



London Borough of Lewisham

Guidance and conditions for Street Party events

Introduction

There are a number of details to consider before making an application for a street party closure.

1. You can seek informal approval from the Council for the event

Before you invest too much time in developing the proposal, you can seek initial confirmation from the Council that the road is suitable for a temporary road closure. Please specify which part of the street you would like to be closed by, for example, using house numbers.

Key criteria to be met include the street **not** being on a:

- main road (i.e. an A/B road),
- a bus route, or
- is on an emergency services route.

Email dave.wheeler@lewisham.gov.uk to establish whether your road is suitable.

2. Sell the idea to neighbours

Speak to as many of your neighbours as possible to gauge their interest and support. You should ensure that they understand about the event and that they have a chance to be involved and share ideas or concerns. It is important residents have an opportunity to register their support or objections. It is a good idea to hold a meeting.

Briefly the main purpose of your meeting should be to:

- Share the idea and explain why you are holding the event
- Discuss any questions or concerns
- Assess the level of interest and support
- Agree and decide suitable times and date – these are most commonly weekend afternoons.
- Highlight and consider any potential issues and look for their resolution.
- Recruit volunteers and discuss individual roles.
 - Volunteers duties include:-
 - Be the named contact as organiser

- Assist the organiser - to help and support the Organiser during planning and throughout the event
- to help and support with advertising and community support
- Manage the closure points as traffic marshals – responsible for redirecting traffic at the closure points.

3. Complete and submit your formal application

Apply using the online form on the [Council website](#).

As part of the application process, you must explain how you have consulted with local residents (neighbours) and include any objections.

Lewisham Council cannot guarantee that a closure will be approved if any of the application conditions are not met.

3.1 Application deadlines

Applications should be received at least 6 weeks prior to the date of the event. Late applications may be considered, at the discretion of council officers.

3.2 Objections and Concerns

All residents that may be affected by the road closure must be contacted by the organiser in writing, an example letter can be found at the end of these notes.

People may have objections or concerns at this point especially if they have not had any previous knowledge of the proposals. If any legitimate concerns are insurmountable then the closure may not be able to go ahead. Even where permission is given the council reserves the right to revoke such permission.

3.3 Insurance and liability

You are not legally required to have insurance, however Lewisham Council strongly advises that you do take it out for your own peace of mind. Contact [Event Assured](#) or [Events Insurance Services](#) or another service to get quotes for public liability insurance for your event.

3.4 Noise Nuisance

Consideration should be given to those living or working nearby. Please try to keep noise to a minimal level.

3.5 Cleaner Lewisham

The closure area should be left clean and tidy before the road is reopened.

For additional information on adding a Cleaner Lewisham litter pick to your event please visit the [Cleaner Lewisham page](#) on the Council website or email cleanerlewisham@lewisham.gov.uk for more information.

3.6 Fire Safety

Free fire safety advice may be obtained from the London Fire and Rescue Service.

3.6 Risk Assessment

Risk assessments are not strictly required as part of the application but you should spend some time thinking about the safety of the event. Should you wish to, you can find out more information on street parties on the [Government website](#).

4. Organisation and promotion

4.1 Publicity

Organisers should publicise the event by distributing leaflets, posters and/or flyers. The Council recommends keeping publicity within your own street and perhaps a few directly neighbouring streets that may be impacted by the closure due to traffic diverting.

4.2 Notification to affected properties

All residents and businesses in the road to be closed, as well as those adjacent who may be directly affected, must be informed in writing by the organiser. To help support organisers it is no longer a requirement to collect names and addresses of those that support the application. However all objections must be logged and responded to, and included in the application.

4.3 Barriers & Signs

Please read the regulations for barriers, signs and access in the street party guidelines below. You can hire, buy or make them. More advice is available at www.streetparty.org.uk.

To create your own barriers you could use red & white non-adhesive hazard tape and regulation Road Closed signs. You can buy hazard tape from any good DIY store or even online for a small cost. You can hire road closed signs from many hire shops or buy ready laminated signs which adhere to the highways regulations or you can follow the make-your-own instructions at www.streetparty.org.uk

The Council is unable to provide barriers or signs for these events.

5. The Event

5.1 Licensing

If you plan to sell alcohol you will need to check whether you need a Temporary Events Notice. This is a temporary permission for licensable activities which currently

costs £21 and covers events of fewer than 500 people, including anyone helping to run the event.

For more information or to make an application, please visit the [Temporary Event Notice page](#) on the Council website.

5.2 Dates and Times

A Street Party road closure can be in place all day but the road should be reopened by 9pm.

In the event of conflicting road works in the vicinity of the event, the Council reserves the right to refuse an application or suspend the event for any given time.

Any existing Traffic Management Orders or other statutory provision on the street(s) to be closed will remain in force during the closures unless specified to the contrary on the Traffic Order notice.

5.3 Marshalls

You may wish to have Marshalls to help improve safety.

All those acting as marshals must wear hi-visibility clothing. Each closure point should be staffed/managed during the closure by the marshals.

Some drivers may occasionally be unhappy, or even aggressive, so it is important that the marshals are capable of dealing with this and that they know how to get help if needed.

5.4 Access Requirements

A Street Party may involve temporary obstructions such as bouncy castles, tables and chairs etc. and the layout must be such that a clear route along the road can easily be made available for emergency vehicles. This must be a minimum of 4 metres wide.

On street parking cannot be refused or restricted during the event.

5.5 Closing the Road

Road closure signs must be placed in such a way that the writing on them is clearly visible to approaching drivers. Once the road is closed, all vehicles other than emergency vehicles, and residents who live on the street are breaking the law if they go through.

Clearing Up

The Council will require that all portable signs, cones and barriers are removed and all rubbish cleared up before the road is reopened. Please go to the [Cleaner Lewisham webpage](#) for more information.

Appendix

6.1 Example letter to neighbours

Street Party Co-ordinator

Your name, address and contact details

DATE

To: Residents / Businesses ofRoad, SEXX

Dear Neighbour,

Re: Street Party Closure

I am writing to inform you that I am in the process of applying to Lewisham Council for a road closure to hold a Street Party event on the following road(s):-

.....
.....

The Closure is subject to Council approval. The closures will only take place at the following periods / times:

.....

The road will be fully closed to through traffic. It is not necessary to move parked vehicles from the street, although this would be preferable and achieved on a voluntary basis. Access must be maintained for emergency services at all times in all parts of the street.

The street party is being organised to celebrate

Please contact me if you have any concerns regarding this proposal. Or if you would like to get involved with organising the event. I will respond to any questions and if for any reason I am unsure I will refer your query on to the Council to ensure you are given the correct information.

Many thanks in advance for your cooperation.

Yours faithfully,

X