



JUBILEE STREET PARTIES



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Luton

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BACKGROUND

Her Majesty Queen Elizabeth II is celebrating her Platinum Jubilee this year to mark 70 years on the throne. A series of events is planned across 2022 to mark this occasion, which accumulates in a special 4-day bank holiday taking place between Thursday 2 and Sunday 5 June 2022.

To accommodate this, the late Spring Bank Holiday has moved from Monday to this weekend. Activities are planned across the weekend, and the direction from Buckingham Palace is that the Sunday is for communities to come together and celebrate through street parties.

More information on the jubilee can be found here: royal.uk/platinum-jubilee-central-weekend

HOLDING A STREET PARTY:

The jubilee gives communities an excellent opportunity to engage and come together after the last two years and to have street parties or park parties.

When organising a street party, consideration needs to be given to the formal road closure process, and as such, communities are encouraged to think about green spaces near their houses that could be used instead. Once an event is larger than a street coming together, it is classed as a larger event. Information can be found here about such events: luton.gov.uk/plananevent

FUNDING:

Street parties or park parties don't need to cost any money and could be as simple as everyone being invited to a local park and bringing a picnic with them, or each neighbour producing a different dish to share. The council cannot apply to external sources or allocated funding to your community or group for these events.



DIFFERENCE BETWEEN STREET PARTIES AND LARGER EVENTS:

The main differences between a small street party and other public events are listed below:

STREET PARTIES

- ▶ For residents/neighbours only
- ▶ Publicity only to residents
- ▶ In a quiet residential road or street
- ▶ Normally no insurance
- ▶ No formal risk assessment needed
- ▶ Self-organised
- ▶ No licences normally necessary (unless the sale of alcohol is involved)

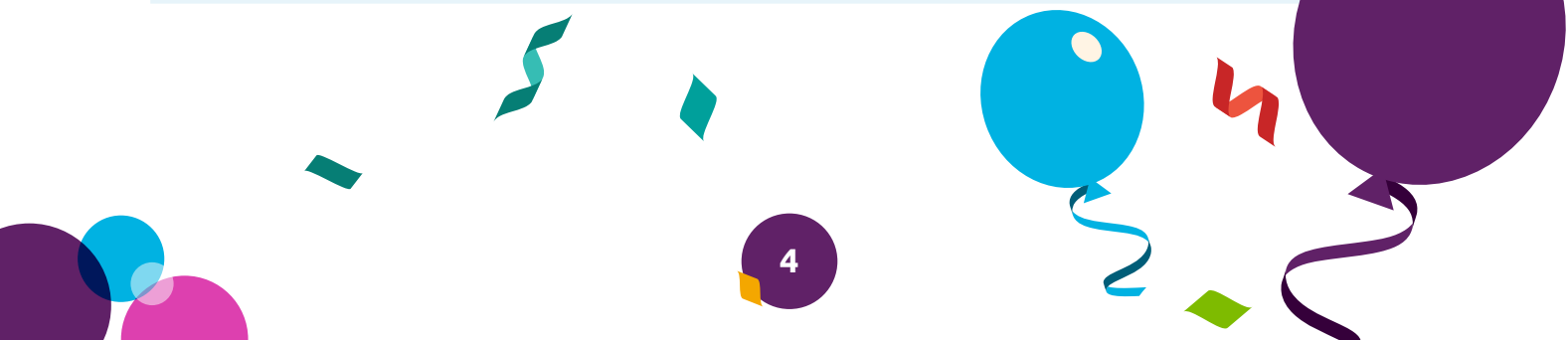
OTHER PUBLIC EVENTS

- ▶ Anyone can attend
- ▶ External publicity (such as in newspapers)
- ▶ In buildings, parks etc.
- ▶ Insurance needed
- ▶ Risk assessment common
- ▶ Professional/skilled organisers
- ▶ Licence usually needed

THINGS TO CONSIDER:

Below is a table with things to consider when doing in an open green space or on the street, please note this isn't everything and other things might need to be considered:

Area to consider	Open Space	Street
<p>Road closures</p> <ul style="list-style-type: none"> Do you need to close a road? Is it a main through route for emergency vehicles? 		<p>Paper work will need to be completed and agreement from the Safety Advisory Group (SAG)</p>
<p>Access to toilet facilities</p> <ul style="list-style-type: none"> Where can people use locally? 	Needs to be considered	Needs to be considered
<p>First aid cover</p> <ul style="list-style-type: none"> If the event is small, one street (for example) is there someone with first aid experience? 	Needs to be considered	Needs to be considered
<p>Food being shared</p> <ul style="list-style-type: none"> If people are bringing their own for their household to eat this isn't an issue. If people are sharing food, signs need to be up to warn no liability will be taken, and encourage people to bring things that aren't potentially dangerous (leave shellfish etc at home) 	Needs to be considered	Needs to be considered
<p>Public Liability</p> <ul style="list-style-type: none"> For events led by a community organisation or faith organisation they will need to have public liability in place. 		SEE FAQ below



FAQ:

DO I NEED A LICENSE TO USE AMPLIFIED MUSIC?

The Licensing Act 2003 does not require a music licence at a street party unless amplified music is one of the main purposes of the event.

DO PEOPLE PROVIDING FOOD NEED A FOOD LICENSE?

The Food Standards Agency (FSA) has confirmed that one-off events such as street parties aren't usually considered food businesses, so there are no forms to fill in. However, you must ensure that any food provided is safe to eat.

The FSA provides more advice about providing safe food at street parties and other community events on its website at: www.food.gov.uk

The NHS Choices website has practical tips on how to prepare and cook food safely at www.nhs.uk/live-well/eat-well/how-to-prepare-and-cook-food-safely

DO I NEED A LICENSE TO RUN A RAFFLE AT MY EVENT?

You do not have to register a lottery (which includes raffles, sweepstakes and tombolas) if you are running an "incidental non-commercial lottery", for which tickets must be sold and the winners announced at the event. Anyone at the event (including children) can take part in this sort of lottery. The expenses that can be deducted from the proceeds must not be more than £100, and no more than £500 can be spent on prizes (not including donated prizes). More information is available from the Gambling Commission's website at <https://www.gamblingcommission.gov.uk/> and search non commercial lotteries.

DO I NEED PUBLIC LIABILITY INSURANCE OR A RISK ASSESSMENT FOR A SMALL STREET PARTY?

There is no requirement from central government to have public liability insurance. You should not need a risk assessment – as long as consideration is given to the needs of all those attending, common sense precautions should be enough.

The below application form should be complete by those wishing to hold a street party and then submitted to Luton Council for agreement: communtyevents@luton.gov.uk

The deadline for receiving submissions is 1st May 2022.





CELEBRATING YOUR COMMUNITY

Application form for a street party for the Platinum Jubilee Sunday 5 June 2022

Name of person:

Organisation (if applicable):

Contact address (including postcode):

Telephone number (daytime):

Telephone number (evening):

Email address:

Name of road(s) to be closed:

Date and time of road closure

If you plan to close only a section of the road(s), where will the closure begin and end?

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. Cedar Close numbers 1-20 and numbers 21-98

Are any of the roads to be closed used by through traffic?

YES NO

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

Are you planning on closing a road that is part of a bus route?

YES NO

If yes, the bus company will need to be consulted.

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

YES NO

If not you will need to change your plans to accommodate them.

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

YES **NO**

If yes, can you say what you will be doing?

If no, you can speak to your council or Streets Alive who will be able to help you with street signs (<http://www.streetparty.org.uk/road-closed-signs.aspx>).

Have most residents agreed to this event?

YES **NO**

The council will want to ensure most people are happy with this event, so you should let them know if there are any objections. They may be able to help you resolve any objections. 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).

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 all premises about the road closure?

YES **NO**

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

WHAT HAPPENS NEXT?

**Send your completed form to Luton Council:
communityevents@luton.gov.uk**

Once you've completed a form and sent it to the above email. We will look at what you are proposing, process your application for a road closure and let you know if there is anything else you need to consider.