

# TEMPORARY ROAD CLOSURE APPLICATION FOR A STREET PARTY OR A SMALL COMMUNITY EVENT

Applicants Name: <i>(please print)</i>	
Organisation: <i>(if applicable)</i>	
Contact Address:	
Telephone Number: (daytime)	
E-mail Address:	
Name of Road(s) to be closed: <i>(If possible please supply a plan showing the extent of the road(s) to be closed)</i>	
Date of the event:	
Times of closure:	
Properties affected: <i>(This means any property, residential or commercial, which is located on or accessed from the road(s) you wish to close – e.g. numbers 1 to 15 Cedar Close)</i>	
Are any of the proposed roads to be closed used by through traffic?  <i>(If so you will need to send a traffic management plan showing the extent of the closure and an alternative route for traffic)</i>	
Are any of the proposed roads to be closed part of a bus route?  <i>(If so the District Council will consult with the relevant bus companies)</i>	
Have all the residents in the road agreed to this neighbourhood / community event?  <i>(If not, please list above the addresses of the residents who object to this event as we may be able to help you resolve any issues)</i>	
Will you be taking out any third party liability insurance cover in respect of the event and for the period whilst you are on the highway?  <i>(Although not mandatory it is recommend that you should have insurance cover in place whilst you are on the highway and a search on the internet for 'event' or 'street party' insurance brings up some options that organisers of such events can utilise).</i>	
Signed:	
Date:	

# **TEMPORARY ROAD CLOSURE APPLICATION FOR A STREET PARTY**

## **GUIDANCE NOTES**

1. Appropriate road closures signs need be provided that meet the requirements of the West Sussex County Council, further details including the specification and suppliers of these will be provided to you.
2. The Council will provide laminated copies of the advertisement notice and the notice of the order for you to display on the street prior to the event.
3. All the residents and any businesses that would be affected by the road closure should be notified as soon as possible of your application and your contact details should be shown on the notification in case of any queries they may have.
4. Please note that the provisions of the Town Police Clauses Act 1847, the legislation that is used by the District Council to make these particular temporary road closure orders, does not include the prevention of cars being parked on the section of highway, the subject of the temporary road closure order, during the period of the closure of the road. The Police will also not give any assistance in the removal of vehicles from the closed length of road during the preparation of the event.
5. Although the Council does not require the normal third party public liability insurance cover being taken out it is recommended that you or your organisation take out some form of insurance cover for your event whilst you are on the public highway and a search on the internet for 'event' or 'street party' insurance brings up a few options that organisers of such events can utilise.
6. Although the Council does not require a risk assessment to be submitted with your application it is recommended that you carry one out for the event to minimize things going wrong and to have a back up plan in place.
7. An alcohol license is not be required unless you are planning to sell alcohol at the event in which case you will need to apply for a Temporary Events Notice from the Council's Public Health & Licensing Department (01403 215402).
8. If you are going to have live or play recorded music at the event you will not need an entertainment licence if your event is a private street party for residents, the event is not going to be advertised in advance to attract people and also you will not be making any money. However if you are having music particular attention should be paid to the guidance notes on noise which will be sent to you.
9. As a private party you will not need a licence under the Licensing Act 2003 to sell food unless you only want to sell hot food and drink after 11.00 p.m.
10. If you are planning to hold a tombola or a raffle at the event you will not need permission provided the tickets are only sold on the day, the prizes are not worth more than £500 in total and the proceeds go to a good cause or charity or towards covering the cost of the event. If you are planning to sell tickets in advance of the event you will need a lottery registration but please check with the Licensing Department of the Council on 01403 215641.

### **Useful websites on organising a street party:**

Government Department for Communities & Local Government – guide to organising a street party

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

Public Services Website - [www.gov.uk/organise-street-party](http://www.gov.uk/organise-street-party)

The Street Party Site - [www.streetparty.org.uk](http://www.streetparty.org.uk)

The Big Lunch Website - [www.thebiglunch.com](http://www.thebiglunch.com)

Completed applications should be sent to the Property & Facilities Department, Horsham District Council, Parkside, Chart Way, Horsham RH12 1RL or e-mail it to [property@horsham.gov.uk](mailto:property@horsham.gov.uk)