaise closely with us so that:

- public order is maintained;
- organisers and participants stay within the law;
- there is minimum inconvenience to residents, traffic and those not involved in the event.
- that the event will not conflict with the collection of household waste.

Organiser's responsibility

To carry out an event which obstructs the Highway you are required to inform the local authority about the event you are organising. You should also:

- carry out a risk assessment;
- ensure the safety of those involved in the event and of anyone who maybe affected by it;
- obtain any other necessary licences

Risk Assessment

The aim is to ensure that your event goes according to plan without any incidents. You can never guarantee that an incident will not happen but careful planning can reduce the likelihood of it happening and help you deal with it if it does occur.

- Identify all the hazards that may be part of your event and decide how much risk they are individually or if they combine;
- You must either remove the hazard completely or if this is not possible, reduce the risk of this hazard to an acceptable level;
- 'Hazards' are things with the potential to cause harm and 'Risk' is how likely it is for something to happen because a hazard is present;
- there is no set way of writing a risk assessment, all situations are different. However it is good practice to clearly document what the hazards and risks are, how serious they maybe and what you intend to do about reducing or eliminating them. You must do all this in writing and keep a copy safe just in case something does go wrong;
- Please remember it is your responsibility to do the risk assessment. It is your event and you should be more familiar with it than anyone else;
- On the day of the event, check the whole venue to make sure that all the risks are controlled properly as you said in your risk assessment. If you find any more, put them right too before the event starts and make a note of what you have done;
- Your risk assessment should be dated and signed by the person who has done it;
- Before your event is approved, we may want to come and visit the venue with you to discuss practical issues and possibly comment on your risk assessment. We will not do the risk assessment for you, but we may spot something that is wrong or missing. This does not mean we accept responsibility for your risk assessment. We may be able to make suggestions to help you improve things.
- More information about risk assessments can be obtained from the Health & Safety Executive.

Public Liability Insurance

The Council does not accept liability for any loss or damage caused to persons or property caused as a result of approving your event or public gathering. Whilst the event organiser(s) does not have to obtain public liability insurance to have a street party the applicant will have to agree to indemnify the Council against any and all claims, demands and proceedings arising out of their event.

Should you decided that you wish to obtain insurance having a written risk assessment will assist you in obtaining it.

Public entertainment licence

A public entertainment licence is necessary where any premises are kept or used for public music, singing or dancing including karaoke, or any similar public entertainment.

For further information please telephone 0161 474 3261

Noise nuisance

Statutory nuisance, due to excessive noise, should be avoided by applicants and those attending any event.

For further information please telephone 0161 474 4284

Fire safety

Free safety advice may be obtained from the fire service