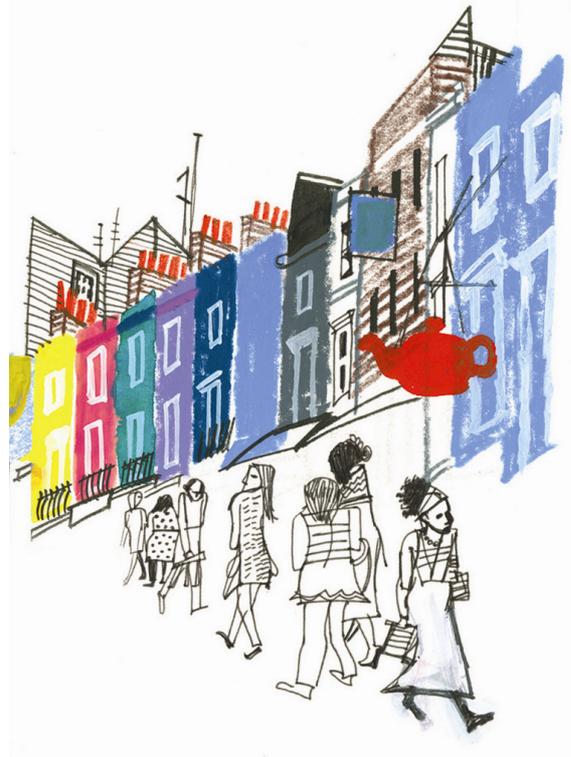


CITY LIVING
LOCAL LIFE

How to...

...organise a street party

in the Royal Borough of Kensington and Chelsea



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

About this guide

This 'how to' guide sets out what the requirements are, who can offer support and what you need to do if you want to organise a street party in the Royal Borough of Kensington and Chelsea. If you need more information just contact us – detailed contact information is available on the last page of this guide.

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1. Where to start

Street parties are get-togethers for neighbours. They're not advertised to the wider public and they're not commercial activities. Street parties take place in small residential roads where they will not significantly affect traffic or parking. They are organised by residents for themselves and their neighbours.

If what you want to plan is a larger event that's advertised more widely to the local community, this is classed as a small event (less than 499 attendees) or a large public event (more than 499 attendees). For small and large public events, contact the special events team (contact details in section 9) directly for advice as this guide is only applicable to street parties.

For general advice, we recommend Streets Alive, an organisation that promotes street parties and 'street meets'. They maintain a website with a range of useful guides to help you decide about holding a party, a full guide to hosting, links to order bunting and more. Chances are if you have a general question about organising a street party they have an answer. It's a great place to get you inspired and get you started. The website is www.streetparty.org.uk

The Big Lunch is an event every year where lots of people host a street party in their area all on the same day, which you may think about taking part in, but their website also has general support and resources as well as free materials: www.thebiglunch.com

Start by forming a small core group of interested people. Once you have a date, time and location in mind, we recommend you consult with as many people as possible on your street if you have not already done so. Please see Appendix A for a formal letter template you may want to use. You may wish to go door knocking to hand deliver a letter and/or a flyer about the street party and have a chat. This will ensure the street party is publicised, allows you to recruit support and lowers the barrier to people attending if people on your street tend not to know their neighbours.

2. What you need to do to register your event with the Council

The Council does not charge any fees to register your event and provides Council officer support to guide you through the process.

There are two forms that need to be submitted:

- **Appendix B: Registration form** to let us know the details.
This form is quicker to complete and submit online here: <http://www.rbkc.gov.uk/leisureandlibraries/culture/filmandspecialerevents/havingastreetparty/onlineform.aspx>
- **Appendix C: Indemnity declaration** for damages and any liability

And that's it! You will receive a response within 10 days to confirm that your street party can go ahead, so please submit these forms as early as possible and at least 2 to 3 weeks before your event.

3. Do I need a license?

In most cases, no – the registration form (Appendix B) and indemnity form (Appendix C) are sufficient. Specific circumstances:

Food and drink

Bringing drink or food to share with neighbours does not require a license.

If you intend to **sell** food or drink, however, you **may** need a license. If you'd like to sell food whether for charity, to cover costs or to raise funds contact 020 7341 5133 or streetparty@rbkc.gov.uk to discuss.

Music

You may play music whether it's live or recorded as long as your street party is a private party for residents, you're not making money from it and the music is not advertised widely in advance (it can be listed on flyers and publicised to your street).

Acceptable noise standards do still apply so please be considerate (see www.rbkc.gov.uk/environmentandtransport/environmentalhealth/noiseandnuisance.aspx for more information).

Tombola/Raffle

No license is needed if tickets are sold on the day, the prizes are not worth more than £500 in total and the proceeds go to a good cause or are to be used to cover the costs of the street party.

If tickets are sold in advance of the event, you **may** need a lottery registration, but speak to the special events team (see section 9 contact details) if you are planning this for advice.

4. Insurance and liability

The Council does not require street party/public liability insurance.

However, it is in your own interest to take out public liability insurance so you are covered in the event of a claim being made against you for an accident or damage caused by your party. Any reputable insurance company should be able to advise you on this.

Your Square Mile runs a 'Citizens Mutual' that costs £10 per year to join. Joining the mutual gives you a range of benefits including personal liability insurance for volunteering and street party insurance: yoursquaremile.co.uk/ysm-home/the-mutual/members-offers/

5. Road closure and parking

You may close the road if it is not used by a large amount of through traffic, is not a bus route or a priority route for emergency vehicles. To close the road, all you need to do is put in place barriers and signs to advise drivers of the closure.

Someone must be on hand during the street party who can clear any part or whole of the street immediately if asked by emergency services, a utility company attending emergency works or a Council officer. As streets are public space, you must allow pedestrians to pass freely.

We cannot suspend parking bays for you, but why not have a word with your neighbours to see if they could park elsewhere for a few hours during the street party to give you more room?

Make sure neighbours know the start and end of time of the party so they can move their cars or be advised of the planned road closure.

6. Bunting and decorations

Bunting and decorations are encouraged and bunting looks great on properties and along streets. If you would like to hang anything from lampposts, please speak to the Street Lighting Team beforehand so we can advise the best way of fixing and appropriate height. Contact our street lighting team at streetlighting@rbkc.gov.uk.

Enthusiastic decorating is great (we love to see pictures afterwards) but please just take care not to damage any trees, road surfaces or signs as you will be held responsible for the cost of any repairs or replacement if anything is damaged.

7. Funding and materials

The vast majority of most materials for street parties can be sourced for free or through in-kind support. A great way to get people involved is to get them to make food or bring drink, make bunting, and bring their own garden furniture, folding chairs and so forth.

Be creative and be sure to ask any local shops or businesses if they can donate food, drink, entertainment or lend you materials like tables, chairs, tablecloths, etc. Even bigger shops sometimes have community support policies and are often willing to donate consumables or materials.

Many tenant and resident associations also get sponsorship for summer street parties from local estate agencies. Don't forget to ask local churches or community centres as well.

Another resource is StreetBank (www.streetbank.com). It's a useful website where people in your immediate local area list items available for borrowing or skills they can share. Because it was started by a person in Fulham, Streetbank's highest concentration of members and stuff to borrow is in West London.

There is also a [Kensington and Chelsea Freecycle group](#) where people give away stuff they no longer need.

The Community Engagement Team can also help you get access to relevant materials the Royal Borough owns that may be available for lending for free or at minimal cost to residents for street parties, such as tea urns, gazebos and more.

If you do need funding, the Royal Borough runs a programme called City Living, Local Life – which produced this guide. A feature of City Living, Local Life is ‘ward budgets’, small pots of money that may be used for community events, projects or other activity with the support of your local Councillors. Many street parties and community fun days have been funded already by City Living, Local Life and it’s the best place to apply for local funding. To learn more, speak to your local Councillors or visit www.citylivinglocallife.org. You can also contact the Community Engagement Team to speak to someone further.

8. Police and Police Community Support Officers

It’s a good idea to let your local Safer Neighbourhood Team know when and where your event is happening. They can arrange to be around on the day if you need any support or to be on hand in case there is any trouble. They’ll also give you a direct contact to phone on the day if you need anything.

Email saferneighbourhoodsofficers@rbkc.gov.uk to be put through to the Sergeant for your area.

9. After the event

Clean up

Firstly, don’t forget to make provisions in advance for clean up after the 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. More information about litter and rubbish can be found on our website: <http://www.rbkc.gov.uk/environmentandtransport/streetcleaning.aspx>.

Keeping the connection

Most people who attend street parties find them to be a really positive and energising experience. People often get to know their neighbours for the first time. As such, it’s a good idea to give opportunities for people to go away from their street party with a way to keep in touch and carry forth the community spirit created. While the most basic way to do this is to allow people to give their email address or contact details, we also recommend:

StreetBank (www.streetbank.com) mentioned above, is great for this. Encouraging people to sign up to Streetbank means they will have a low key and secure way to make ongoing contact with neighbours through swapping items, from a ladder to

cupcake recipes. Contact alice@streetbank.com to get a small pack of flyers to have at your street party.

If there is a tenant or resident association in your street or that covers your area, why not invite them to attend the street party and get people to sign up as members then? A full list of tenant and resident associations in the Royal Borough can be found on our website at www.rbkc.gov.uk/residents.

Finally, if people are inspired after your street party to get more involved in their local area through volunteering, they can get register and find a local opportunity with the Volunteer Centre Kensington and Chelsea: www.voluntarywork.org.uk/

9. Contact us

The **Special Events Team** guides local people through securing permissions and any licenses, insurance and indemnity, how to do a road closure, and on any other practical or legal matters.

Contact:

Tara Hobson

tara.hobson@rbkc.gov.uk

020 7341 5119

www.rbkc.gov.uk/leisureandlibraries/culture/filmandspecialevents/havingastreetparty.aspx

The **Community Engagement Team** can help you find funding if needed, signpost you to a wealth of resources including support from other local people who've had a street party before, and help you build a legacy of neighbourliness after the event.

Contact:

locallife@rbkc.gov.uk

020 7598 4633

www.citylivinglocallife.org



Appendix A: Template letter to Neighbours

To:

From

Address

Date

Dear neighbour,

Proposed street party

I am writing to inform you that I am proposing to hold a street party in

.....Street/Road on between the times of
..... and

During these times access to the road will be severely restricted and it would be very helpful if you would remove any vehicles that you can. Access will be maintained for emergency services at all times in all parts of the street.

If you have any comments, queries or objections about this proposal, please contact me on, and/or contact The Royal Borough of Kensington and Chelsea, Special Events Officer on 020 341 5133.

Many thanks in advance for your co-operation.

Yours faithfully,

Appendix B: Registration Form

Fill in this form [online](#)

Royal Borough of Kensington and Chelsea Registering your intention to hold a street party

Your name

Telephone

(Contact number for day of party if different)

Contact address

Email address

About your street party

Date and time of your party

Tell us more about the reason for your party

Which street will your party be held in?

Will the whole street be affected?

If you answered no to the question above, tell us which part of the street will be used

Will this area be blocked off to traffic?

If you answered yes to the question above, how will drivers know the road is closed off – have you thought about signs or barriers?

If yes, tell us what you will be doing.

Do you intend to carry out any commercial activity – such as selling food or drink or providing professional entertainment? If yes, you will need to contact our Special Events Officer on 020 7341 5133.

We want to ensure most people are happy with this event, so if there are any objections let us know, we may be able to help resolve them. It is worth remembering that not everyone will be able to participate so make sure everyone knows when the party will start and end

Have you contacted your neighbours?

If you answered yes to the question above please provide details

Do any neighbours have any objections, please provide details

Don't forget to include a signed Indemnity Declaration (Appendix C) when you submit your form.

Post to:

Highways and Traffic
Pembroke Road Council Offices
37 Pembroke Road
London
W8 6PW

Appendix C: Indemnity Form

The Royal Borough of Kensington and Chelsea Application for Street Closure Order (Town and Police Clauses Act 1847)

APPLICATIONS CONCERNING SMALL EVENTS

This application should be used only for small community events such as street parties which would normally attract a maximum of 499 people and be organised by local residents groups, not-for-profit, community or voluntary groups that directly benefit local residents and stakeholders

Declaration by the council:

The Royal Borough of Kensington and Chelsea 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.

Declaration by the applicant:

The grant of the Traffic Management Order so as to authorise the closure of the proposed road will only be considered if the following declaration is signed by the applicant.

By signing this declaration you undertake to –

i) Indemnify and keep indemnified the Council in full and on demand from and all liabilities, cost, expenses, damage and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and reasonable legal and other professional costs and expenses) suffered or incurred by the Council arising out of in connection with the Event or matters ancillary to it. (Whether a Traffic Management Order is granted or not)

a) any claim made against the council by a third party arising out of or in connection with the Traffic Management Order to the extent that such claim arises out of the breach, negligent performance or failure or delay in performance by the applicant; and

b) any obligations of the Traffic Management Order being or becoming totally or partially unenforceable by reason of incapacity, lack of exceeding powers, ineffectiveness of execution on the part of the Guarantor; and

c) any claim made against the Council by a third party for death, personal injury, loss or damage to property or any other loss or damage howsoever arising out of the connection with the Traffic Management Order to the extent that the death, personal injury, loss or damage to property is attributable to the acts or omissions of the applicant: and

d) any claim against the Council by a third party for financial loss arising from any advice given or omitted to be given by the applicant;

ii) Provide and erect all barriers and signs necessary to implement the closure including those signing the alternative route, details of which will be supplied in the event of a Traffic Management Order.

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

iv) To comply with any Traffic Regulation Order and active parking restrictions as displayed at the time of the event which are currently in force on the road(s) to be closed will remain in force during the closure unless specified to the contrary on the Legal Order.

v) You agree to clean the street and return it to its condition prior to and after the closure.

I confirm that the information I provide below is true and complete. I am at least 18 years of age. I have read the conditions above and agree to accept and observe them.

Signed

Name

Date

Address of street party.....

Date of street party.....

Registration form

I enclose a completed copy of the form yes no

I have submitted an online application yes no

Post to:
Highways Department
Room 308
Council Offices
37 Pembroke Road
London W8 6PW